**Library Service Policies**

**Everett Horn Public Library**

Policies and Procedures

Effective July 29, 2019

Personnel Policies

* 1. Employment
	2. General Qualifications for Employment
	3. Probationary Period
	4. Dress Code
	5. Wages
	6. Tenure, Dismissal
	7. Worker’s Compensation
	8. Retirement
	9. Sick Leave and Vacation
	10. Special Leave
	11. Holidays
	12. Overtime
	13. Grievance Procedures
	14. Sexual or Racial Harassment
	15. Use of Volunteers
	16. Staff Development
	17. Personnel Records
	18. Pregnancy/Maternity Leave
	19. Continuing Education

Collection Development Policies

 2.01 Goals and Objectives

 2.02 Basic Selection Criteria

 2.03 Gifts and Memorials

 2.04 Sample Gift Receipt

 2.05 Interlibrary Loan

 2.06 Collection Maintenance

 2.07 Procedures for Requests to Reconsider Materials

 2.08 Requests for Reconsideration of Materials Form

Library Service Policies

3.01 Service Hours

3.02 Meeting Room Use

3.02a Agreement to Use Form

3.03 Displays, Exhibits

3.04 Bulletin Board Restrictions

3.05 Emergency Procedures

3.06 Eligibility to Borrow

3.07 Fees for Nonresidents

3.08 Responsibility of Borrowers

3.09 Length of Loans

3.10 Number of Items Loaned

3.11 Number of Items Loaned per Topic

3.12 Renewals

3.13 Reserves

3.14 Lost or Damaged Materials

3.15 Charges for Services

3.16 Confidentiality of Records

3.17 Internet/Computer Usage

3.18 Reference Assistance

3.19 Rules of Conduct

3.20 Incident Report

3.21 Unattended Children

3.22 Title VI

Appendices

 Appendix 1 Library Bill of Rights (ALA)

 Appendix 2 Freedom to Read (ALA)

 Appendix 3 Freedom to View (ALA)

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Employment

Number: 1.01

Effective Date: January 28, 2019

Selection of staff members is based solely upon merit, with due consideration of personal, educational, and physical qualifications and of training and aptitudes for the position involved. Political preference or pressure, or the fact that a candidate is recommended by an influential person, has no weight in library appointments. “Merit Only” is the basis for all appointments. Local residents are considered on the basis of their qualifications and are shown preference when credentials warrant.

A library employee cannot be a spouse, sibling, child, or in-law of a trustee or the director. Religious, social, racial, or political qualifications are not to be considered, nor should an applicant be considered because that person needs to work.

Library directors shall be selected by a majority vote of the Library Board.

Support staff will be selected by the individual library director, subject to approval by the Board.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: General Qualifications for Employment

Number: 1.02

Effective Date: July 29, 2019

Anyone being considered as an employee of the library must be a United States Citizen, have a high school education or equivalency, and must be proficient in Microsoft Office and have computer literacy skills needed to trouble shoot everyday issues.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Probationary Period

Number: 1.03

Effective Date: July 29, 2019

Each newly hired employee is subject to a six-month probationary period. The board reserves the right to extend the time of this period if felt necessary. Each employee is required to follow the established policies and procedures. If the new employee is not performing the job duties, the employee can be terminated at any time during the probationary period.

A new hire will be paid minimum wage during the probationary period. Upon completion of the probationary period and with increased responsibility, a pay increase of $0.75 will be made. After 1 year of service, based on demonstrated competence, a second increase can be made and annually thereafter based on availability of funds.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Dress Code

Number: 1.04

Effective Date: January 28, 2019

All staff members (paid and volunteer) are expected to be neat and clean at all times. Employees should be dressed business casual. No revealing clothing may be worn. No t-shirts may be worn with writing that could be considered offensive by community standards. At any time, the director and or board member may request an employee changes clothes.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Wages

Number: 1.05

Effective Date: January 28, 2019

The Board shall set wages of all employees. Employees will be paid twice monthly: the 15th and the last day of the month. Increases in wages shall be based on demonstrated competence, individual development, and attitude. Increases are usually recommended after one year of service and annually thereafter.

Wage increases are at no time automatic, but are dependent upon the availability of funds.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Tenure, Dismissal

Number: 1.06

Effective Date: July 29, 2019

Following the satisfactory completion of the probationary period, the employment of a full time employee, unless appointed on a temporary basis, carries with it all possible assurance of continuous and permanent tenure as long as the staff member performs duties competently and in accordance with the policies of the library. While the library does not hold itself under obligation to continue the employment of any member of the staff whose service is unsatisfactory, no staff member under permanent appointment shall have services terminated without cause, except in case of unfavorable financial retrenchment.

Any employee of the library may be discharged for incompetence, unfaithfulness in the performance of duties, willful neglect to conform to the policies and procedures of the library, or physical inability to perform duties as such employee. An annual performance evaluation will be done within 1 month of the anniversary of their hire date.

Two weeks’ notice in writing should be given prior to resignation.

A Director, Assistant Director, or Department Head should give a notice four weeks in writing prior to resignation or retirement.

If an employee is not completing their job in a satisfactory manor, a write up including a plan of action to correct the problem will be given. Upon the third write up, the employee will be subject to disciplinary action up to and including termination based on recommendations from the library board.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Benefits: Worker’s Compensation

Number: 1.07

Effective Date: January 28, 2019

Worker’s Compensation Insurance is provided for library employees to provide protection in case of injury or contracting an occupational illness while performing job duties.

Should an employee not be able to work because of an injury or illness caused by job duties, the amount of earnings received during the time off is determined by state law.

An employee who receives an on-the-job injury or contracts an illness related to the job must report this to the director and library board chair immediately. Failure to do so can result in being disqualified from receiving benefit.

Provisions of the Worker’s Compensation Law will be followed. Any employee who attempts to defraud the Worker’s Compensation Law will be discharged and will be subject to investigation and prosecution by the State of Tennessee.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Benefits: Retirement

Number: 1.08

Effective Date: January 28, 2019

Continued employment of an employee will be based on the health and abilities of the employee and the overall goals of the library.

All employees are entitled to Social Security benefits.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Benefits: Paid Time Off

Number: 1.09

Effective Date: January 28, 2019

Paid Time Off will be accrued at the rate of one hour for every 30 hours worked during the first two years of employment. Beginning the third year of employment, paid time off will be accrued at the rate of one hour for every 20 hours worked. This applies to all hourly employees.

Employees who are released before completion of their probation forfeit any Paid Time Off. Employees in their probation period may not use any Paid Time Off until their probation period is complete.

No employee may give any leave time to another employee. Accumulation of Paid Time Off must be used within two years of the time being earned.

Library employees shall request vacation leave in advance subject to the approval of the Director of the library. In time of sickness, advance notice would not be required.

Use of Paid Time Off shall be recorded on the monthly time sheet. Paid Time Off may not be used before it is earned.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Benefits: Special Leave

Number: 1.10

Effective Date: January 28, 2019

Special Leave Situations:

Funeral leave: Time off with pay, up to 3 days for immediate family or 5 days for a spouse, at the Director’s discretion. Immediate family shall include spouse, parents, children, brothers, sisters, grandparents, and direct in-laws of the employee. Employee will only get paid for hours he/she was scheduled to work during this time period.

Leave without pay: Must be approved by the Library Board of Trustees and Director. Request for such leave should be in writing.

Leave with pay: Must be approved by the Library Board of Trustees and Director. Request for such leave should be in writing.

Jury duty and legal leave: Upon receiving a summons to report for jury duty or subpoenaed, the staff member shall give a copy to the Library Director the same day received. The employee will be granted a leave of absence when required to appear in Federal or State court as a juror. Employees shall receive regular compensation for days scheduled to work minus the pay they received from court during time served on jury duty or when subpoenaed as a witness for library business. The employee may retain all compensation received for serving as a juror. If an employee is relieved from jury duty during working hours, the employee must report back to work to receive compensation.

The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions, the employee must take paid time off or leave without pay.

Family and Medical Leave: The Library Board will comply with the provisions of the Family and Medical Leave Act 1993 when applicable.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Benefits: Holidays

Number: 1.11

Effective Date: January 28, 2019

Whenever the library closes for a holiday, all employees shall be paid according to the hours they would have been scheduled to work that day had the library been open.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Benefits: Overtime

Number: 1.12

Effective Date: January 28, 2019

At present, there is no overtime required. However, if overtime is warranted, state law of time and a half will be followed.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Grievance Procedures

Number: 1.13

Effective Date: January 28, 2019

Any customer or staff member who has a grievance will be required to fill out a grievance form which is following.

The grievance form will be submitted to the Director for action. The Director will handle the incident if possible. If not, he/she will refer action to the library board. If the grievance is concerning the Library Director, the grievance form will be submitted to the chairman of the library board.

**Grievance Form:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person grievance is regarding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident of grievance:

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Person receiving this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action taken:

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Sexual or Racial Harassment

Number: 1.14

Effective Date: July 29, 2019

Sexual or racial harassment as defined by the Federal law is considered misconduct in the work place and could be grounds for dismissal. If it occurs, the offender will be given a written verbal warning after an investigation of the matter takes place. This verbal warning will not be placed in the employees file. A second offense will be a written referral that will be placed in the staff members file. If it continues, the offender will be dismissed.

Any employee who feels that they have been or are being subjected to sexual or racial harassment is urged to contact the director immediately. The offended employee may contact the board chair if the complaint is against the director. The director or the board will deal with the complaint promptly and resolve the issue.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Use of Volunteers

Number: 1.15

Effective Date: January 28, 2019

The library shall make use of volunteers solely upon the Director’s discretion. Just because someone volunteers does not mean they will be used. The Director will have to determine what skills the volunteer has to offer the library, and whether or not those skills can be put to use.

At no time will volunteers take the place of regular employees already scheduled hours. Volunteers generally provide support services to paid staff and/or work on special projects. Volunteers will be required to sign a confidentiality statement.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Staff Development

Number: 1.16

Effective Date: January 28, 2019

Staff members are urged to become members of civic, educational, and professional organizations.

The Director is expected to attend regular meetings of local library organizations and of the Tennessee Library Association. It is also recommended that the Director attend regional and national library conferences whenever possible. Travel to and attendance at which will be considered work time.

The expenses for the Director (or any staff members when necessary) to belong to and to attend meetings of these organizations shall be included in the annual budget.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Personnel Records

Number: 1.17

Effective Date: January 28, 2019

Each employee’s confidential file shall include application/resume, W-4 forms, any conduct records and commendations, and any other pertinent records including the signed confidentiality form.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Pregnancy/Maternity & Paternity Leave

Number: 1.18

Effective Date: July 29, 2019

Pregnancy will be treated as a temporary disability. Reasonable accommodation will be made for pregnant employees or an employee that is the father. A request for maternity/paternity leave must be presented to the library director and/or library board three months before the anticipated date of departure for maternity leave. This request shall be in writing and should include anticipated departure date, expected length of leave, and statement of intent to return to full-time library employment after the leave. Failure to give three months’ advance notice because of a medical emergency which necessitates that maternity/paternity leave begin earlier than originally anticipated does not forfeit any rights or benefits solely because of such failure. A pregnant employee is expected to accept maternity leave voluntarily when a doctor determines that she is unable to perform her tasks in the work place. The library may require a pregnant employee to submit to an examination by a doctor other than her own if the library pays for such an examination.

Maternity leave will be calculated as any other illness. Accumulated paid time off may be used for maternity leave, but when that time is used, the employee will be considered on leave without pay until such time that the employee is released by her physician to return to work.

Maternity leave of a minimum of four months up to six months without pay may be granted if it can be done without detriment to the work of the library and/or if a satisfactory temporary replacement is available. In no case will the employee be required to return to work earlier than 30 workdays following the birth of the child.

Paternity leave up to one month without pay may be granted if it can be done without detriment to the work of the library and/or if a satisfactory temporary replacement is available. Paternity leave, like maternity leave, will be calculated as any other illness. Accumulated paid time off may be used for paternity leave, but when that time is used, the employee will be considered on leave without pay until such time the employee returns to work.

When the employee returns from leave, he/she will be assigned to the position which he/she left, whenever possible. The library may opt to rehire the employee in another position of equal status and pay. In the event the employee cannot be assigned to the previous position, he/she will be placed in a position of similar status and pay without a break in service.

If the library board/library director finds that the employee has utilized the period of leave to pursue other employment opportunities, or if the library board/library director finds that the employee has worked part-time or full-time for another employer during the leave, then the library board shall not be liable under this section to reinstate the employee at the end of the maternity/paternity leave.

It is the intent of this policy to comply with The Pregnancy Discrimination Act amendment to Title VII of the United States Civil Rights Act of 1964 and the Tennessee Maternity Leave Law (Tennessee Code Annotated Section 4-21-408 (1988) ) These rules and regulations will be superseded by Federal Law when applicable.

Personnel Policies

Everett Horn Public Library

Section: Personnel Policies: Continuing Education

Number: 1.19

Effective Date: January 28, 2019

All staff must complete 3 hours of Continued Education each quarter during regularly scheduled work hours for a total of 12 hours per year. These hours are to be approved by the director. The hours can be achieved through webinars or inservices, and at least one during the year must be on technology. Two of these hours per quarter will be on their own with the 3rd hour being obtained at a quarterly staff meeting to be held on the first Wednesday of the new quarter. A certificate of completion for each Continued Education opportunity must be given to the director to be placed in the employee’s record. The annual All Employee Meeting will take the place of one quarter’s training. Upon completion of three hours per quarter, the employee shall receive an hour paid time off. If hours are not completed, it will be noted on their annual evaluation, and may affect their continued employment at the library.

Collection Development Policies

Everett Horn Public Library

Section: Collection Development Policies: Goals and Objectives

Number: 2.01

Effective Date: July 29, 2019

It is the goal of the Library to obtain the maximum use of its collection by the greatest number of people.

The objectives of the library are as follows; to select, organize, preserve, and make freely available printed and other materials to the citizens living in our service area which will assist them to:

 Educate themselves continually

 Keep pace with progress in all fields of knowledge

Become better members of home and community

Develop their creative and spiritual capacities

Appreciate works of art and literature

Make such use of leisure time to promote well-being

Contribute to the growth of knowledge

The library adheres to and wholly supports the Library Bill of Rights and The Freedom to Read and the Freedom to View statements which are to be considered as part of this collection development policy.

The library service area consists of people of all age groups, education, abilities, and interests in Lexington and Henderson County. Therefore, it is the policy of the library to select all kinds of materials for all potential customers.

It is the policy of the library to cooperate with all school libraries in the community to include, but not limited to, training school staff and students on TEL and R.E.A.D.S, as well as issuing access to R.E.A.D.S. through special assigned numbers when given permission.

Because information is available in various formats, the library selects non-print items to complement, or in some cases, to substitute books. The same criteria as stated for books will be used for tapes, films, microfilm, and other materials.

No attempt is made to supply textbooks used in schools and colleges of this area. Generally, most public libraries do not purchase rare books, books used as texts in local schools, medical texts, or law textbooks.

Because there is much controversy in the history of religion and sects and because religious faith has such a personal nature, it is impossible to avoid controversial questions in the selection of a library collection. The library will maintain an impartial recognition of conflicting points of view in this field. The library purchases books of general, not denominational, interest.

Obscene books and periodicals which are lewd with deliberate intent shall not be admitted to the library. However, no book shall be judged for exclusion by taking single passages out of context and basing condemnation of that book on such lifted passages.

No book or library material shall be removed from the collection at the arbitrary discretion or complaint by any individual or group.

All requests for removal or reconsideration of library material shall be in writing and shall include such information as necessary for a proper decision by library and Board officers. Such a form is appended to these policies.

Periodicals (both purchased and gifts) are maintained within specific guidelines. Past issues are filed and available for research. The library has The Lexington Progress on microfilm dating from 1893 to present date.

Every library has an obligation to collect materials on the history of its own locale. Local history and other genealogical items will be purchased and maintained for research and relevancy. Books of local interest – from the standpoint of author or background are bought though they do not meet the library’s standards.

Reference materials and books located in the Tennessee Genealogy Room are available to the public within library use only. Reference materials cannot be circulated.

Collection Development Policies

Everett Horn Public Library

Section: Collection Development Policies: Basic Selection Criteria

Number: 2.02

Effective Date: January 28, 2019

The chief points considered in the selection of materials for the library are:

1. Public request
2. Permanence of timely value
3. Accuracy of information
4. Authoritativeness and effectiveness of presentation
5. Literary quality
6. Social significance
7. Objectivity
8. Balance of subject areas
9. Present and future needs of the community
10. Price and availability
11. Physical format

Contemporary and popular authors are included, as well as those who have demonstrated enduring worth. Titles are selected on the basis of the content as a whole and without regard to the personal history of the author.

The library purchases religious books of general, not denominational, interest.

Obscene books and periodicals which are lewd with deliberate intent shall not be admitted to the library. However, no book shall be judged for exclusion by taking single passages out of context and basing condemnation of that book on such lifted passages.

The final responsibility for the selection of materials at the library rests with the Library Director. Suggestions from customers, board members, and staff are always welcomed and will be given serious consideration. Whenever possible, people in the community who have special education or talents in a specific area will be used as subject consultants in the choice of materials.

Collection Development Policies

Everett Horn Public Library

Section: Collection Development Policies: Gifts and Memorials

Number: 2.03

Effective Date: January 28, 2019

Materials in general: Gifts of new library materials will be accepted and added to the collection only if they are needed and meet the criteria of the collection development policy. Items not added to the collection will be disposed of in whatever ways the library sees fit.

Collections: Gift collections will be accepted only by the Director, with the counsel of the Board of Trustees as appropriate, and with the understanding that the collection may not be kept intact.

Periodicals: Gift periodicals will be evaluated to determine their suitability for adding to the collection.

Return of Items: Once a gift is accepted by the library, it will not be returned.

Recognition Gifts: The library welcomes monetary gifts for purchase of library materials given in recognition of individuals or organizations. The names of the donor(s) and the individuals or organizations recognized by the gift will be listed on a bookplate and affixed to the material.

Other monetary gifts: Any monetary gift given to the library will be used as operating funds unless otherwise designated by the giver. All designated gifts must meet the criteria of the collection development policy.

The library does not accept for permanent deposit materials which are not given as outright gifts.

The Board of Trustees of the Library affirms one of the purposes of the library to be the collection, preservation, and occasional exhibition of printed and manuscript materials on the history of the local and the region, and board adopts the following points as governing policy in the acquisition of historical materials.

1. The library will welcome gifts of printed and manuscript materials on the history of the community and the region.
2. Except for temporary exhibit purposes, the library should not accept storage responsibility for historical documents or objects owned or controlled by groups or individuals.
3. The library should not accept as gift any printed or manuscript items or any object if the condition of acceptance requires permanent exhibition of the item or object since the library believes all exhibits should be changed from time to time to maintain interest.
4. The library is not a museum and should rarely accept objects other than printed or manuscript material.

Collection Development Policies

Everett Horn Public Library

Section: Collection Development Policies: Gift Receipt

Number: 2.04

Effective Date: January 28, 2019

Donation of Materials

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_

has donated books and/or other library materials to the Everett Horn Public Library. This form will serve as a receipt for purposes of income tax deduction. The Internal Revenue Service advises the library that it is the responsibility of the contributor to determine the fair market value of the contribution.

This donation is made with the understanding that such materials may be added to the library’s collection if they meet the criteria of the collection development policy. Donated items will not be returned.

Signature of donor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of staff member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of items \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of items \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*The original of this form goes to the donor, and the library will retain a duplicate.*

Collection Development Policies

Everett Horn Public Library

Section: Collection Development Policies: Interlibrary Loan (ILL)

Number: 2.05

Effective Date: January 28, 2019

Materials may be interlibrary loaned to other libraries in the state for one month, including mailing time. Best sellers, books published within the year, reference books, local history, and genealogy are not loaned. Material may be copied from the vertical files rather than loan the original copy.

Patrons in the local library setting may request books to be borrowed from other libraries. Director may refuse this privilege if the patron has not shown responsibility in returning books borrowed from the local library in a timely manner.

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Collection Development Policies

Everett Horn Public Library

Section: Collection Development Policies: Collection Maintenance (weeding)

Number: 2.06

Effective Date: January 28, 2019

Materials that are no longer useful will be systematically weeded from the library collection. Such materials may be sold or destroyed.

The criteria for weeding include: general physical condition and appearance, accuracy and currency of information included, relevancy and usefulness to the needs and interests of the library patrons. Unneeded copies should also be removed from the collection.

Equipment and other items which are surplus, outdated, non-repairable, etc. may be sold or discarded as deemed appropriate by the Library Director.

Collection Development Policies

Everett Horn Public Library

Section: Collection Development Policies:

 Procedures for requests to reconsider materials

Number: 2.07

Effective Date: July 29, 2019

If a complaint about the content of a library item is made or an item is asked to be removed from the collection, a customer must complete the Request for Reconsideration Form. The Library director will refer the form to the Library Board chair. A small committee will be appointed by the board chair to read or view the material. The committee should include at least two board members and the library director. The committee will recommend appropriate action. A written response will be sent to the person who filed the request. If the person filing the request is not satisfied, an appeal can m\be made to the full Library Board.

The Request of Reconsideration form is 2.08.

Collection Development Policies

Everett Horn Public Library

Section: Collection Development Policies:

 Request for Reconsideration of Materials form

Number: 2.08

Effective Date: January 28, 2019

Patron’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who do you represent: (Please check) Self? \_\_\_\_\_\_\_\_\_\_\_\_ An organization? \_\_\_\_\_\_\_\_\_\_\_\_\_

 Organization name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Resource on which you are commenting:

 \_\_\_\_\_ Book \_\_\_\_\_ Textbook \_\_\_\_\_ Video

 \_\_\_\_\_ Magazine \_\_\_\_\_ Library Programs \_\_\_\_\_ Audio Recording

 \_\_\_\_\_ Newspaper \_\_\_\_\_ Electronic information/network

 \_\_\_\_\_ Display \_\_\_\_\_ Other

 Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Author/Producer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What brought this resource to your attention?

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3. Have you examined the entire resource?

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4. What concerns you about the resource? (Use other side or additional pages if necessary.)

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5. Are there resources you suggest to provide additional information and/or viewpoints on this

 topic?

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Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Service Hours

Number: 3.01

Effective Date: July 29, 2019

The library will be open from 9:00 AM to 6:00 PM on Monday through Thursday, open from 9:00 AM to 5:00 PM on Friday, and 9:00 AM to 3:00 PM on Saturday.

The library is open to the public during the lunch hour with the staff rotating their lunch hours as needed.

The library will close on the following holidays:

 New Years Day

 Martin Luther King Jr. Day

 President’s Day

 Good Friday

 Memorial Day

 Independence Day

 Labor Day

 Veterans Day

 Thanksgiving – 3 days (Thursday, Friday, and Saturday)

 Christmas – 2.5 days (24th - half day, 25th, and 26th)

Weather closings will be at the discretion of the director.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Meeting Room Use

Number: 3.02

Effective Date: July 29, 2019

At the current time, the library does not have a community room for use by the public. If a room becomes available, the following policy will be in effect.

The Library’s Community Room is available for use by the citizens of Lexington and Henderson County for gatherings of a civic, cultural, educational, or social nature. The Community room is not available for meetings for religious purposes, political gatherings, commercial concerns, when profit by sales are involved, or for children’s parties. The meeting room may be used by citizens to have bridal showers, baby showers, and other family gatherings. The library reserves the right to deny use of the room when it is felt damage or disorder may be likely to occur. The library has priority for use of the meeting room.

No other additional furniture or equipment other than that furnished by the library is to be used without library approval, excluding projectors or screens.

Non-civic groups will be asked for a $50 deposit when picking up the key to the community room. Responsible person will also be asked to sign an *Agreement to Use* form. $20 of the deposit will be returned when the community room key is returned, as long as the community room is left in the same condition after use as it was before. Groups using the room will assume responsibility of damages to the room or its contents. At the end of the meeting, the room will be restored to its previous condition, and any non-library items removed. It is the responsibility of the person to whom the key was assigned to return the key to the library staff.

The library is authorized to deny permission to use the meeting room to any group that is disorderly in any way or that violates these regulations.

Smoking is prohibited, and no alcoholic beverages are allowed on the premises.

The library gladly accepts monetary donations or donations of toiletry items to assist in the upkeep of the Community Room.

Copy of *Agreement to Use* form following.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Meeting Room Use

Number: 3.02a

Effective Date: July 29, 2019

At the current time, the library does not have a community room for use by the public. If a room becomes available, the following policy will be in effect.

I agree to leave a $50 cash deposit for the use of the community room. Twenty dollars of this deposit will be returned to me after using the room and returning the key if I leave the room in the same condition I found it. I understand that if refreshments are served, and as a result there are any spills, spots or stains, my entire deposit will be retained and the amount will be applied toward getting the carpet commercially cleaned.

I agree to bring my own garbage bags and dispose of the trash when I leave.

There will be no smoking in the Community Room while I am using it.

There will be no alcoholic beverages brought on the premises.

I will be responsible for any damages done to the Community Room while I am using it.

By signing below, I am stating that I have read the above statements, and agree to abide by them.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Displays and Exhibits

Number: 3.03

Effective Date: January 28, 2019

The Board of Trustees and the staff of the public library are anxious to provide for the public as many attractive, educational, and cultural exhibits as possible.

The display area may be used for civic displays. Library books on subjects relating to the display may be incorporated in the display. Use of this space is granted any group whose purpose for the display promotes the welfare or educational enlightenment of the community. Space is not available for political parties, religious organizations, or commercial activities, for private individuals or for one side of controversial matters. Use of space is granted by the Library Director.

No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed or placed in the library for distribution without permission from the library director.

Art exhibitions and displays of art books and objects of art shall be part of the library’s program for encouraging appreciation and understanding of art. Such exhibitions and displays are subject to the limitations of space, facilities, and staff time.

The library will try to protect material displayed but cannot be responsible for loss or damage to such material.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Bulletin Board Restrictions

Number: 3.04

Effective Date: January 28, 2019

The library maintains a bulletin board for posting of community announcements. This may be used to post flyers of community interest.

Advertisements for meetings or activities that promote practices that are known to cause division or confusion in a community cannot be posted. It is the library’s desire to bring unity and tolerance to our community, and the library will not support any activity or meeting that works against that principle.

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Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Emergency Procedures

Number: 3.05

Effective Date: January 28, 2019

In case of tornado warning, all patrons and staff inside the library will be moved to the small hallway in front of the bathrooms.

In case of fire, all patrons and staff will be removed from the building at the closest exit available. Lighted exit signs will be maintained to provide directions to all exits. Fire extinguishers will be inspected annually. All exits will remain uncluttered for speedy exit.

In case of bomb threat, all patrons and staff will be removed from the building.

If the library has anything unusual, such as fire, robbery, etc., the library staff person on duty shall contact the appropriate emergency agency immediately, then the director if not present, then the Board Chair.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Eligibility to Borrow

Number: 3.06

Effective Date: July 29, 2019

Service shall be free to all persons residing, working in, owning property in, or attending school in Henderson County. Patrons are required to complete an application card with their name, address, phone number, place of employment or school attending, and another Henderson Countian’s name and phone number for reference purposes if at all possible. Adults must present proof of address when applying for a library card.

Patrons will be allowed to check out two pieces of material when they sign up for their library card. Upon return of those two items, the limit will increase to 10 items.

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

All patrons will be required to present their library cards to check out materials. If library card is unavailable, a government issued ID may be used.

A parent or legal guardian must sign for children under 16 years of age to receive a card. A child must be at least 5 years old to obtain a card. The child must be present when a parent is obtaining the card.

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Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Fees for nonresidents

Number: 3.07

Effective Date: January 28, 2019

All patrons desiring to borrow materials from the Everett Horn Public Library who reside outside of Henderson County will be charged a $10 user fee unless they work, own property, or go to school in Henderson County.

This is to cover costs of long distance calls or postage needed to maintain the user’s account.

The nonresident card is good for one year.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Responsibility of borrowers

Number: 3.08

Effective Date: July 29, 2019

Obligations of library patrons are as follows:

You must present your library card each time you check out. If library card is unavailable, a government issued ID may be used.

You are responsible for all materials checked out on your card.

You will not be able to check out material on your library card if you have overdue, damaged, or lost library material until it is returned or paid for. All outstanding fines over $2.00 on the account must be paid before more material can be checked out.

Library books and audio books may be checked out for a period of two weeks. DVDs may be checked out for a period of one week.

DVDs cannot be renewed.

There is no renewal of books on the reserve list.

There is a checkout limit of two items at the time you receive your library card. Upon return of those items, the checkout limit increases to ten items per card at one time. There is a checkout limit of 4 audios, and 2 DVDs at any given time.

See section 3.15 regarding fee schedule.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Length of Loan

Number: 3.09

Effective Date: January 28, 2019

Books and audio materials may be checked out for a period of two weeks. DVDs may be checked out for a period of one week, and may not be renewed.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Number of Items Loaned

Number: 3.10

Effective Date: January 28, 2019

There is a checkout limit of two items at the time you receive your library card. Upon return of those items, the checkout limit increases to ten items per card at one time. There is a checkout limit of 4 audios, and 2 DVDs at any given time.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Number of items loaned per topic

Number: 3.11

Effective Date: January 28, 2019

Due to the limited number of books on certain topics, the director or checkout staff may limit the number of books on any one topic that a patron desires to check out.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Renewals

Number: 3.12

Effective Date: January 28, 2019

Patrons will be allowed to renew items for one or two loan periods. No more than two. Renewals may be done over the phone. DVDs may not be renewed at all. Books on the reserve list must be returned after the first checkout period.

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Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Reserves

Number: 3.13

Effective Date: January 28, 2019

Any patron desiring material that is checked out may have their name added to a reserve list for that material. The patron will then be notified when the material is returned. Material that is on reserve may not be renewed by the patron who currently has possession of it.

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Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Lost or damaged materials

Number: 3.14

Effective Date: July 29, 2019

Patrons who damage or lose materials borrowed must replace or pay for the damaged or lost materials in order to maintain borrowing eligibility.

Any materials replaced must be in at least as good condition as the borrowed material was before being removed from the library.

If the book is damaged, but can still be used, a 20% damage fee will be fined.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Charges for Services

Number: 3.15

Effective Date: July 29, 2019

The following charges apply to library services:

$10.00 Fee for any customer who lives outside Henderson County. The fee will be waived

 If patron works, owns property, or attends school in Henderson County.

$0.20 Per sheet for copies from copy machine or computer printer that is printed in black

 and white.

$0.50 Per sheet for copies from copy machine or computer printer that is printed in color.

$0.25 Per sheet for copies from copy machine or computer printer that is printed in black

 and white on specialty paper provided by the library.

$1.00 Fee per page for faxes sent. Cover pages are counted as a page also.

$1.00 Fee per page for faxes received. Cover pages are counted as a page.

$0.10 Per sheet for scans.

$1.00 No fee will be charged to replace lost library cards on the first replacement if they

 have had it for 1 year. If they have had it less than a year, a $1.00 fine will be

 incurred. $1.00 will be charged to replace lost cards on subsequent

 incidents unless it is being replaced due to a scanning error.

$0.25 Charge for all copies made on microfilm printer.

$10.00 Per banner regardless of black and white or color.

$0.10 Per day, per item fee on all overdue materials. Maximum fee of $5.00 per item.

Fines are not charged for materials which are lost and paid for.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Confidentiality of Records

Number: 3.16

Effective Date: July 29, 2019

The Board endorses *Tennessee Code Annotated* Section 10-8-101 through Section 10-8-103 as its operations guideline, respecting the right of citizens to select their own reading or viewing material and that those selections shall be considered private and not subject to divulgence to other persons except pursuant to court order.

All staff members and volunteers must sign the Confidentiality of Records form before working at the library.

Confidentiality of Records

I agree that I will not discuss with anyone the material that specific patrons choose to read or view, as well as any information they retrieve while on personal or public computers. I realize that this is private information and not subject to divulgence to other persons except pursuant to court order.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Internet/Computer Usage

Number: 3.17

Effective Date: July 29, 2019

The Lexington-Henderson County Library offers for public use limited Internet access computers. This is a free educational service, and while the Internet is a valuable source of information, some information may be inaccurate, incomplete, dated, or offensive to some individuals. The library cannot guarantee the suitability of content of Internet sites visited. The library will not be responsible for inaccessibility of Internet websites at any given time.

Any person under the age of 16 must have a parent’s presence or permission to use the Internet signified by the signing of a permission slip which the library will keep on file. If library staff has doubt as to the age of a patron, the staff member may ask for identification.

Furthermore, any person under the age of 13 must have their parent or legal guardian present to obtain computer access. You may fill out paperwork authorizing an adult designee to attend with minors if the parent/legal guardian cannot be present. If a designee is authorized, that designee must present signed card and proof of identity at the time of usage. Parent/Legal Guardian or designee must remain at library, and is responsible for any content the minor may access.

Any minor 13 to 15 years of age, must have their parent or legal guardian present to obtain computer access. If the parent/legal guardian will not be present during the computer session, a signed consent must be on file with the library, and the minor must present signed card showing permission to use computers without adult supervision.

The library, having installed and enforced the operation of filtering software in compliance with the Children’s Internet Protection Act, will have no liability for damages related to the operation of or failure of, the filtering software, or for it circumvention by users.

The library, either by itself or in combination with its Internet Service Provider, will install filtering software or other technologies on all library computers with Internet access, and will enforce the operation of same during any use of those computers to prevent minors from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors.

The term “harmful to minors” is defined by the Communication Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

* taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
* depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
* taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering software is not foolproof. It only diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Filters often block access to sites that users would consider both inoffensive and useful. Anyone using the Internet at the library will have access to electronic mail, social media, and other forms of direct electronic communications. The library does not accept responsibility for a child’s safety or security when using this technology; the parent/legal guardian will assume responsibility while in the child’s presence or by their signature of the designee permission slip for those under the age of 13 or the Internet permission slip for those 13-15.

The Internet Use Permission Slip form is number 3.17a. The Internet Permission Cards are number 3.17b.

User agrees that he/she will not:

1. Use computer to gain unauthorized access to the library, or any other computer system or database.
2. Attempt to bypass security or programming protocols.
3. In any way purposefully damage computer equipment.
4. Engage in harassing, defamatory, or illegal activity.
5. Send, receive, or display text or graphics, video or audio which may be reasonably construed as being obscene by community standards. Since the Internet computers are visible by other patrons, items displayed are not for totally private viewing.
6. Patrons waiting on their turn at the computer should not stand behind the patrons currently on the computers, therefore invading their privacy.
7. Patrons using the computers should try to restrict their viewing to their own screen and not purposefully view the screen of other computer users therefore invading their privacy.
8. No fixtures/programs will be added or changed on the public access computers by patrons.

Violation may result in loss of access to computers based on the seriousness of the offense.

In the event, a patron violates rule number 5, these consequences will be followed:

1st offense: Warning

2nd offense: Banned from computers for 6 months

3rd offense: Permanent ban from computers

A copy of this policy is located on the sign in screen on every public access computer. By entering the pin found on the Reservation Ticket and clicking “I AGREE”, you are agreeing to abide by the above-mentioned rules.

Laptop computers may be brought into the library and used. However, while in the public spaces provided by the library, adult/explicit material will still not be permitted, and users must pass through an Untangled Click Page agreeing to abide by library policies in order to gain access to wifi internet.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Reference assistance

Number: 3.18

Effective Date: January 28, 2019

It is the desire of the Board of Trustees and staff of the library to assist all patrons in the pursuit of materials desired. Due to limited staff, library personnel are somewhat limited in amount of assistance that can be provided. Staff will provide reasonable assistance depending upon number of employees present and workload at that moment.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Rules of Conduct

Number: 3.19

Effective Date: January 28, 2019

The library director may ask patrons to leave when and if they are displaying inappropriate behavior, conduct which might be a safety hazard or which creates a disturbance to other patrons. Any misconduct that hinders use of the library or library materials is prohibited. Such misconduct might include, but is not limited to:

1. Loud or boisterous behavior
2. Conversation that is disturbing to other individuals or employees
3. Profanity or other abusive language toward other individuals or toward employees
4. Abusing library furniture, equipment, or materials
5. Running in library building
6. Harassing others, either verbally or through actions. Harassment may include initiating unwanted conversations, impeding access to the building, etc.
7. Fighting on library property
8. Using tobacco in any form while inside the building including e-cigarettes
9. Possession, sale, or use of alcoholic beverages or illegal substances on library property
10. Eating or drinking in a library building except for groups which are using meeting rooms or during a library sponsored activity which includes eating.
11. Sleeping in library building
12. Buying or selling of any kind, or soliciting for personal gain or charitable purposes.
13. Using radios or other listening equipment at a level that can be heard by other individuals
14. Bringing animals other than guide dogs and the like into the library building
15. Not wearing a shirt and shoes. Bathing suits are not permitted.

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening devices, etc. for library materials.

An Incident Report must be completed by any staff member involved with patrons who, because of the severity of their infraction of the above rules, have been asked to leave the building.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Incident Report

Number: 3.20

Effective Date: January 28, 2019

Incident Report

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Action Taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Filed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Unattended Children

Number: 3.20

Effective Date: July 29, 2019

The library welcomes youth to use it facilities and services. Responsibility for the behavior and well-being of children using the library rests with the parent (or guardian / caregiver assigned by the parent) and not with the library’s personnel. Library staff members cannot supervise children in the library.

The safety of all children left alone in the library is a serious concern. Young children left on their own often become frightened or anxious. Children under the age of 12 must be accompanied by an adult when in the library building. If children under 12 are found without an adult in attendance, staff will attempt to locate the parent or caregiver. If the parent or caregiver cannot be located in the building or at home within 30 minutes, law enforcement personnel will be contacted to pick up the child.

If any child under the age of 16 is at the library at closing time without someone to pick them up, an attempt will be made to contact the parents or caregiver. If parents are unable to be contacted, law enforcement personnel will be contacted to pick up the child. Two library staff members will stay with the child after closing until the child is picked up or law enforcement personnel arrive.

If parents are contacted, but cannot come or do not show up after 15 minutes, law enforcement personnel will be contacted to pick up the child. When law enforcement personnel have been called, staff will leave a note on the door notifying the parent or caregiver.

Staff will not drive children home.

In any situation involving youth safety and specifically whenever parents (or other caregivers) or law enforcement personnel are contacted, staff will complete an incident report. In cases of serious violations of the Youth Safety Policy, the library will notify the Department of Children Services.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Title VI

Number: 3.22

Effective Date: July 27, 2020

Title VI Statement:

“Lexington-Henderson County Everett Horn Public Library is committed to compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related regulations and statutes. We assure that no person or group(s) of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the library.”

The library director will serve as the Title VI coordinator, and will ensure staff are trained properly so that discrimination does not incur. Complaints can be filed using the form found in the Library Service Policies section under Number 3.22a.

Documentation will be displayed in the library with the Title VI policy statement listed above with instructions on how to file a complaint if needed.

Library Service Policies

Everett Horn Public Library

Section: Library Service Policies: Title VI

Number: 3.22a

Effective Date: July 27, 2020

**Title VI**
**Complaint Form**

**Complaints must be filed within 180 days of the alleged act of discrimination.**

|  |
| --- |
| ***Section******I*** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone Numbers: (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Accessible Format Requirements?Large Print \_\_\_\_\_\_\_ Audio tape \_\_\_\_\_TDD \_\_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| ***Section II*** Are you filing this complaint on your own behalf?Yes \_\_\_\_ No \_\_\_\_[If you answered "yes" to this question, go to Section III.]If not, please supply the name and relationship of the person for whom you are filing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please explain why you have filed for a third party. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes \_\_\_\_ No \_\_\_\_ |
| ***Section III*** Have you previously filed a Title VI complaint with this agency? Yes\_\_\_\_ No\_\_\_ |

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| --- |
| ***Section IV*** **On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint. Please include the basis of the complaint; race, color, national origin, sex, age, disability or income status.** |

|  |
| --- |
| Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_[Note - We cannot accept your complaint without a signature.] |

**Please mail your completed form to: Title VI Coordinator**

 **Everett Horn Public Library**

 **702 W. Church Street**

 **Lexington, TN 38351**

Your complaint will be investigated by the Title VI Coordinator. If your complaint is against the Title VI Coordinator, it will be investigated by the EHPL Board of Trustees. Investigation may include speaking to you directly and contacting witnesses you list in the complaint. Findings will be reported to you within 30 days of receipt of your complaint.

Appendices

Everett Horn Public Library

Section: Appendices: Library Bill of Rights (ALA)

Number: Appendix 1

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, 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.

Appendices

Everett Horn Public Library

Section: Appendices: Freedom to Read (ALA)

Number: Appendix 2

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.

1. *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.

1. *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.

1. *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.

1. *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.

1. *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.

1. *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.

Appendices

Everett Horn Public Library

Section: Appendices: Freedom to View (ALA)

Number: Appendix 3

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](http://www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues/firstamendment). 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