



SULLIVAN COUNTY LIBRARY BOARD

POLICIES

2022

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Section 1 - Administration

Library Mission

The mission of the Sullivan County Public Library System is to provide the opportunity to access quality library, regional and genealogical resources and other materials and resources which will satisfy educational, cultural, and leisure time needs and interests, to all individuals and groups regardless of location, level of intellectual achievement, and social and/or physical condition.

Library Vision

The vision of the Sullivan County Public Library System is to be the premier source of information, programming, and technology for the residents of Sullivan County and Northeast Tennessee; for each branch to be a community center; and for the system as a whole to be a trend-setter with regards to technology, programming, life-long learning, and community partnerships.

Board of Trustees

It shall be the aim and objective of the Board to provide all the citizens of Sullivan County with free public library service insofar as support will permit. The Board shall seek to procure adequate funds for standard library service as measured by state and national levels. It is the responsibility of the Board of Trustees to create policy for the library system. The board is responsible for the hiring and the firing of a library director.

The Library Board will consist of seven volunteer members appointed by the Sullivan County Board of Commissioners. Appointments are for three years. All members of the Board must be residents of Sullivan County. The Board will meet six times a year on a bi-monthly basis. Board members are to abide by the current Board By-Laws.

Branch Libraries – Establishment

The Sullivan County Library Board has adopted the following policy concerning the establishment of branch libraries.

Any densely populated community may request a branch library through a sponsoring organization. The organization must be willing to assume responsibility for:

1. Adequate quarters for the branch library subject to the approval of the Sullivan County Library Board and Director.
2. Maintenance of quarters. Cost of providing shelving and equipment will be negotiated with the library.
3. Dependable volunteers for one (1) year.

After one year of operation, the Library Board will determine if circulation, use, and community support merit status as a Branch Library. At that time, the Library Board may budget funds appropriated by the County Commission to cover the cost of the following:

1. A general collection of items suited to the needs of the community and as complete as funds permit, with the assistance of the Holston River Regional Library.
2. After the first year of operation, salary for a Branch Manager.
3. After the first year of operation, cost of utilities and telephone.

Branch Libraries - Operation

1. Required reports shall be submitted to the Assistant Director the first week of each month.
2. Changes in the library schedule may be made by the Library Director as needed. The Library Director will inform the Board of any changes.
3. Books in need of repair or rebinding shall be turned in to the main branch.
4. All special requests for materials will be turned in to the Director.

Reports

A) Monthly

- 1) Library employees will submit various monthly reports to the Assistant Director by the 4th day of every month (unless that day falls on the weekend or is a holiday in which case the report would be due the next work day).
- 2) Assistant Director's combined book and non-book circulation statistics for the Holston River Regional Library.

B) Bimonthly

- 1) Director's report to the Sullivan County Commission and the Sullivan County Library Board shall include statistics of circulation, book stock, collections, registrants, activities, and library programs for the library system over a two-month period.
- 2) Budget report to the Library Board - compiled by the Director.
- 3) Assistant Director's report to the Library Board including circulation statistics and activities for a two-month period.

C) Annual

- 1) Budget submitted to the Sullivan County Commission
- 2) County yearly application for Tennessee Regional Library service
- 3) County yearly statistical report to the Holston River Regional Library
- 4) Director's annual report to the Sullivan County Library Board and County Commission including yearly statistics of expenditures, circulation, progress and activity report.
- 5) Review of Strategic Plan by Sullivan County Library Board.
- 6) Review of Library Board Policy by Sullivan County Library Board.

Volunteers

Volunteer jobs can be on a regular schedule or a temporary basis (summer reading program, story hours, community service).

Volunteers will have access to a library employee who can answer questions. They will receive training and recognition. The job they are to perform will be clearly defined.

Volunteers should be interviewed and screened by the Library Branch Manager or Assistant Director; expectations on both sides should be discussed and standards set. Volunteers will be made aware of library policies. A library employee must be present when a volunteer works in the library.

Volunteers must fill out an application. Volunteers must sign in and out at the circulation desk and wear an identification tag at all times while volunteering.

Volunteers are prohibited from using the Library Circulation System. Per Library Board Policy, only paid library staff will have access to any passwords.

Section 2 - Personnel

The Sullivan County Library Board adheres to the standards put forth by the county as a whole for all employees whether full-or part- time. These policies are outlined in the current SULLIVAN COUNTY EMPLOYEE HANDBOOK. The county's policy takes precedent over the Library Board policy and a copy of the County's policies will be made available to all library employees.

SECTION 1

- Absenteeism, for voting
- Accidents
- Attendance, absence without leave
- Break Periods
- Called in to Work
- Compensatory Time off
- Disciplinary Action
- Dress Code and Uniforms
- Eastman credit union
- Electronic mail and computer usage
- Employee Benefits
- Employee Classifications
- Equal Employment Opportunity
- Extended Leave/FMLA
- Falsifying, Destroying or Tampering with Governmental Records
- Holidays
- Housekeeping
- Inability or Unwillingness to Perform
- Jury duty pay
- Leave of Absence
- Life insurance
- Medical and dental insurance
- Military Leave
- No Work Day
- Open Door Policy
- Overtime
- Payroll Deductions
- Performance Evaluations
- Personal Leave
- Physical & Psychological Examinations/Background checks
- Probationary/Training Period
- Procurement/Credit Card
- Retirement
- Return to County Employment
- Safety Policy
- Sexual Harassment
- Sick Leave
- Sick Leave – transfer of
- Substance Use Policy

- Telephone and Voice Mail Usage
- Testifying in court
- Vacation
- Vacation – compensation for unused
- Work Week, Wages & Payday
- Workers Compensation

The Board adheres to the standards as set forth in the current guidelines for Tennessee Trustees; which means the board employs a competent and qualified library Director; provides an adequate and qualified staff; establishes conditions of employment and provides for the staff's welfare; cooperates with the Director in planning the library program and supports its implementation; avoids participation in the administrative or operating aspects of the library. Issues regarding board policy should be taken to the Director for resolution before being brought to the Library Board.

Issues regarding personnel are to be taken to the Director for resolution. If the issue cannot be resolved by the Director, the issue will be handled by the payroll department of Sullivan County.

The following sections are in the Sullivan County Employee Handbook and the Board has added words for clarification as it applies to the library.

SECTION II

Additions and clarifications on policy:

Employment-at-Will

Employment At-Will: All employees are at-will employees. As an at-will employee, you may resign or may be released at any time. The Board has the authority to fire the library Director. The Director has authority to fire employees.

Personnel Records

The library keeps sealed envelopes at all locations on all employees listing their emergency contact. These are to be used in emergencies only.

Filling Vacancies

When a full-time vacancy occurs in the library, the position will be advertised via online job sites such as Indeed, the library's website, the Tennessee Library Association Job Board, and others as deemed appropriate. The Director will employ the applicant best qualified for the position. Part-time personnel will be hired by the Director with the input of the Branch Manager. No one shall

be employed who is a member of the Library Board or who is a member of the immediate family of a Board member.

High School graduation is required of applicants for library positions; a college degree is required for most full-time employment. Business Education or previous library experience is advantageous. The Director will be hired by the Library Board.

General Qualifications for Library Employees

- A) A knowledge and liking of people and books
- B) A warm personality in dealing with people
- C) Personal qualities such as courtesy, patience, honesty, cooperativeness, and professionalism
- D) Work habits such as accuracy, orderliness, dependability, and industriousness
- E) Personal cleanliness and a neat appearance

General Duties and Responsibilities of Library Employees

- 1. Assist patrons
- 2. Keep accurate records
- 3. Assist in maintaining a clean, attractive, orderly library
- 4. Participate in training programs as approved by Director.

Dress Code

In addition to the dress code contained in the Sullivan County Employee Handbook, library staff may wear library related t-shirts.

Library Closing

In the event of inclement weather, the library will close when Sullivan County Schools are closed. If a library employee is unable to open a library because of weather conditions, the Director must be notified and public notice made of the change in the library hours.

Patron Complaints

Questions or complaints concerning policies of the Sullivan County Library Board by patrons of the library shall initially be handled by the Director. If the attempt to resolve the complaint could require a change in a policy:

- The complaint will then be presented to the Director in writing.
- The Director will present the complaint to the Library Board at the next regular meeting.
- The answer to the complaint will be in writing from the Library Director.

Travel Expenses

Travel expenses will be reimbursed as follows:

1. Attendance at conferences as approved by the Director.
2. Mileage allowance for library employees to attend in-service training programs and attendance at any required Board meetings. A substitute will be paid when a library employee is required to attend meetings.

Mileage allowances will follow the scale set by the county. Any travel must be approved by the Director in advance.

Staff Development

Library employees are required to attend all in-service meetings scheduled by the Director and Regional Director unless special permission is granted. It is the policy of the Library Board to have all library employees present at the September Board meeting.

The Director may schedule a total of one full business day per calendar year, either as one full day or two half days, wherein all branches will be closed to the public to allow for in-person training. The topic of the training and the date(s) of closure shall be voted on by the Board and will be posted in view of the public at least one month in advance. All employees attending the training will do so while on the clock.

One professional day is allowed per calendar year with Library Director's prior approval. All expenses shall be paid by the particular participant.

All Branch Managers without a Master's Degree will be encouraged to enroll in the Tennessee Public Library Management Institute within 5 years of appointment.

All library staff must complete the library staff core competencies as set forth by the Tennessee Standards for Public Libraries within the first year of employment.

Library staff will be trained to use the Tennessee Electronic Library (TEL) and promotes its use to the community.

All library staff complete the following number of hours of training annually, based on their position:

- A. Administrative staff, including library directors and administration, will receive a minimum of 25 contact hours of library related training annually, of which at least 20 hours will be regionally or state sponsored.
- B. Paid staff working 20 hours or more per week will receive a minimum of 10 contact hours of library related training annually, of which at least 5 hours will be regionally or state sponsored.
- C. Paid staff working 19 hours or less per week will receive a minimum of 5 contact hours of library related training annually, of which at least 2 hours will be regionally or state sponsored.

All library staff are provided work time for training.

Section 3 - Library Service

Hours of Operation – Library Location

Main Library:

Sullivan County Library
1655 Blountville Blvd.
Blountville, TN 37617

Main library hours are as follows:

Closed on Sunday
Open Monday through Thursday from 9am – 6:00pm
Open Friday and Saturday from 9am – 5pm

Branch Locations:

Bloomington Branch Library 3230 Van Horn Street Kingsport, TN 37660		Colonial Heights Branch 149 Pactolus Road Kingsport, TN 37663
Sullivan Gardens Branch 104 Bluegrass Drive Kingsport, TN 37660		Thomas Memorial Branch 481 Cedar Street Bluff City, TN 37618

Branch Hours are as follows:

Closed on Sunday
Open Monday through Saturday from 9am – 5pm

Hours of Operation – continued

No permanent changes shall be made in the hours of operation of the libraries without specific permission from the Sullivan County Library Board. Request for such changes shall be presented to the Board as the need arises.

A library employee or a substitute authorized by the Director shall be on duty at all times that the library is open to the public. The library employee shall be responsible for all properties of the library and for the general good conduct of all persons while in the library. Any violation of the rules and regulations by patrons shall be reported immediately to the Director who will report to the Chairman of the Library Board of Trustees.

Because smoking is a fire hazard and injurious to health, Sullivan County Public Library recognizes that smoking any substance presents a public health hazard. Therefore smoking is not permitted in or on the premises. "Smoking," as used here, means smoking any substance, including but not limited to, tobacco, cloves, or marijuana. "Smoking Products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.), vaping products, and all smoke-producing products (cigars, pipes, hookahs, etc.) as well as brands of dipping products (snuff, chewing tobacco, etc.).

General Staff Procedures

1. The first duty of the library staff is service to the public. Requests by all patrons should be treated with equal importance.
2. If a library employee must be absent or tardy because of an emergency, the Director must be notified as soon as possible. Absences due to appointments must be scheduled with the Director. All library employees should request annual leave as early as possible in the year to allow for scheduling by the Director. Any changes in an employee's schedule need to be approved by the Director in advance.
3. The library's hourly schedule is important to the public. The library employee should be in the library and ready for work when the library opens to the public.
4. The Director must be able to count on the professionalism and support of each library employee. The operation and public relations of each branch of the Sullivan County Library is the responsibility of the Director. Cooperation of local government entities, community organizations, groups, and patrons is of utmost importance to the success of the libraries.
5. Dependability in following directions and accuracy in detail is expected of every library employee.
6. Discretion should be used when discussing library affairs.
7. Personal business is not to be conducted on library time.
8. All library employees will share in the general duties required to keep the library neat, the books shelved and the library attractive.
9. No library employee will use library time for personal reading. Only study of professional materials will be permitted.

Reference Assistance for Students, Genealogists, and Others

Staff will provide assistance in locating reference materials in either printed or non-printed format. They cannot do homework for students.

The Sullivan County Library maintains a genealogy collection at the Blountville location. Staff will assist patrons locating materials as time permits; in the absence of a genealogy specialist, library staff cannot provide in-depth assistance. Letters of inquiry will also be handled in this manner. Loan service is not provided for genealogy materials.

Summer Reading Program

Each library in the system will provide a summer reading program for the children in their community. The Assistant Director or their designee will coordinate and provide assistance to the library employees as needed. The library will use the theme and suggestions from the Tennessee State Library Summer Reading Program.

Section 4 - Circulation

Use of materials is not to be restricted because of age, religion, national origin, or gender identity. This is a public library system supported by taxes. The Sullivan County Library endorses the Bill of Rights adopted by the American Library Association.

Confidentiality of Records

All registration and circulation records, except statistical reports of registration and circulation, are confidential. Disclosure is prohibited with the exceptions as provided in section (b) of 10-8-102 of the Tennessee Code.

10-8-102. Disclosure prohibited - Exceptions.- (a) Except as provided in subsection (b), no employee of a library shall disclose any library record that identifies a person as having requested or obtained specific materials, information, or services or having otherwise used such library. Such library records shall be considered an exception to the provisions of 10-7-503. (b) library records may be disclosed under the following circumstances:

1. Upon the written consent of the library user
2. Pursuant to the order of a court of competent jurisdiction; or
3. When used to seek reimbursement for the return of lost, stolen, misplaced or otherwise overdue library materials. (Acts 1988, ch.889, #1.)

A library supervisor must review any document presented as a court order to assure its validity before the information is provided. A copy of the court order and the information provided is kept on file.

Requests by parents or guardians for the records of their minor children are denied, as required by the law. A library employee can inform parents/guardians of any outstanding fees.

All employees who deal with patron records must sign a confidentiality agreement.

Registration

Upon presenting proper identification, any person who is a permanent resident of the Holston River Regional Network, including residents of Bristol, Virginia who reside within the city limits, may register as a library patron. The Holston River Region includes the Tennessee counties of Carter, Cocke, Greene, Hamblen, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington. Non-residents who work in the county will be issued a card at no charge. Patrons will not be charged a fee for interlibrary loans except to offset costs charged by other institutions. Proper identification is defined as a valid document bearing the patron's photograph such as a state issued ID, driver's license, or military ID which contains the current local address. All new borrowers must sign a system policy acceptance form and provide photo identification with their current address. If the address is not current, then they must present a piece of mail (bill, rent receipt, etc.) that shows the current address. In the event the person does not have anything showing the current

address a library employee will mail a letter to the address given by the registrant. When the patron brings the letter, or other proper identification with their current address, back to the library, the patron will be entitled to full privileges. Copies of the signed system policy acceptance form will be kept on file by the library. Eligible patrons residing in the service area may opt for a digital only card.

If the applicant is 5-17 years old, an adult over the age of 18 assumes responsibility for all use made of the card. Adults who agree to assume financial responsibility attached to a card must sign the system policy acceptance form and complete the Sullivan County Library System Registration form for the card to be issued. The child must be present to receive a library card.

Library cards will expire one year from the date of issue. Patrons must update personal information to renew their card upon expiration. Patron records will be destroyed after a period of inactivity of three years.

Circulation Periods

ITEM	LOAN	LATE FEE
Print Materials	28 days	
New Books	14 days	
Audio Materials	28 days	
DVDs	7 days	
WiFi Hotspots	7 days*	\$5/day
Laptops	7 days*	\$5/day
Kits	14 days	\$5/day
Interlibrary Loans	Loans & Fines determined by lending library policy	

There will be one renewal on library materials if no holds exist at time of renewal.

Borrowing privileges may be suspended for patrons who habitually abuse the circulation policies.

*Laptops and WiFi Hotspots check out for increments of 7 days, as outlined in the attached Library Hotspots Policy.

Special Collection and reference materials cannot be circulated.

Each patron must have a Sullivan County Library card in order to check out materials.

New patrons may check out two items on initial checkout. After items have been returned and at least 24 hours have passed since the card was issued the limit will be raised to 25 items. Individuals with documented homeschool credentials may check out 40 items per card.

Outreach and Homebound cardholders are limited to 10 items but have extended due dates.

Borrowing privileges of tangible materials will be denied to patrons and financially responsible adults of minors under eighteen (18) who have overdue library materials or who owe charges for lost or damaged book fees.

The Sullivan County Library accepts monetary donations in lieu of fines for overdue return of print materials, CD Books, and DVDs. Extended use fees are \$5/day for laptops, WiFi hotspots, and Kits. Collections are deposited each week by the library employee into a designated Bank. They are reported to the Library Board monthly.

When library materials are lost by a patron, the replacement price without discount will be charged. If library materials are lost or damaged beyond repair and are paid for by the patron, item(s) will be withdrawn and become the property of the patron. Once an item has been paid for, no refund will be given.

Non-Print Materials

Audio/visual and other non-print materials such as laptops, WiFi hotspots, and Kits may only be checked out by persons 18 years of age or older. Audio/visual materials are intended for home use.

Items Claimed Returned

If a patron receives an overdue notice and claims to have returned the material, the patron should be asked to continue to search for the library materials and should be told that the library will also check for a misfiled item. Materials found on the shelves should be checked in (discharged) as if they were returned on the correct due date. For items not located after a reasonable period of time, the library Director will decide if the patron should be held accountable. If accountable, a letter requesting payment for the material will be sent.

Overdue Procedures - Notice/Charges

<u>Overdue Notice</u>	<u>Schedule</u>	<u>Charge</u>
First notice: call, letter sent if unable to contact by phone	14 Days (2 weeks)	None/cost of item
Second notice: call, letter sent if unable to contact by phone	28 Days (4 weeks)	None/cost of item
Third notice (Final Overdue Notice): Letter mailed from main office	42 Days (6 weeks)	None/cost of item

Item(s) are considered lost after 60 days. The patron is billed for each item, and a reprocessing charge of \$12.50 will be assessed to each item unless the cost of the item is less than \$10, in which case the reprocessing charge will be half the cost of the item. Patrons with balances due of \$35 or more will be submitted to Unique Management for collections. Individuals who sign as the financially responsible borrower for juvenile cardholders will be submitted for collections should the juvenile borrower accrue a balance of \$35 or more.

If a patron owes less than \$35 total, the bill will be sent to the patron through the mail with TN Code excerpts pertinent to non-return or damage of library materials.

If a patron returns an item after it has gone to billed status, the cost of the item will be removed; however, the reprocessing charges will remain. If a patron pays for an item before it has been billed, the \$12.50 reprocessing charge may be waived.

Tennessee Code Annotated 39 – 14 – 102 – 7 specifies that not returning materials borrowed from a public library is considered theft, and is categorized as a misdemeanor. “‘Library Material’ includes any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microfilm, sound recording, audio-visual materials in any format, magnetic or other tapes, electronic data, processing records, artifacts or other documentary, written or printed materials, regardless of physical form or characteristics, belonging to or on loan to or otherwise in the custody of a library.”

Interlibrary Loan

Sullivan County Public Library recognizes that the cooperative sharing of resources enables libraries to better serve the informational needs of local users. The library requests materials from, and supplies materials to, other libraries according to lending principles and procedures established in the Interlibrary Loan Code for the U.S., and by the TN State Library and Archives in cooperation with Tenn-Share. Items that are not owned by this library’s resource collections (including the collections of the libraries in the Organization of Watauga Libraries) may be requested through ILL service. Most libraries, including Sullivan County, will not lend books published within the past six months, audio/video formats, reference volumes, materials housed in special collections (i.e. rare, archival, local history, genealogy), and fragile or bulky items.

Interlibrary Loan (ILL) service is available for general, individual use. An individual must be a current, registered borrower in good standing in order to receive ILL service through the Sullivan County Public Library. ILL requests will not be processed for cardholders who are not in good standing. The library reserves the right to limit or deny ILL service when circumstances regarding user status warrant such restrictions.

Section 5 - Policies

Exhibits, Bulletin Boards, Special Collection, Advertisement and Solicitation

Any material exhibited in the library will be given normal protection; however, the owner of such a collection will, in writing, relieve the library of any responsibility for loss or damage.

Public notices of non-political government agencies and non-profit organizations may be permitted in the library at the Director's discretion. Any material advocating political or religious agendas or organizations is prohibited.

Permission may be granted to branch library sponsoring organizations and Friends of the Library Associations to allow cooperative advertising for fund raising activities which directly benefit the library. Receptacles for donations must be pre-approved by the Library Director.

Books that have been donated to the library or associated Friends may be sold if 100% of the profits are used for the library. No other books will be allowed to be sold in the library by any individual or other organization.

Internet Safety Policy

Introduction

It is the policy of the Sullivan County Public Library System to:

- a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, chat rooms, or other forms of direct electronic communications;
- b) prevent unauthorized access and other unlawful online activity;
- c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) comply with the Children's Internet Protection Act of 2000.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter access via Internet or other forms of electronic communications to inappropriate information. Specifically, as required by the Children's Internet Protection Act of 2000, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

The term "harmful to minors" is defined by the Communications 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;
- taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Subject to library employee supervision, technology protection measures may be disabled for patrons aged 17 and older.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Sullivan County Public Library System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Public Access to Internet

The Sullivan County Public Library System endeavors to provide all individuals and groups access to quality library collections, resources, and services that meet the cultural, informational, and recreational needs of the patrons.

The Public Internet Access Computer should not be used for any activity that does not support the mission and purposes of the Sullivan County Library System. The use of the Internet connection is a privilege, not a right, and inappropriate use will result in cancellation of this privilege.

The Sullivan County Library System has no control of the Internet and its resources, and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. The Internet may contain material of a controversial nature.

Use of a public access computer will require a patron card or driver's license.

Sullivan County Public Library has available wireless laptop computers.

Technology Protection Measures:

The Library, either by itself or in combination with its Internet access 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) child pornography, or (3) harmful to minors. The term "harmful to minors" is defined by the Communications 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;
- taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Filtering software is not foolproof. It 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 inoffensive and useful. If you do not find what you need, please do not hesitate to ask a library employee for help. Technology protection measures may be disabled by a library employee, as necessary, for bona fide research or other lawful purposes by people aged 18 and older.

Only an authorized Library employee can log on using the library's password. Only paid library employees have access to any passwords.

Use of the Public Internet Access Computer is on a first come first serve basis. Patrons using the computer will have a 90-minute time limit. Additional sessions will be provided in the absence of a waiting list.

Library employees cannot provide in-depth training concerning computer jargon or personal computer use. Library employees may be able to offer searching suggestions and answer questions.

Patrons will be allowed to download materials to flash drives on public access computers. Information can be printed out; copies and printing up to 25 pages are free with a fee of \$0.20 per page thereafter for black and white or color. As with printed material or software, the copyrights of those who have posted material on the Internet must be honored.

Copyrighted material is not to be used and distributed freely without the consent of its author. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Personal software cannot be installed on library owned computers.

Patrons may be able to access email on web-based accounts. They will not be able to send or receive personal email using the library's account.

The Internet cannot be used for commercial purposes or any unlawful activities, including using the Internet to transmit threatening, obscene, or harassing materials.

The library system has taken available precautions, which are limited, to restrict access to controversial materials. Minors under the age of 18 must have a consent form signed in person by a financially responsible adult. Financially responsible adults are responsible for the Internet information selected and/or accessed by the children. The financially responsible adult must provide a list of responsible adults who may supervise the minor child on the Internet in the absence of said financially responsible adult. Minors 13 and older may be allowed to use the Internet without adult supervision if a financially responsible adult signs the System Policy Acceptance form in person at the library.

Social Media

Purpose

Social media pages are created to broaden awareness of library services, programs, and resources, engage with the community. The purpose of the social media policy is to ensure effective communication and a high standard of customer service while increasing the library's connection with the community of Sullivan County.

Definition of Social Media

Social media is defined as “forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos)” by Merriam-Webster Dictionary. These platforms include but are not limited to the library's Facebook, Instagram, Twitter, etc.

Community Guidelines

Comments, posts, and messages are welcome on Sullivan County Public Library social media sites. Public comments and posts will be reviewed by library staff for relevancy and compliance with the *Social Media Policy* and *Internet Safety Policy*. Participation in Sullivan County Public Library social media services implies agreement with all library policies. Comments and posts made on library social media do not imply agreement or endorsement of the library.

Sullivan County Public Library reserves the right to reproduce public comments, posts, and messages made on social media in other public venues. Identifying information, other than first name, will be removed unless prior consent is granted by the user. However, the library will not collect, sell or knowingly transfer to any third party any personally identifiable information related to social media engagement with the library.

The library reserves the right to remove any content which violates these policies. Posts or comments which contain any of the following will be removed and the poster may be barred from posting any subsequent messages to the library social media sites:

- Obscene or profane language or content
- Content that degrades others on the basis of race, color, national origin, age, religion, gender, marital status, sexual orientation, economic status, physical or mental disability
- Personal attacks, insults, or threatening language
- False information that causes harm to an individual or organization
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Comments or links unrelated to the content of the forum
- Sexual content or links
- Inappropriate images or videos, including but not limited to those involving alcohol, nudity, and scenes of graphic violence
- Copyright, trademark, and intellectual property violations
- Commercial promotions, solicitation, or spam
- Organized political activity

Social media services that host our forms may also have their own policies and restrictions that may affect comments posted.

Appeal Process

Participants of Sullivan County Public Library social media who have had their content removed or been prohibited from participating in the library social media page may submit a formal petition to the Library Director to have the decision reviewed. To do so, the participant must do the following:

- submit in writing via email or traditional mail an explanation as to why their content does not violate the library Social Media Policy
- email petitions should be sent to: slclibrarymanagement@gmail.com
- mailed petitions should be addressed to:

**Attn: Library Director
Sullivan County Public Library
1655 Blountville Blvd.
Blountville, TN 37617**

Upon receipt, the Library Director will review the appeal and provide a response via email or traditional mail within 7 business days. The Library Director may confer with other library staff, the library board, and/or the county attorney's office before deciding. If the Library Director is unavailable to review the appeal within 7 business days, the appeal will be reviewed by the Assistant Director using the same procedure.

If the appeal is upheld, the participant will have to repost the deleted content.

Wireless Internet Access

Free wireless Internet access is available at all locations of the Sullivan County Public Library.

Requirements:

Users need a notebook/laptop computer or other wireless device with 802.11b or 802.1x wireless networking standards. If you aren't sure if your notebook/laptop has this, please check with the manufacturer of your equipment.

We have tried to make wireless access as available as possible, but you may encounter some "dead" spots in the libraries where reception may be limited. If you encounter a "dead" spot, move to another location in the building. Consult the library employee if the issue continues.

Our wireless network blocks adult content. This network connection is not secure. Information sent to and from your notebook/laptop may be captured by anyone else with a wireless device and the appropriate software.

A limited number of electrical outlets are available near seating areas. Patrons are welcome to plug in their laptops or other personal devices. However, power cords and other cables may not obstruct traffic, seating or tables as they may pose a hazard to others in the library.

Restrictions:

- The library does not provide wireless adapters.
- Wireless network users cannot print to library printers.
- The wireless network does not provide a firewall.
- The wireless network does not use data encryption. The library is not liable for intercepted data transmissions. Use at your own risk.
- Due to liability issues, the library employee will not provide any technical assistance to patrons experiencing problems using the wireless network at the library.
- Usage of the wireless network at the library must be in accordance with all applicable library policies, including the Internet Use Policy.
- The use of wireless network at the library is strictly as-is and the library assumes no liability for damage to the patron's laptop due to electrical surges or network intrusions such as downloaded viruses, adware, spyware, Trojan-horses, etc.
- The wireless network is not to be used to conduct illegal activities. Because such activity can result in loss of service for all users, if the library receives information that a user is conducting illegal activities on its wireless network, this information will be turned over to legal authorities.
- Peer-to-peer networking is not allowed on this network
- Improper use of this network will result in your device being blocked from access.

Meeting Room Policies

Sullivan County Library System

Bloomington, Colonial Heights, Sullivan Gardens, Thomas Memorial, Sullivan County

The Sullivan County Library Board grants the use of the library conference room and facilities to community groups and organizations whose aims are educational, cultural, civic betterment, and governmental. The room is not available for meetings of partisan political, sectarian religious or commercial organizations.

The person making the reservation will be held responsible for the conduct of those attending the meeting and for any damage to library property by those attending the meeting.

All publicity must carry the name of the organization sponsoring the meeting and the name and phone number of the organization's representative.

The only fund-raising events held in the meeting room will be those which benefit the library.

Scheduling should be arranged at least twenty-four (24) hours prior to the time of the meeting.

Groups and organizations may schedule meetings no more than six (6) months in advance, except for library sponsored programs or library affiliated organizations.

All persons attending a meeting must vacate the premises by 10:00 p.m. The meeting room shall be left as it was found.

A library employee must be present during the meeting time in order to secure the building at the scheduled end of the meeting.

No cooking is allowed in the library; however, food and drink are permitted in the staff and meeting rooms.

No alcoholic beverages or tobacco products are allowed in any part of the library facility.

Library personnel will not normally assist in handling materials brought in by groups using the room.

The library will not be responsible for lost, stolen, or damaged property.

Genealogy Room Policy

The mission of the Sullivan County Public Library System is to provide the opportunity to all individuals and groups for access to quality library, regional and genealogical resources and other materials and resources which will satisfy educational, cultural, and leisure time needs and interests, regardless of location, level of intellectual achievement, and social and/or physical condition.

In order to protect our Genealogy Collection and to have it available for all researchers, the Sullivan County Library Board has established these rules.

- The Genealogy Room will only be used by persons doing genealogical or historical research.
- The Genealogy Room will be kept locked except for such times as there is any person(s) using the collection.
- Anyone wishing to access the collection must check in at the Circulation Desk. They must provide a photo ID and contact information.
- Anyone accessing the Genealogy Room will be allowed to have pencils; blank paper.
- Anyone accessing the Genealogy Room will not be allowed to have Ink pens; backpacks; briefcases; purses; totes; or coats.
- Locked materials storage in the genealogy room must remain locked unless the specialist or dedicated library staff are present while in use by a patron.
- Patrons may copy materials, but all copies must be left at the Circulation Desk until the patron is ready to leave the library. It is the responsibility of the patron to comply with Copyright laws. Copyright law of the United States (Title 17, United States Code) allows for photocopies in consideration of "fair use" or less than 50 pages or 10% of the work.
- Library Staff will provide a brief orientation to the content of the Genealogy Room; use of the copier; and help locating materials. Research assistance may only be provided by the genealogy specialist or dedicated library staff.
- Library staff will attempt to provide answers in a timely manner to any reference questions that are left with them. The staff will not be able to devote the same time and energy the researcher might have.
- Library staff reserves the right to make a visual search of any materials when the researcher leaves the Genealogy Room.
- Failure to adhere to these policies will result in loss of access to the Genealogy room.

Library Hotspots Policy

- Hotspots will be lent only to Sullivan County Public Library adult patrons (aged 18 and above) in good standing. “In good standing” is understood to mean that neither the borrower nor patrons linked to the borrower have overdue items, fees or fines of any sort.
- Loan period is for increments of 7 days (7, 14, 21, or 28 days) up to a maximum of 28 days.
- ECF borrowers may renew devices.
- During periods covered by grant funding, the devices may be free, or the usage fees may be reduced. In the absence of grant funding, there is a non-refundable usage fee which must be paid, in cash, at time of check-out. The usage fee is \$7 for 7 days, \$14 for 14 days, \$21 for 21 days, and \$28 for 28 days.
- Borrower must also have a valid driver’s license or government-issued identification.
- Borrower must have read and indicated with their signature agreement to abide by the Library’s Acceptable Use Policy. Of particular significance to the Hotspots Policy are the prohibitions against pirating, illegal downloads, viewing of child pornography and all other illegal online activity.
- Borrower must also sign the Lending Agreement/Library Policy for Library Hotspots which details library and borrower responsibilities and liabilities.
- Borrower will be responsible for all materials associated with the Library HotSpot and will pay for the loss or damage to the device/components including: 1) HotSpot Device; 2) Charger/Cord; 3) Case; 4) SIM Card.
- Overdue devices will be turned off the day after the due date.
- A replacement fee and processing charge will be assessed on the eleventh (11th) day after the due date.
- Replacement cost or repair charges will be assessed if the device or any of its associated materials are not in working order and good condition when returned.
- Borrowers will be subject to the standard policy regarding submission to a collection agency for collection of unpaid fines and fees.

Hotspots are restricted to use within the Continental United States.

Sullivan County Laptop Use Policy

Sullivan County Public Library has available wireless laptop computers for public use.

Eligibility

Library patrons must be in good standing to check out a laptop. One laptop per person may be checked out. Laptops may be used only in the library in which they are housed by Sullivan County Public Library patrons 13 years old or over. Overnight checkout is limited to borrowers 18 years old or over. A borrower's agreement is required. Borrowers' library records will be marked to identify those who have signed the agreement.

Usage and Responsibilities

1. Patrons who use Library laptops, both in the library and beyond, are subject to the Library's Internet Use Policy.
2. Laptops may be checked out and returned at the circulation desk only. Please do not return laptops to a book drop. You will be billed for a laptop that is damaged in a book drop.
3. Laptops must be returned with all peripherals including case and charger.
4. Laptops may not be reserved. They will be available on a first-come first-served basis.
5. Files can be saved to the laptop, but they will not be retained once the laptop is powered off or restarted. Please save your work frequently to a USB drive, cloud storage, or email your files.
6. Laptops for in library use may be checked out for a maximum period of 3 hours (180 minutes). Laptops may circulate for a period of 7 days outside of the library. ECF borrowers can renew.
7. Overdue fine of \$5 a day will be assessed for overdue devices per the library circulation policy.
8. Modified, damaged or lost laptops will be the responsibility of the borrower. All costs up to \$500.00 for any damage or replacement will be assigned to the borrower.

Behavior

Publicly supported library service is based upon the First Amendment right of free expression, but every patron has the right to a quiet and safe environment.

Parents or other adults accompanying minor children (defined as children 12 years old or younger) are responsible for their children in the library. The library is not responsible for unattended children. Parents or other adults should accompany minor children and should remain in the library during scheduled library sponsored children's programs. Children must not be allowed to abuse library materials, computers or other equipment.

Patrons shall promptly leave the building at closing time or in an emergency.

Patrons may be asked to leave the library for the following reasons:

- a) Harassment, either verbal or physical, of other patrons or library employees
- b) Smoking or using tobacco products
- c) Sleeping
- d) Bringing food/drink inside the library
- e) Bringing animals inside the library (except service animals and animals for library programs)
- f) Bringing a weapon into the library unless authorized by law
- g) Using a cell phone in a disruptive manner
- h) Bringing personal articles into the library that do not fit comfortably under a desk chair. Items needed for research and necessary human conveyances such as wheelchairs and strollers are not prohibited. All personal items must remain with the owner. The library is not responsible for unattended items.
- i) Bringing bicycles inside the library
- j) Skating and related activities, including scooters, inline skating, roller skating, etc.
- k) Abusing or vandalizing library facilities or equipment
- l) Rearranging/disarranging library furnishings or materials
- m) Damaging/mutilating/cutting pages from library materials
- n) Using restrooms for washing clothes or bathing
- o) Entering nonpublic areas such as library employee work rooms, offices and storage areas without authorization
- p) Petitioning, panhandling, or distributing non-authorized materials within the library
- q) Not wearing appropriate attire, must wear shirt and shoes
- r) Not using the appropriately designated restroom

Children in Libraries

Sullivan County Public Library provides services to everyone in the community. We encourage visits by patrons of all ages and hope we may be of service to you while you are here. It is the desire of library employee to provide a safe environment for everyone. Therefore, it is library policy that all children age 12 and under must be accompanied by a parent or responsible adult while in the library. Library employees are not expected to assume responsibility for the care of unsupervised children in the library.

Should a child aged 12 or younger be attending a library program, we require the parent or responsible adult to remain in the library throughout the program. If a child aged 12 or younger is left in the library at closing time, the library employee will exhaust all options to find the child's parents before calling the local police department. Children of any age with mental, physical, or emotional problems, which render supervision necessary, must be accompanied by a parent/legal guardian at all times.

The library employee realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, anyone who is being continually disruptive will be given a warning by library employee that he/she must settle down or will be asked to leave the library. If after a second warning the individual continues to be disruptive, he/she will be asked to leave the library. If a child needs to contact a parent or legal guardian, they may do so and then wait with a library employee until the parent arrives.

Unaccompanied Adults in Youth Services Areas and Programs

To protect the rights and safety of our youngest patrons, the Children's area is reserved for use by children, their parents or caregivers, and patrons using the children's collections. Adults and teens unaccompanied by a child may enter the Children's area to obtain books or other materials but extended browsing or sitting in the Children's area by unaccompanied adults and teens is not allowed and the unaccompanied teen or adult will be asked to leave the area. Adults and teens wishing to use these collections should check in with front desk staff. Adults not accompanied by a child or teen are not allowed in youth programs, except with prior permission from the Library Director or Assistant Director.

Library Code of Conduct

The Board of Trustees of the Sullivan County Public Library system has established the following code of library conduct to ensure everyone's use of the library is as pleasant and beneficial as possible at all times. The Library Board and library employees avidly support the library's role as a public institution open to all people. Our services are offered free of bias and favoritism. Observation of this code will enable everyone to fully enjoy the library, its services and materials in a pleasant and safe environment.

1. The public library is the most inclusive, democratic and open of all public institutions. Your support of and compliance with this code will help ensure that the library maintains this enviable position and that it continues to carry out its mission of service to all.
2. Children 11 years old or younger must be supervised by a parent or an adult caregiver.
3. Parents and/or caregivers of minors are expected to pick them up before the library closes. Minors left unattended will be subject to laws of the state of Tennessee.
4. Cell phone usage is only permitted in nondisruptive manners
5. Pets, food and beverages are only permitted during approved library sponsored events.
6. All kinds of tobacco products, alcohol, and drugs (illicit or illegal) are strictly prohibited at any library facility or event.
7. Weapons, unless authorized by law, are strictly prohibited.
8. Selling or soliciting services, except fund raising by library Friends groups, should be conducted off library property.
9. Use of obscene or abusive language and/or disorderly conduct shall result in that person(s) being asked to vacate the premises. Local law enforcement may be contacted to apprise them of the situation.
10. Threats or acts of violence will result in the immediate contact of law enforcement and may result in a permanent exclusion from the library.
11. Appropriate attire including shoes and shirts must be worn while in the library.
12. Persons with personal hygiene which is considered so offensive that it constitutes a nuisance to other persons shall be asked to leave the building.
13. Use of skates, skateboards or similar devices is prohibited on library property.
14. Strictly prohibited are: illegal acts or conduct in violation of Federal, State or local laws, ordinances or regulations.
15. Civility and respect for others' rights and feelings is expected of everyone. Voices should be at a level that is not disruptive to patrons or library employees.

Pandemic Event Response Policy

In the instance of a Pandemic event, the Sullivan County Public Library will follow any specific instructions recommended by the Centers for Disease Control. This protocol will apply to all five branches of the Sullivan County Public Library system. The Sullivan County Board of Trustees grants the authority to close library branches or the system to the library director in the event of a pandemic event or a local, state, or nationally declared emergency under these guidelines. The library board will be made aware of changes in threat level and corresponding procedures.

Core Focus- Limit the spread of germs and prevent infection. The following are general Pandemic Recommendations by the CDC.

- **Avoid close contact** with people who are sick.
- When you are sick, **keep your distance** from others to protect them from getting sick too.
- **Cover your mouth and nose** with a tissue when coughing or sneezing and promptly dispose of the tissue. It may prevent those around you from getting sick.
- **Washing your hands** often will help protect you from germs.
- **Avoid touching your eyes, nose or mouth.**
- **Practice other good health habits.** Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Staff should stay home at the earliest signs of possible infection of themselves or a household member. Staff members should remain home until the infectious period is passed, following CDC or Health Department guidelines.

Level 6: Do Nothing. Normal Operations (Threat Level: Low)

1. Make no changes to current operations and procedures.

Level 5: Enhance Sanitation (Threat Level: Elevated)

1. Provide additional hand sanitizer, soap, and towels throughout library buildings.
2. Wipe down all horizontal surfaces and high contact items (doorknobs, phones, computer stations, circulation counter, tables, chairs) at midday and at the end of the day using CDC recommended cleaning agents.
3. Spray soft furnishings with disinfectant spray at the end of each day.

Level 4: Rigorous Sanitation (Threat Level: High)

1. In addition to Level 5 actions, add:
2. Library staff and volunteers should wash hands upon reporting for work in addition to hourly hand sanitizing or handwashing.
3. Wipe/disinfect all returned materials before re-shelving. Materials unsuitable for disinfectant cleaning practices will be quarantined in accordance with CDC guidelines prior to re-entering circulation.
4. Remove all unnecessary materials from the children's area. This will include crayons, puzzles, games, etc.
5. Cancel passive programs that share materials to reduce the spread of contact infection (puzzle/board game exchange, etc.).

Level 3: Restrict Activities (Threat Level: High +)

1. In addition to Levels 5 and 4, add:
2. Cancel all library programs, events, and meetings to reduce person-to-person infection.
3. Cancellation of programs, events, and meetings will be announced on the library website, social media accounts, and by user announcement to registered borrowers. Cancellations will also be posted on all library entrances.
4. Library staff will encourage patrons using computers and other library services to adhere to social distancing guidelines set forth by the CDC.
5. Any patron reporting illness may have the due date of materials extended for an extra two weeks beyond our normal renewal policy. Patrons may call the library or visit the library website to renew items.
6. Library staff will make every effort to maintain routine library services.

Level 2: Building Closures to the Public (Threat Level: Emergency)

1. Reduce hours or close individual branches.
2. Close library system to the public if recommended by county government, State Health Department, or other health authority, OR if gatherings of 50 people or more are discouraged by the CDC. In the event of closure to the public, staff may alter scheduling and work on projects at the library.
3. Closure of the library to the public will be announced on the library website, social media accounts, and by user announcement to registered borrowers. Closing information will also be posted on all library entrances.
4. In the event of closure to the public, the library book drop will be unavailable. Item due dates will be extended and any fines and fees accrued during the closure will be forgiven. Signage will be posted on all book drops and library patrons will be notified.
5. In the event of closure, WiFi service will be available in the library parking lot. Digital collections will continue to be available.

Level 1: Building Closures to the Public and Staff (Threat Level: Critical)

1. If 50% of the current staff are unable to work due to illness or care of a family member, the library will close its doors to staff and the public.
2. The library system will be close to the public and staff if directed by county government, State Health Department or other health authority, the Library Board, OR if gatherings of 10 or more are discouraged by the CDC.
3. The library will disinfect the building in accordance with CDC guidelines prior to re-opening to staff or the public.

A state of emergency (level 2 or below) will expire when the activation level returns to 6.

Section 6 – Job Descriptions

Library Director

Assistant Library Director

Library Branch Manager

Library Assistant Branch Manager

Catalog Librarian

Library Administrative Assistant

Library Technology Trainer

Library Assistant

Custodian

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Library Director

Job Title	Library Director (Salaried, Exempt) Approved 10/05/2021
Position Summary	The Library Director serves under the Board of Trustees and is responsible for the general financial, personnel, and program administration of the Sullivan County Library System in accordance with the policies established by the Board.
Position Requirements	<p>Education: American Library Association accredited Master of Library Science or Master of Library and Information Science (MLS or MSLS) degree or within one year of completing it.</p> <p>Experience: Minimum of five years of library experience, as a public library director, branch manager, or equivalent.</p> <p>Preferred Skills:</p> <p>Be able to articulate the value of library services to the community.</p> <p>Possess skills for the successful management and supervision of staff and appropriate programs.</p> <p>Be able to assist the Board of Trustees in the in the implementation of library policies and programs.</p> <p>Be able to develop appropriate budgets and oversee expenditures and the accounting of funds.</p> <p>Have an understanding and appreciation of technology with an emphasis on functionality with the ability to implement internally and externally.</p> <p>Physical Abilities:</p> <p>No special physical abilities are required. Must hold a valid driver’s license. Must be able to lift or carry objects weighing 10-40 pounds.</p>
Reports to: (SUPERVISION & DIRECTION)	Sullivan County Public Library Board of Trustees
Supervises:	Has direct supervision over Branch Managers and Administrative staff. Has indirect supervision over all Library staff.

<p>Working Relationships:</p>	<ul style="list-style-type: none"> • Assumes a leadership role in providing information, recommendations, and policy proposals to assist the work of the Library Board of Trustees. • Maintains a positive working relationship with all staff to enable effective management and supervision. • Works with county officials to ensure appropriate relationships and financial resources. • Continually strives to develop positive relationships and articulate the mission of the library to the community. • Works as the liaison for OWL • Works as liaison between Friends groups and county.
<p>Key Result Areas:</p>	<ul style="list-style-type: none"> • Policy and General Administration • Procurement Policy of Sullivan County • Personnel Administration • Program Administration <p>An annual evaluation of the Director is administered by the Library Board of Trustees, using the adopted evaluation instrument.</p>
<p>Essential Duties: (KEY TASKS)</p>	<p>I. Policy and General Administration</p> <ul style="list-style-type: none"> A. Supports the planning function of the Board with advice, information, and recommendations. B. Prepares annual budget consistent with Board plans. C. Keeps Board informed of progress toward accomplishment of program objectives. D. Carries out policies as adopted by the Board. E. Recommends policy change and review as appropriate. F. Submits materials to the Board in time to allow for review and preparation for meetings. G. Provides support and assistance to library committees. <p>II. Financial Administration</p> <ul style="list-style-type: none"> A. Expends library funds in accordance with the annual budget. B. Maintains accurate and complete financial records. C. Makes regular financial reports to the Board. D. Applies purchasing practices that provide desired products and services cost-effectively and in a timely manner in keeping with procurement policies of Sullivan County. E. Pursues sources of outside funding for library programs, Library Friends, grants, etc. Keeps the Board informed of such sources. <p>III. Personnel Administration</p> <ul style="list-style-type: none"> A. Supervises the personnel functions of the library system. B. Distributes staff assignments and delegates so as to accomplish library program objectives efficiently and effectively.

	<p>C. Enables optimal performance of library staff through communication and training.</p> <p>D. Works with staff to develop individual plans for continuing education and professional development.</p> <p>E. Meets regularly with staff to administer policies, enhance customer service, and forwards the library mission.</p> <p>F. Ensures compliance of staff with personnel policies.</p> <p>G. Evaluates employee work performance on a yearly basis.</p> <p>IV. Program Administration</p> <p>A. Directs library resources toward the accomplishment of library goals and objectives.</p> <p>B. Works with the Board to serve the programming needs of the community.</p> <p>C. Uses community input to direct the development of appropriate programming in all departments and levels of library service.</p> <p>D. Measures library program output and evaluates program quality in accordance with the goals and objectives through circulation, computer use, and door count records, as well as user surveys and anecdotal accounts.</p> <p>E. Works to involve the library in the community and the community in the library through an active program of public relations and outreach.</p> <p>F. Ensures all library system facilities and equipment are adequate to the fulfillment of the library's mission by maintaining or improving them as necessary.</p>
<p>Core Skills:</p>	<ul style="list-style-type: none"> ● Ability to communicate clearly in speech and in writing. ● Ability to analyze and present statistical and financial data. ● Uses knowledge of various software programs to operate a computer in an effective and efficient manner. ● Has a strong understanding of public library history and trends with the ability to interpret library trends to meet the specific needs of the community through programs and library resources. ● Ability to coordinate with the Library Board in setting appropriate library policies. ● Ability to lead, manage, and supervise library staff in the effective provision of library services. ● Ability to work effectively and amicably with a wide range of community representatives as library patrons, volunteers, board, and committee members. ● Ability to plan, direct, and evaluate programs. ● Maintains an active involvement in professional associations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assistant Library Director

<p>Job Title</p>	<p>Assistant Library Director (Salaried, Exempt) Approved 06/13/2017</p>
<p>Position Summary</p>	<p>The Assistant Library Director serves under the Library Director and is responsible for assisting with the management of the employees of the Sullivan County Library System in accordance with the policies established by the Board. Additionally, this position assumes the role of Technology Trainer in the absence of grant funding for that position.</p>
<p>Position Requirements</p>	<p>Education: Bachelor’s Degree from an accredited four-year college or university and completion of a Public Library Management Certification program. American Library Association accredited Master of Library Science or Master of Library and Information Science (MLS or MSLS) degree, or Master’s Degree in administration or management preferred.</p> <p>Experience: Minimum of four years of library experience, as a public assistant library director, branch manager, or equivalent.</p> <p>Preferred Skills:</p> <p>Be able to articulate the value of library services to the community.</p> <p>Possess skills for the successful management and supervision of staff and appropriate programs in the absence of the Library Director.</p> <p>Be able to assist the Library Director in the suggestion of library policies and programs to the Board of Trustees.</p> <p>Have strong knowledge of various Windows operating systems, Microsoft Office products, web-based e-mail, and have the ability to train users at a variety of skill levels.</p> <p>Have an understanding and appreciation of technology with an emphasis on troubleshooting and maintenance.</p> <p>Experience in grant writing preferred.</p> <p>Physical Abilities:</p> <p>No special physical abilities are required. Must hold a valid driver’s license. Must be able to lift or carry objects weighing 10-40 pounds.</p>

Reports to: (SUPERVISION & DIRECTION)	Sullivan County Public Library Director
Supervises:	Has direct supervision over Branch Managers and Administrative staff in the absence of the Library Director. Has indirect supervision over all Library staff.
Working Relationships:	<ul style="list-style-type: none"> • Assumes a role in providing information, recommendations, and policy proposals to the Library Director to assist his/her work with the Library Board of Trustees. • Maintains a positive working relationship with all staff to enable effective management and supervision. • Continually strives to develop positive relationships and articulate the mission of the library to the community.
Key Result Areas:	<ul style="list-style-type: none"> • Policy and General Administration • Personnel Administration • Program Administration <p>An annual evaluation of the Assistant Director is administered by the Library Director, using the adopted evaluation instrument.</p>
Essential Duties: (KEY TASKS)	<ol style="list-style-type: none"> I. Policy and General Administration <ol style="list-style-type: none"> A. Carries out policies as adopted by the Board. B. Recommends policy change and review to the Library Director as appropriate. C. Submits monthly reports to the Library Director as directed. D. Provides support and assistance to library committees. II. Personnel Administration <ol style="list-style-type: none"> A. Assists with the supervision of the personnel functions of the library system. B. Enables optimal performance of library staff through communication and training. C. Works with the Library Director to develop individual plans for continuing education and professional development for the staff. D. Ensures compliance of staff with personnel policies as instructed by the Library Director. E. Assists the Library Director in evaluating employee work performance on a yearly basis. III. Program Administration <ol style="list-style-type: none"> A. Is responsible for coordinating with the Branch staff regarding the annual Summer Reading Program. B. Works with the Library Director to serve the programming needs of the community.

	<p>C. Aids in compiling community input to allow the Library Director to direct the development of appropriate programming in all departments and levels of library service.</p> <p>D. Runs monthly reports in order to measure library program output as well as circulation, computer use, and door count records.</p>
<p>Core Skills:</p>	<ul style="list-style-type: none"> • Ability to communicate clearly in speech and in writing. • Ability to analyze and present statistical data. • Uses knowledge of various software programs to operate a computer in an effective and efficient manner. • Uses knowledge of computer hardware and software to troubleshoot and maintain the library's technology. • Ability to coordinate with the Library Director in setting appropriate library policies. • Ability to lead, manage, and supervise library staff in the effective provision of library services in the absence of the Library Director. • Ability to work effectively and amicably with a wide range of community representatives as library patrons, volunteers, board, and committee members. • Ability to coordinate with the Library Director to plan, direct, and evaluate programs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Branch Manager

Job Title	Branch Manager (Hourly, Non-exempt) Approved 07/26/21
Position Summary	The Branch Manager serves under the Library Director and is responsible for the management of a branch of the Sullivan County Library System in accordance with the policies established by the Board. The Branch Manager may be required to work evenings and weekends.
Position Requirements	<p>Education: Bachelor’s Degree from an accredited four-year college or university or completion of a Public Library Management Certification program. American Library Association accredited Master of Library Science, Master of Library and Information Science, or Master of Science in Information Science (MLS , MSLS, MSIS) degree, or Master’s Degree in administration or management preferred.</p> <p>Experience: Minimum of three years of library experience.</p> <p>Preferred Skills:</p> <p>Be able to articulate the value of library services to the community.</p> <p>Possess skills for the successful management and supervision of staff and appropriate programs.</p> <p>Have strong knowledge of various Windows operating systems, Microsoft Office products, web-based e-mail, and have the ability to train users at a variety of skill levels.</p> <p>Have an understanding and appreciation of technology with an emphasis on troubleshooting.</p> <p>Experience in developing and maintain community partnerships.</p> <p>Experience in grant writing preferred.</p> <p>Experience with interlibrary loan services preferred.</p> <p>Physical Abilities:</p> <p>Must hold a valid driver’s license. Must be able to lift or carry objects weighing 10-40 pounds.</p>
Reports to: (SUPERVISION &	Library Director Indirectly reports to the Assistant Director.

DIRECTION)	
Supervises:	Has direct supervision over Assistant Branch Manager and branch volunteers.
Working Relationships:	<ul style="list-style-type: none"> • Maintains a positive working relationship with all staff and volunteers. • Maintains a positive working relationship with Friends of the Library organizations. • Continually strives to develop positive relationships and articulate the mission of the library to the community. • Develops and maintains community partnerships.
Key Result Areas:	<ul style="list-style-type: none"> • Policy and General Administration • Personnel Administration • Branch Administration <p>An annual evaluation of the Branch Manager is administered by the Library Director, using the adopted evaluation instrument.</p>
Essential Duties: (KEY TASKS)	<p>I. Policy and General Administration</p> <ul style="list-style-type: none"> A. Carries out policies as adopted by the Board. B. Recommends policy change and review to the Library Director as appropriate. C. Provides support and assistance to library committees. D. Attends branch Friends of the Library Meetings, providing support and assistance as appropriate. <p>II. Personnel Administration</p> <ul style="list-style-type: none"> A. Responsible for scheduling and staffing the library. B. Assists with the supervision of the personnel function of the library branch. C. Enables optimal performance of library staff through communication and training. D. Identifies any gaps in training needed for staff and communicates with Library Director. E. Works with the Library Director to develop an individual plan for continuing education and professional development as prescribed by TSLA. F. Ensures compliance of branch staff with personnel policies as instructed by the Library Director. <p>III. Branch Administration</p> <ul style="list-style-type: none"> A. Is responsible for collection development of the branch. Branch Manager completes monthly orders as directed, continuously reviews, evaluates, and weeds library collections.

	<ul style="list-style-type: none"> B. Completes bank deposits during business hours and maintains records as directed by the Library Director or Administrative Assistant. C. Is responsible for coordinating with the Assistant Director and the Assistant Branch Manager regarding the annual Summer Reading Program. D. Works to serve the programming needs of the community and submits program supply orders as directed E. Aids in compiling community input to allow the Library Director and Assistant Director to develop appropriate programming in all departments and levels of library service. F. Submits monthly reports in order to measure library program output as well as interlibrary loan statistics, technology instruction, etc. G. Cleans when necessary.
<p>Core Skills:</p>	<ul style="list-style-type: none"> • Ability to communicate clearly in speech and in writing. • Uses knowledge of various software programs and mobile devices to operate in an effective and efficient manner. • Uses knowledge of computer hardware and software to troubleshoot the library's technology in order to communicate issues to the Library Director. • Ability to lead, manage, and supervise library branch staff. • Ability to work effectively and amicably with a wide range of community representatives such as library patrons, volunteers, board, and committee members. • Ability to coordinate with the Library Director and Assistant Director to plan, direct, and evaluate programs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Library Assistant Branch Manager

Job Title	<p>Assistant Branch Manager</p> <p>(Hourly, Non-exempt)</p> <p>Approved 07/26/21</p>
Position Summary	<p>The Assistant Branch Manager serves under the Branch Manager and is responsible for assisting with the management of a branch of the Sullivan County Library System in accordance with the policies established by the Board. Evening and weekend hours may be required.</p>
Position Requirements	<p>Education: High School diploma, college degree preferred.</p> <p>Experience: Experience performing basic accounting transactions and general office administrative duties; library experience preferred.</p> <p>Preferred Skills:</p> <p>Be able to articulate the value of library services to the community.</p> <p>Be able to assist the Library Director in the suggestion of library policies and programs to the Board of Trustees.</p> <p>Have strong knowledge of various Windows operating systems, Microsoft Office products, web-based e-mail, and have the ability to train users at a variety of skill levels.</p> <p>Have an understanding and appreciation of technology with an emphasis on troubleshooting and maintenance.</p> <p>Physical Abilities:</p> <p>Must hold a valid driver's license.</p> <p>Must be able to lift or carry objects weighing 10-40 pounds.</p>
Reports to: (SUPERVISION & DIRECTION)	<p>Branch Manager</p> <p>Indirectly reports to the Library Director and Assistant Director.</p>
Supervises:	<p>Has no direct supervision over library staff. Has indirect supervision over library volunteers.</p>
Working	<ul style="list-style-type: none"> • Maintains a positive working relationship with all staff and volunteers.

Relationships:	<ul style="list-style-type: none"> Continually strives to develop positive relationships and articulate the mission of the library to the community.
Key Result Areas:	<ul style="list-style-type: none"> Policy and General Administration Branch Administration <p>An annual evaluation of the Assistant Branch Manager is administered by the Branch Manager, under the oversight of the Library Director, using the adopted evaluation instrument.</p>
Essential Duties: (KEY TASKS)	<p>I. Policy and General Administration</p> <ul style="list-style-type: none"> A. Carries out policies as adopted by the Board. B. Recommends policy change and review to the Library Director as appropriate. C. Provides support and assistance to library committees and Friends of the Library groups. <p>II. Branch Administration</p> <ul style="list-style-type: none"> A. Works with the Branch Manager to serve the programming needs of the community. B. Is responsible for coordinating with the Branch Manager regarding the annual Summer Reading Program. C. Assists in compiling community input to allow the Branch Manager to develop appropriate programming in all departments and levels of library service. D. Works with the Library Director to develop an individual plan for continuing education and professional development as prescribed by TSLA. E. Accurately accounts for money received for fines and fees each day and delivers deposits as directed by the Library Director, Branch Manager, or Administrative Assistant. F. Obtains and returns items through the interlibrary loan program including OCLC. G. Assists the Branch Manager with collection development practices. H. Is responsible for completing ordering, reporting, and other duties in the absence of a Branch Manager. I. Identifies maintenance issues to be resolved and communicates issues to Library Direct and Maintenance Department J. Cleans when necessary.
Core Skills:	<ul style="list-style-type: none"> Ability to communicate clearly in speech and in writing. Uses knowledge of various software programs and mobile devices to operate in an effective and efficient manner. Uses knowledge of computer hardware and software to troubleshoot the library's technology in order to communicate issues to the Library Director. Ability to work effectively and amicably with a wide range of community representatives such as library patrons, volunteers, board, and committee

	members. <ul style="list-style-type: none">• Ability to coordinate with the Branch Manager to plan, direct, and evaluate programs.
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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Catalog Librarian

Job Title	<p>Catalog Librarian (Hourly, Non-exempt) Approved 1/27/2020</p>
Position Summary	<p>The Catalog Librarian is responsible for the processing and cataloging of all books and other materials for the Sullivan County Public Library system.</p>
Position Requirements	<p>Education: Bachelor’s Degree from an accredited for year college or university or completion of a Public Library Management Certification program.</p> <p>Experience: Minimum of three years of cataloging experience.</p> <p>Preferred Skills:</p> <p>Be able to catalog materials in an effective and timely manner.</p> <p>Have strong knowledge of collection development practices and current literary trends.</p> <p>Have strong knowledge of various Windows operating systems, Microsoft office products, and web-based-email.</p> <p>Physical Abilities:</p> <p>Must hold a valid driver’s license. Must be able to lift or carry objects weighing 10-40 pounds.</p>
Reports to:	<p>Library Director and/or Assistant Director</p>
Working Relationships:	<ul style="list-style-type: none"> • Maintains a positive working relationship with all staff and volunteers. • Continually strives to develop positive relationships and articulate the mission of the library to the community.
Key Result Areas:	<ul style="list-style-type: none"> • Cataloging • Record Management <p>An annual evaluation of the Catalog Librarian is administered by the Library Director, using the adopted evaluation instrument</p>
Essential Duties:	<p>I. Cataloging</p>

<p>(KEY TASKS)</p>	<p>A. Catalogs all materials received by the library system including purchased and donated print and non-print materials</p> <p>B. Installs security strips in items</p> <p>C. Assigns barcodes</p> <p>D. Verifies catalog information from books against edit sheets and enters corrections into the system</p> <p>II. Record Management</p> <p>A. Assists with maintaining an accurate inventory of all library materials</p> <p>B. Maintains records for all purchased and donated items processed and all items withdrawn from the library collection.</p>
<p>Core Skills:</p>	<ul style="list-style-type: none"> • Ability to communicate clearly in speech and in writing. • Thorough knowledge of the principles and practices of library science, cataloging and classification of materials including Dewey Decimal and Library of Congress. • Ability to accurately compile statistical information and prepare comprehensive reports regarding cataloging operations. • Uses knowledge of various software programs to operate a computer in an effective and efficient manner. • Ability to coordinate with the Library Director to make collection development decisions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Library Administrative Assistant

Job Title	<p>Library Administrative Assistant</p> <p>(Hourly, Non-exempt)</p> <p>Approved 1/27/2020</p>
Position Summary	<p>The Library Administrative Assistant is responsible for the coordination of office operations of the Sullivan County Public Library and its four branches.</p>
Position Requirements	<p>Education: Bachelor’s Degree from an accredited four-year college or university in Business Administration or related field.</p> <p>Experience: Minimum of three years of administrative, secretarial, or accounting experience.</p> <p>Preferred Skills:</p> <p>Have thorough knowledge of office management practices and organization.</p> <p>Have strong knowledge of various Windows operating systems, Microsoft office products, and web-based-email.</p> <p>Physical Abilities:</p> <p>Must hold a valid driver’s license.</p> <p>Must be able to lift or carry objects weighing 10-40 pounds.</p>
Reports to:	<p>Library Director and/or Assistant Director</p>
Working Relationships:	<ul style="list-style-type: none"> • Maintains a positive working relationship with all staff and volunteers. • Continually strives to develop positive relationships and articulate the mission of the library to the community.
Key Result Areas:	<ul style="list-style-type: none"> • Office Management • Records Management • Purchasing/Accounts Receivable <p>An annual evaluation of the Administrative Assistant is administered by the Library Director, using the adopted evaluation instrument.</p>
Essential Duties:	<p>I. Office Management</p> <p>A. Answers phones, takes messages, and answers questions in the absence</p>

<p>(KEY TASKS)</p>	<p>of the Director and/or Assistant Director</p> <p>B. Picks up and distributes mail as needed</p> <p>C. Maintains an adequate inventory of office supplies for five library locations</p> <p>D. Maintains monthly events calendar for five library locations</p> <p>II. Records Management</p> <p>A. Maintains accurate financial records</p> <p>B. Maintains records for all purchasing activity and contracted services</p> <p>C. Maintains up-to-date record of part time employee hours</p> <p>D. Maintains records of staff meetings</p> <p>G. Balances bank deposits for five library locations and submits to Trustee</p> <p>H. Maintains year-to-date record of cash received</p> <p>III. Purchasing/ Accounts Receivable</p> <p>A. Prepares requisitions and check requests for library accounts</p> <p>B. Reconciles bills and returns to Sullivan County Accounts and Budgets department for payment</p> <p>C. Verify invoice and purchase orders for accuracy</p>
<p>Core Skills:</p>	<ul style="list-style-type: none"> • Ability to communicate clearly in speech and in writing. • Ability to prepare reports, memoranda and correspondence in an acceptable style and format. • Ability to maintain detailed reports, data, and other documentation with a strong attention to detail. • Flexibility and adaptability to rapid change • Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Library Technology Trainer

Job Title	Library Technology Trainer (Hourly, Non-exempt) Approved 1/27/2020
Position Summary	The Library Technology Trainer is a teaching position, providing training on a variety of devices and software, to the patrons of the Sullivan County Public Library system.
Position Requirements	<p>Education: Associates Degree from an accredited college or university. Bachelor’s Degree preferred.</p> <p>Experience: One year of experience in a related Information Science position.</p> <p>Preferred Skills:</p> <p>Ability to teach individuals with various level of ability in both a classroom and individual setting.</p> <p>Have strong knowledge of various Windows operating systems, Microsoft office products, and web-based-email.</p> <p>Physical Abilities:</p> <p>Must hold a valid driver’s license. Must be able to lift or carry objects weighing 10-40 pounds.</p>
Reports to:	Sullivan County Library Director and/or Assistant Director
Working Relationships:	<ul style="list-style-type: none"> • Maintains a positive working relationship with all staff and volunteers. • Continually strives to develop positive relationships and articulate the mission of the library to the community.
Key Result Areas:	<ul style="list-style-type: none"> • Technology Instruction • Technology Maintenance and Troubleshooting <p>An annual evaluation of the Technology Trainer is administered by the Library Director, using the adopted evaluation instrument</p>
Essential Duties:	<p>I. Technology Instruction</p> <p>A. Plans and implements courses for library patrons on a variety of</p>

(KEY TASKS)	<p>technology topics including but not limited to computer basics and database usage</p> <p>B. Teaches in both individual and classroom settings</p> <p>C. Maintains current knowledge of trending software and applications</p> <p>II. Technology Maintenance and Troubleshooting</p> <p>A. Troubleshoots and repairs computer hardware components and network connections when possible</p> <p>B. Maintains and upgrades library system software as required</p>
Core Skills:	<ul style="list-style-type: none"> • Knowledge of computer hardware and networking interfaces and applications. • Knowledge of contemporary software applications utilized by the library system • Ability to follow library policy as set forth by the Sullivan County Public Library Board of Trustees.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Library Assistant

Job Title	Library Assistant
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	(Hourly, Non-exempt) Approved 09/27/2021
Position Summary	The Library Assistant is responsible for assisting other library staff with the operation of the branch of the Sullivan County Library System in accordance with the policies established by the Board. Evening and weekend hours may be required.
Position Requirements	<p>Education: High School diploma</p> <p>Experience: Experience performing basic cash handling skills and general office administrative duties; library experience preferred.</p> <p>Preferred Skills:</p> <p>Be able to articulate the value of library services to the community.</p> <p>Have strong knowledge of various Windows operating systems, Microsoft Office products, web-based e-mail, and have the ability to train users at a variety of skill levels.</p> <p>Have an understanding and appreciation of technology.</p> <p>Physical Abilities:</p> <p>Must hold a valid driver's license. Must be able to lift or carry objects weighing 10-40 pounds.</p>
Reports to: (SUPERVISION & DIRECTION)	Branch Manager Indirectly reports to the Library Director and Assistant Director.
Supervises:	Has no direct supervision over library staff. Has indirect supervision over library volunteers.
Working Relationships:	<ul style="list-style-type: none"> • Maintains a positive working relationship with all staff and volunteers. • Continually strives to develop positive relationships and articulate the mission of the library to the community.
Key Result Areas:	<ul style="list-style-type: none"> • Branch Administration <p>An annual evaluation of the library assistant is administered by the Branch Manager, under the oversight of the Library Director, using the adopted evaluation instrument.</p>

<p>Essential Duties:</p> <p>(KEY TASKS)</p>	<p>I. Branch Administration</p> <p>A. Completes circulation duties as directed by the Branch Manager or Assistant Branch Manager.</p> <p>B. Works with the Branch Manager to serve the programming needs of the community.</p> <p>C. Works with the Library Director to develop an individual plan for continuing education and professional development as prescribed by TSLA.</p> <p>D. Receives and records money as directed by the Branch Manager and Administrative Assistant.</p> <p>E. Obtains and returns items through the interlibrary loan program.</p> <p>F. Identifies maintenance issues to be resolved and communicates issues to Branch Manager or Assistant Branch Manager.</p> <p>G. Cleans when necessary.</p>
<p>Core Skills:</p>	<ul style="list-style-type: none"> • Ability to communicate clearly in speech and in writing. • Uses knowledge of various software programs and mobile devices to operate in an effective and efficient manner. • Uses knowledge of computer hardware and software to troubleshoot the library's technology in order to communicate issues to the Library Director. • Ability to work effectively and amicably with a wide range of community representatives such as library patrons, volunteers, board, and committee members. • Ability to coordinate with the Branch Manager to plan, direct, and evaluate programs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Custodian

Job Title	Custodian (Hourly, Non-exempt) Approved 1/27/20
Position Summary	The custodian is responsible for cleaning libraries within the Sullivan County Public Library system as assigned.
Position Requirements	Education: High school diploma. Physical Abilities: Must hold a valid driver's license. Must be able to lift or carry objects weighing 10-40 pounds.
Reports to:	Sullivan County Library Director and/or Assistant Director
Working Relationships:	<ul style="list-style-type: none"> • Maintains a positive working relationship with all staff and volunteers.
Essential Duties: (KEY TASKS)	I. Cleaning <ol style="list-style-type: none"> A. Empty and dispose of trash B. Vacuum carpet and/or mop floors C. Spot clean carpet as needed D. Clean glass doors and windows E. Dust/clean tables, counters, desks, library stacks, etc. F. Clean bathrooms G. Other duties may be assigned and explained by library employees

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Section 7 - Forms

Displays

Volunteer Application

Confidentiality Agreement

**Title VI Discrimination Complaint
Form**

**Release and Authorization to Use
Photographs**

**Citizens Request Form for Re-
evaluation of Library Materials**

System Policy Acceptance Form

**Sullivan County Public Library
System Registration**

Board Member Application Form



Volunteer Application- Sullivan County Public Libraries

Full Name: _____ Date: _____
First Last

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Volunteer Position Applied for: _____

Are you a student? _____ Community Service? _____
YES/NO YES/NO

Court Appointed? _____ Required hours? _____ Date to be completed? _____
YES/NO

Have you ever pled guilty or no contest to, or been convicted of a crime? _____
(An affirmative response will not automatically disqualify you from being considered) *YES/NO*

If yes, explain: _____

Are you currently employed? _____ Employer: _____
YES/NO

List any skills, training, languages spoken, that may be useful the library: _____

List previous volunteer experiences: _____

Availability: _____

I understand that when I volunteer at the Sullivan County Public Libraries, my actions are a reflection on myself as well as my organization or school. I understand that the Sullivan County Public Libraries reserves the right to screen volunteers, to accept or reject any applications, and place applicants in specific locations and positions based on the needs of the library. I understand that I will not be paid for my services as a volunteer and I am giving my time freely to the library. I understand that my volunteer service may end at any time for any reason with or without notice. Volunteer shifts will be during branch hours of operation and for special events such as Book Sales or Holiday Markets. As a volunteer in any Sullivan County Public Library who has access to information about the library's patrons and/or staff as well as their use of the library, I understand that this information is to be kept confidential.

Signature: _____ Date: _____



Confidentiality Agreement

As a volunteer in any Sullivan County Library or as an employee of the Sullivan County Public Library system who has access to information about the library's patrons and/or staff, I understand that this information is to be kept confidential. I also understand that it is the duty of all library workers, paid and/or volunteer, to protect the confidentiality of library patrons and/or staff with regard both to their use of the library and also to the information generated by that use.

Signature: _____

Date: _____

Sullivan County TN Government
Civil Rights Title VI Complaint Form

The following information is needed in order to process your complaining:

1. What is the basis on which you believe these alleged discriminatory actions were taken?

Mark all that apply.

- Race
- Color
- National Origin
- Other, explain _____

2. What is/are the date(s) of the alleged discrimination? _____

3. Complainant's contact information:

Name: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

4. Name of agency, department or program that you believe discriminated against you:

Agency or Department: _____

Name of person: _____

Mailing Address: _____

Phone: _____

5. In your own words, describe the alleged discrimination. Explain what happened and who you believe was responsible (add additional sheets of paper if needed).

6. List names and contact information of persons who may have knowledge of the alleged discrimination:

7. Have you filed this complaint with any other federal, state or local agency or with any federal or state court? Check all that apply:

_____ Federal Agency, if yes, which one? _____

Contact information of contact person at agency _____

_____ Federal Court, if yes, which one? _____

Contact information of contact person at court _____

_____ State Agency, if yes, which one? _____

Contact information of contact person at agency _____

_____ State Court, if yes, which one? _____

Contact information of contact person at court _____

_____ Local Agency, if yes, which one? _____

Contact information of contact person at agency _____

The complaint will not be accepted if it has not been signed. Please sign and date this complaint form. You may attach any written materials or other supporting information that may be relevant to your claim.

Print Name _____

Signature _____

Date _____

*A formal complaint must be filed within 180 days of the occurrence of the alleged discriminatory act.

*If this allegation is in regards to Employment Discrimination, please contact the **Tennessee Human Rights Commission** or the **Equal Employment Opportunity Commission**.

*Title VI Complaints may also be filed with the **Tennessee Human Rights Commission, Federal Highway Administration, Federal Transit Authority, Federal Aviation Administration, and the U.S. Department of Justice.**

Tennessee Human Rights Commission
William T. Snodgrass BLD/TN Towers
312 Rosa Parks Avenue, 23rd Floor
Nashville, Tennessee 37243
Phone: 1.800.251.3589

Federal Aviation Administration
Office of Civil Rights
Room 1030, ACR-1
800 Independence Avenue, SW
Washington DC 20591

Equal Employment Opportunity Commission
Vantage Way, Suite 202
Tennessee 37228 -9940
Phone: 1.800.669.4000
TTY: 1.800.669.6820

FHWA Office of Civil Rights 50
1200 New Jersey Ave., S.E. Nashville,
8th Floor E81-314
Washington DC 20590
Phone: 202-366-0693

Title VI Program Coordinator
FTA Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor – TCR,
1200 New Jersey Ave., S.E.,
Washington DC 20590

U.S. Department of Justice
Civil Rights Division
Federal Coordination and Compliance Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

Release and Authorization to Use Photographs

Release executed on _____ (*date*), by _____ (*name of person giving release*) of _____ (*street address, city, state, zip code*) herein referred to as **Releasor**, in favor of Sullivan County Public Library System, of 1655 Blountville Blvd., Blountville, TN 37617, herein referred to as **Releasee**.

Whereas, *Releasee* is a public library serving the residents of Sullivan County and the greater Holston River Region; and

Whereas *Releasee* desires to use photographs and testimonials of participants willing to allow their photographs and statements to be used on its website (https://owl.ent.sirsi.net/client/en_US/SCPL), Facebook, YouTube, newspapers, and similar such media for advertising purposes;

Now, therefore, for and in consideration of the mutual covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. *Releasor* hereby authorizes *Releasee* to record *his/her* picture and voice on photographs, films, audio and videotapes, to edit same at his discretion, and to incorporate these photographs, recordings, Releasor's likeness, voice, biographical information, or other information in connection therewith, into media form for advertising on said websites, Facebook, YouTube, newspapers and similar such media, including the unrestricted use for purposes of publicity, advertising and sales promotion.
2. *Releasor* further agrees to indemnify and save harmless *Releasee*, its licensees, agents, successors and assigns, from any and all claims and liability for damages, losses or expenses of any sort arising from the making of such photographs, recordings and their use. *Releasor* further acknowledges that, except for the above-stated compensation, there were no promises of any compensation for such use by *Releasee* or by anyone associated with *Releasee* and, that *Releasee* exclusively owns all rights to these photographs and recordings regardless of the form in which they are produced or used.
3. *Releasor* warrants and agrees that he/she has read and understood the contents hereof, and that he/she has the right and authority to execute this release and indemnification.
4. Release is valid for a maximum of one year from date signed or until such time as *Releasor* withdraws his or her permission.

In witness whereof, the parties have executed this release and indemnification agreement at (*designate place of execution*) _____ on the date and year first above written.

Releasor

Releasee

(*Name of Releasor*)

By _____
(*Signature of parent or legal guardian If Releasor under 18*)



Citizens Request Form for Re-evaluation of Library Materials

Initiated by _____

Telephone _____ Address _____

MATERIAL QUESTIONED:

Book: Author _____ Title _____
Copyright Date _____

AV Material: Media _____
Title _____

Other Material: Identify _____

Please respond to the following questions. If additional space is needed use the reverse side of the form.

1. Have you reviewed this material in its entirety? _____

2. To what do you object? Please cite specific passages, pages, etc. _____

3. What do you believe is the main idea of this material? _____

4. What do you feel might result from use of this material? _____

5. What reviews of this material have you read? _____

6. What action do you recommend that the Library Director take on this material? _____

Date / Signature

System Policy Acceptance Form

PLEASE PRINT

Name: _____ Date: _____

I agree to follow all policies of the Sullivan County Library System in use of the library as well as library materials and services. I am aware that policies change periodically and are always available in the library and on-line for review.

I have received copies of the following:

Audio Visual Policy WiFi Hotspot Policy Laptop Use Policy Public Access to Internet	Wireless Internet Access Behavior Children in Libraries Library Code of Conduct
--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------

I accept full responsibility for all materials checked out on this card and for all charges associated with its use. I will report loss of card, change of name, phone number, or address promptly. I understand that a charge will be assessed to replace this card.

Signature

Print and Sign as Adult Financially Responsible for minor

Print and Sign as responsible adult giving permission for minor aged 13-17 to use the Internet unsupervised.

The following adults are authorized to provide Internet supervision for this minor child:

Sullivan County Library System Registration

PLEASE PRINT

Last First Middle

P.O. Box / Street Address _____

City _____ State _____ Zip Code _____

Phone Number: () _____ - _____ E-Mail Address _____

Cell Phone Number:() _____ - _____ Cell Phone Service Provider: _____

Providing this information gives SCPL permission to send text alerts for holds or library closings. While SMS notification from the Library is free, standard Text Message rates from your carrier apply.

Check One: Sullivan County Resident _____ Non-Resident _____ Work in County _____

Birth Date: _____ Driver's License Number _____

NOTE: If you do not present a Driver's License/State or Military issued ID with the above listed address, you must also present a piece of mail that you have recently received at your current address for verification.

Contact Information for Financially-Responsible Party if different from above

Last First Middle

P.O. Box / Street Address _____

City _____ State _____ Zip Code _____

Phone Number: () _____ - _____ E-Mail Address _____

Cell Phone Number:() _____ - _____ Cell Phone Service Provider: _____

Providing this information gives SCPL permission to send text alerts for holds or library closings. While SMS notification from the Library is free, standard Text Message rates from your carrier apply.

Birth Date: _____ Driver's License Number _____

NOTE: If you do not present a Driver's License/State or Military issued ID with the above listed address, you must also present a piece of mail that you have recently received at your current address for verification.



Board of Trustees Application Form

Thank you for your interest in joining the Sullivan County Public Library System Board. Use this form to provide useful information about yourself, to ensure the best match between you and the Library System for its Board of Trustees. Please submit a copy of your resume along with 2-3 personal references with your application.

Name: _____

Home Phone Number: _____ Cell number: _____

Address: _____

Branch Affiliation: _____

Email Address: _____

Briefly describe why you would like to join our Board of Trustees:

Current organizational affiliations (names of the organization and your role(s)):

1. _____

2. _____

3. _____

4. _____

Which of your skills would you like to utilize on the Board? Check those that apply:

- | | | |
|----------------------------------------------|-----------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Board development | <input type="checkbox"/> Financial management | <input type="checkbox"/> Training |
| <input type="checkbox"/> Strategic planning | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Staffing / HR | <input type="checkbox"/> Evaluation | <input type="checkbox"/> Volunteer management |
| <input type="checkbox"/> Program development | <input type="checkbox"/> Community networking | <input type="checkbox"/> Facilities management |
| | <input type="checkbox"/> Other | |

Other- please explain: _____

What aspect of our library services are you most passionate about? _____

Please list any previous experience with Boards whether volunteered or appointed: _____

What do you wish to achieve through your participation on the Board, e.g., what types of experiences, skills to develop, interests to cultivate, etc.?

Applications will be reviewed by the current Board of Trustees and one recommendation per vacancy will be made to the Sullivan County Board of Commissioners for appointment upon approval.

If you join the Board, you agree that you can provide at least 2-4 hours a month in attendance to Board and Committee meetings and any online or in-person Trustee workshops and trainings. You also agree that you do not have any conflict-of-interest in participating on the Board.

Your signature: _____ Date: _____

Section 8 – Materials Selection Policy

The Library and the County

Sullivan County Public Library is a free public library, majority-supported through funds provided by Sullivan County government and undertakes as its responsibility to provide, within the funds appropriated, the best possible library service to meet the needs of county residents.

As of 2019 the library serves a county of 157,668 persons in an area of 413.3 square miles. Of the total population approximately 80,000 reside in the cities of Kingsport and Bristol, Tennessee where public libraries are maintained. (Source: “Official Public Library Service Area 2018-2019)

Responsibility for Selection of Materials

The Sullivan County Public Library Board of Trustees is a County Commission-appointed governing body legally responsible for library materials. Responsibility for selection is delegated by the Board to the Library Director, who operates within the framework of policies, goals, and objectives determined by the Library Board. It is the responsibility of each library employee to record and communicate user requests and needs so that they may be considered for selection.

Organization of the Library as a Factor in Selection

The Sullivan County Public Library System is composed of five (5) libraries located in Blountville, Bloomingdale, Bluff City, Colonial Heights, and Sullivan Gardens. Because needs of users of individual branches of the library vary, so must collections chosen for them. Through the use of extension service, the total combined collection is made readily available to each library and the community served.

The central library located in Blountville is the resource center of materials for the Sullivan County Public Library System. This branch also houses an extensive genealogy and regional history collection and is the location of the administrative offices.

Through support from Tennessee state funded agencies, and the Holston River Regional Library, provision is made for specialized materials and loan service.

Guideline for Selection

The guidelines for selection apply to all materials placed in the library system.

The collection will consist of a wide range of materials of contemporary significance and of permanent value. Selection refers to the decision to add a specific item to the collection or to retain material already in the collection. It is a means of collection development to meet user needs and does not necessarily reflect the opinions or values of the selector or the Library Board.

The library collection for children will emphasize the development of reading and learning skills, factual information, and reading for enjoyment. Library bindings are preferred.

Recognizing the different levels of interest and proficiency, age, experience, and educational attainments, the collection will emphasize a need to be accurately informed, to keep up in a changing world, and will encourage free inquiry in the search of truth.

As materials are intended to be circulated, materials purchased should be of durable quality and timely publication. As a general rule, materials added to the collection should be published within the last five years. Exceptions can be made with permission of the library director.

Cooperation with the educational system is a basic aspect of public library service. The library will provide materials which supplement and enrich the reference, research, and recreational needs of students of all ages.

Criteria for Selection

All or some of the following criteria will be considered when making collection decisions.

- a. Suitability of subject, style, and format for intended audience based on factual accuracy, timeliness, availability, cost, recency of publication, and patron or popular interest.
- b. Insight into human and social conditions.
- c. Relation to the existing collection.
- d. Representative of different viewpoints on problems and issues of our times.
- e. Relevance to present and potential informational, educational, and leisure reading needs.
- f. Attention of critics and reviewers.
- g. Volume and nature of requests by public.
- h. Availability of material elsewhere in the region.
- i. Need for replacement of standard materials.
- j. Quality of technical materials to include clear narration and sound.

Recommended professionally prepared selection aids are to be used when available. Selection aids to be used are such publications as Library Booklist, Horn Book, Kirkus Reviews, Goodreads, New York Times Book Review, Library Journal and others. Other sources of suggestion may come from visits to book displays and exhibits, previews, examination of materials at bookstores, recommended reading lists from schools, recommendation of individuals and groups from the community, and visits to other libraries.

Special Areas

REGIONAL HISTORIES AND GENEALOGIES: Major effort will be made to acquire materials about local history, people, and events. Materials available on Sullivan County will be given priority. Materials pertaining to other areas of Tennessee and surrounding states will be acquired as money is available. Effort will be made to acquire donated materials whenever possible. All Special Collection materials are housed in the central library in Blountville and are non-circulating. Patrons are required to use these materials at the central library. In some cases duplicate copies of regional historic materials will be purchased for circulation.

AUDIO/VISUAL: The library system will maintain collections of CDs, DVDs, and other forms of digital and/or electronic media. The criteria for selection will be the same as for written materials. DVDs should be literature based, classics, instructional, and regional, as well as popular videos for entertainment. Materials purchased are generally intended for the individual viewer.

PERIODICALS: Subscriptions will be selected to cover the most recent developments in subject fields, reference materials, current events, patron interest, and to provide recreational reading.

Gifts and Donations

In deciding to add any gift materials of any nature to the library, the same criteria will be applied as used in selection of new books and materials. Other criteria to be considered are physical condition of material, duplication of materials already available in the collection and copyright date. The library has the right to refuse any material which does not fit selection criteria. All material becomes the property of the library; the library will use or dispose of gifts to best fit community needs. Materials which do not fit into the established collection or those that duplicate materials already in the collection may be placed in Friends of the Library book sales.

The library employees will not value gifts. Receipts, providing a count of donated items but not evaluating them, will be provided if donors request them.

Use of the Library

The Board of Trustees of the Sullivan County Public Library endorses the Library Bill of Rights approved by the American Library Association. No restrictions shall be placed on access to any library materials. Use of certain materials, such as special collections and reference materials, will be controlled in order to preserve them.

Responsibility for the reading materials of minors rests with their parents or legal guardians.

Patrons not finding desired material in the collection may request that it be borrowed or that it be considered for purchase.

Patrons who find certain library material objectionable may submit a request for re-evaluation of materials on a form provided by the library. This written request will be submitted to the Director for further review.

Collection Development and Maintenance

Collection development is an ongoing process including selection and withdrawal. In order to maintain the collection in its most useful and attractive condition, the staff will consider for withdrawal material based on the following criteria:

- (a) Frequency of recent circulation
- (b) Physical condition
- (c) Number of copies available in collection.
- (d) Obsolete information – new information and knowledge is being continually produced so collections are always going out of date
- (e) Content is dated and no longer of interest
- (f) Space requires weeding in order to provide space for new materials
- (g) Replacement of materials in great demand, if available
- (h) Similar but newer works may be acquired

A register will be kept on all memorial and honorarium books listing author, title, name of person for whom the material is placed in the library and the donor's name and address. All memorials, honorariums, and donations are considered property of the Sullivan County Public Library System and are subject to normal selection and withdrawal policy.

Review and Revision of Selection Policy

The Library Board of Trustees will review the Materials Selection Policy every three years. It may be revised only with the formal approval of the Library Board of Trustees.

Section 9 – Appendix

Library Bill Of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. 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; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Assurance of Compliance under Title VI of the Civil Rights Act of 1964

Sullivan County Public Library

Name of Library (Hereinafter called "The Applicant")

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the Regulations of the U.S. Department of Education, Department of Justice (28 CFR Parts 42 & 50), the Tennessee Department of state, and any directives or regulations issued pursuant to that Act and the Regulations, to the effect that, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, or denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Applicant received Federal financial assistance from the Department' and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Applicant by the Department.

BY ACCEPTING THIS ASSURANCE, the applicant agrees to compile data, maintain records, and submit reports as required to permit effective enforcement of Title VI, and permit authorized Department personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with Title VI. If there are any violations of this assurance, the Department shall have the right to seek administrative and/or judicial enforcement of this assurance.

This assurance is binding on the applicant, its successors, transferees, and assignees as long as it receives assistance from the Department. In the case of real property, this assurance is binding for as long as the property is used for a purpose for which this assistance was intended or for the provision of services or benefits similar to those originally intended. In the case of personal property, this assurance applies for as long as the recipient retains ownership or possession of the property. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the applicant.

Dated: _____

Sullivan County Public Library
By: _____
Signature, Library Board Chair

Library Address

Freedom to Read

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be

discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

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

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

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

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently Endorsed by:

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

Freedom to View

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of 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 Trustees in February 1979. This statement was updated and approved by the AFVA Board of Trustees in 1989.

Endorsed by the ALA Council January 10, 1990