MISSION STATEMENT

Date Approved: May 25th, 2023

Promote the love of reading, the joy of learning, and the art of creating.

VISION STATEMENT

Date Approved: May 25th, 2023

Recognizing its role as a major informational, recreational and educational resource in the community, the Stewart County Public Library will continually respond to the needs of its patrons of all ages and backgrounds. Further, it will increase its efforts to gain new users in the community, providing a wide range of materials, services, and programs. The Stewart County Public Library will continue in its efforts to be an enriching influence in the lives of the citizens of Stewart County.

CONFIDENTIALITY OF LIBRARY RECORDS

Date Approved: May 25th, 2023

The library recognizes the right of every citizen to privacy in regards to materials borrowed from its resources. The library and its board endorse Tennessee Code Annotated Section 10-8-101 through 10-8-103 as its operations guideline, respecting the right of citizens to select, borrow, or use the library’s materials, resources, or services and that those rights shall be considered private and not subject to divulgence to other persons except pursuant to court order.

GENERAL RULES AND REGULATION POLICIES

Date Approved: May 25th, 2023

In order to maintain a safe and welcoming environment for reading, learning and other library activities, the Stewart County Public Library requires all visitors and patrons to comply with the following General Rules and Regulations:

* Patrons are required to be respectful and considerate to one another. Please talk in low voices and take cell phone and blue tooth device calls outside.
* No eating or drinking except in designated areas. (Conference Room)
* No damaging, defacing or misusing any library materials or property. This includes disabling library equipment, changing the hardware or software or settings on a library computer for any purpose other than designated by the library.
* In order to provide a safe and clean environment for our patrons we encourage all patrons to protect the floors by cleaning excess dirt from shoes before entering the building.
* No guns, knives or weapons of any kind allowed inside the library.
* No smoking beyond the sidewalk. This includes the porch, pavilion and inside the building.
* Appropriate clothing is required at all times: (Shoes, shirt). Body odor must not be so offensive that it disturbs others.
* No animals, unless it is assisting a person with a disability.
* Intentionally engaging in harassing or threatening behavior towards others or library employees for the purpose of annoying, intimidating or causing fear to the recipient is prohibited. Using obscene or abusive language or gestures in a manner which reasonably can be expected to annoy or disturb other patrons or library staff (including following persons around the premises or prolonged staring) is prohibited.
* Engaging in any activity in violation of federal, state, local or other applicable law or Library policies.
* No distribution of food by outside sources to the general public.

PATRONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE FOLLOWING CONSEQUENCES:

If the Library Director, or library staff in-charge determines that the violation is of an immediate serious circumstance, the patron and/or patrons will be requested to leave the library. They will not be allowed to return to the library until the Library Board meets to evaluate the status of the patron and/or patrons’ library privileges.

* First Offense: Staff member will give a verbal warning citing the behavior in question. If problem is resolved, no other action will be taken. An Incident Report will be completed and filed.
* Second Offense: Staff member will cite the behavior that is in violation of our policy and tell the patron and/or patrons that they must leave the library for the remainder of the day. An Incident Report will be completed and filed.
* Third Offense: Staff member will cite the behavior of the current and past violation history. The individual must leave the library and not return until the library board meets to evaluate the status of the patron and/or patron’s library privileges. An Incident Report will be completed and filed. The Library Board may revoke all library privileges.

PUBLIC SERVICE AND USER-RELATED POLICIES

Date Approved: May 25th, 2023

Eligibility for borrowing and services:

* Stewart County Public Library serves all residents of the community and the public library area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional or physical condition; age, or sexual orientation.
* Resident and non-resident
	+ Resident:
		- All patrons must present a State or Federal Photo I.D. with current address. If address is not current, the patron can show one of the following:
			* A current piece of mail with their name and current address on it. (Such as electric, water, phone, etc.)
			* Voter Registration card with current address.
			* Vehicle Registration or vehicle insurance with current name/address.
* Non-resident:
* Out of county residents are eligible for library services at no charge if they provide proof of identity in the same manner as those who live in county as well as providing proof of one of the following:
	+ Work/Teach in Stewart County
	+ Attend school in Stewart County
* Responsibilities of borrowers
	+ The borrower is responsible for all materials checked out.
	+ If a patron has a lost library card, there is a $2.00 replacement charge per card.
	+ The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other customers, or any other illegal, disruptive, or objectionable conduct.

* Materials access policy (Genealogy and Reference Material)
	+ Need In-house use?
* Interlibrary Loan
	+ If a patron borrows a book from Interlibrary Loan (ILL), they must follow the rules and guidelines of the lending library. A patron must be in good standing with library policy to order from ILL. A patron is allowed 2 books at a time from ILL. All ILL materials borrowed must be brought in to the front desk when returned. If they are dropped off in the drop box, you will no longer be able to receive ILL’s.
	+ Guidelines for Interlibrary Loan are as follows:
* Check to make sure the book is not in our collection, before making an ILL request.
* Patrons must have a Stewart County Public Library card, and their account should be in good standing.
* Programming and outreach
	+ Need?

CIRCULATION POLICIES

Date Approved/Revised: October 26th, 2023

* Loan period, renewal, and overdue
	+ If any of the household members have overdue items, none of the other members will be able to check anything out until renewed or returned.
	+ All circulating materials (including audio, DVDS and non-traditional lending items) in both the adult and children’s sections are able to be checked out for a period of 14 days. Teachers, Book Drops, Books-To-Go, and those who work on the Boat may have an extended use and number of items.
	+ Reference materials and periodicals cannot be checked out.
	+ Books, Audiobooks, DVDs and non-traditional lending items may be renewed twice. Renewal cannot be given if another patron has a hold on that particular item. If there are no holds on the item the patron can renew by calling or coming into the library.
	+ Patrons will be notified by mail, email or phone for all overdue materials. As the library is not required to issue such notices, failure to receive a notice of overdue materials does not negate the patron’s responsibility to return overdue items. The patron will be mailed a certified letter once the material is three months overdue; if there is no response, legal action may be pursued.
* Number of items loaned
	+ For adult patrons (18 years old and above) there is a limit of 20 physical items per patron card, 8 CD Audios and 3 DVD’s. For youth patrons (17 years old and under) there is a limit of 10 physical items per patron card, 4 CD Audios and 3 DVD’s. Parent/Guardian will need to be present or signed the approved library form by the parent/guardian for youth to receive a library card. Their account will be linked to their youth’s account, also known as the household.
* Confidentiality
	+ The library recognizes the right of every citizen to privacy in regards to materials borrowed from its resources. The library and its board endorse Tennessee Code Annotated Section 10-8-101 through 10-8-103 as its operations guideline, respecting the right of citizens to select, borrow, or use the library’s materials, resources, or services and that those rights shall be considered private and not subject to divulgence to other persons except pursuant to court order.
* Reserved materials

* + Patrons will be notified of reserve materials by phone and will have seven days from date of notification to pick up materials. Reserve materials that are not picked up within this time frame will be returned to the shelf or, if another patron is waiting, the next patron on the waiting list will be called.

* Charges for damaged or lost materials
	+ Patrons are charged the actual purchase price of lost or damaged materials. They may also replace the items with the same new item.
* Denial of Library Services

* + Services of the library may be denied for due causes:
* Failure to return books on time.
* Failure to pay for lost or damaged material.
* Failure to abide by library policies.
* The decision to deny library services is made by the Library Director and consultation of the Board of Trustees upon consideration of the individual situation or any mitigating circumstances.
* Special Collections

* + Stewart County Public Library is anxious to provide for the public as many attractive, educational, and cultural exhibits as possible. Such exhibitions and displays are subject to limitations of space, facilities, and staff time. Space is not available for political, religious, or commercial activities, for private individuals, or for one side of controversial matters. Use of space is granted by the director.
	+ No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the library for distribution without permission from the director.
	+ The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner’s risk.
* Mobile devices, Wi-Fi hotspots and equipment
	+ A valid Stewart County Public Library Account (“Adult” only- No teacher’s card can be used) AND a current driver’s license, passport or military photo ID must be presented at the time of checkout.
	+ Patron MUST be a Stewart County resident (no exceptions).
	+ Must be a registered Library Patron, 21 years of age or older, with no overdue items on account (or Library Group accounts).
	+ May only borrow one (1) Hot Spot per household (or Library Group).
	+ May checkout the Hot Spot for a period of seven (7) days with no renewals.
	+ The components of the Hot Spot must be returned in working condition, including the device, charger/cord, case and SIM card, or the replacement cost of $100.
	+ Patron understands the Hot Spot will be deactivated if not returned within two (2) days after the due date.
	+ Patron understands that the Hot Spot must be returned to library staff at the circulation desk. Returning to drop box will result in loss of Hot Spot privileges.
	+ Understands that patron accounts with fines for deactivated or damaged Hot Spot devices/components, will be blocked from further use of the Hot Spots.
	+ Agrees to The Stewart County Public Library’s Internet and Wi-Fi use Policy, which prohibits pirating, illegal downloads, viewing child/adult pornography, etc.
	+ NOTE TO PARENTS/GUARDIANS: Internet content filtering is NOT provided through Wireless Hot Spot. Parents/Guardians are responsible for monitoring what their children access via the Wi-Fi Hot Spot.
	+ The Wi-Fi Hot Spot replacement cost is $100.00
* Non-Traditional Lending (NTL)

* + Is defined as a collection of items for loan that expands the boundaries of traditional library materials. It allows library patrons hands on experience with a variety of items.
	+ NTL items include, but are not limited to; STEM kits, puzzles, board and/or card games, and recreational equipment, etc.
	+ For adult patrons (18 years old and above) can check-out 3 non-traditional lending items.
	+ For youth patrons (17 years old and under) can check-out 3 non-traditional lending items.
	+ NTL items may be renewed twice.  Renewal cannot be given if another patron has a hold on that item.  If there are no holds on that item, the patron can then renew that item by calling or coming into the library.
* Digital materials

* + Need for our READS collection?

REFERENCE POLICES

Date Approved:

NEED?

* General reference (scope, depth, and type)
	+ Services for student (proctoring)
	+ Services for genealogist, guest, etc.
* Telephone and virtual reference

EQUIPMENT AND INTERNET USE POLICIES

Date Approved/Revised: October 26th, 2023

* Internet Use and Computer Access
	+ Stewart County Public Library offers access to electronic resources, including those on the internet. Access is a privilege, not a right, and requires responsibility on the part of the user.
	+ The internet offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. Some information may be offensive, controversial, illegal, erroneous, etc. It is the responsibility of the user to select or reject online information based on good judgment and discretion.
	+ This computing center cannot fully monitor or control the content of the materials on the internet, which changes rapidly and unpredictably. Parents and guardians of minor children must assume responsibility of their children’s use of the internet just as they must with printed or visual materials.
* ACCEPTABLE USE
	+ All electronic traffic originating from Stewart County Public Library internet access will be in accordance with acceptable use standards. Failure to abide by these standards may result in the loss of internet, computer or other library privileges to include the loss of library access.
1. Respect for the privacy of others.
2. Compliance with copyright law and licensing for individual data and programs.
3. Consideration for the security and functioning of computers and devices; internet networks and systems.
4. You are responsible for the costs of any prints that you make using our printers. The cost for single-sided black and white copies is 20 cents and double-sided is 30 cents. The cost for single-sided color copies is 50 cents and double-sided is 75 cents.
* UNACCEPTABLE USE
	+ Our technological resources may only be used for legal purposes by the public and staff in accordance with the ethical standards. Examples of unacceptable use include, but are not limited to the following:
1. Uses for any purposes that violate applicable federal, state, or local laws including copyright laws. An example includes downloading a non-paid for movie, song, etc.
2. Interfering with or disrupting other people, services, devices or equipment.
3. Attempting to gain or gaining unauthorized entry to other computing, information, or communications sources or devices (hacking).
4. Malicious, threatening, harassing, or obscene behavior or language.
5. Obscene behavior including public display of obscene materials on your device.
6. Misrepresentation of oneself or Stewart County Public Library.
7. Activities that could cause congestion and disruption of networks and systems.
8. Unsolicited advertising.
9. To access, upload, download, transmit or distribute pornographic, obscene, or sexually explicit language or material.
* CAUTIONS
1. We caution parents to monitor their minor children’s use of Internet.
2. We caution our users to guard closely the security of personal information, credit card numbers, device accounts, passwords, and other types of authorizations when using the internet.
3. We caution our users to take steps to protect their systems from viruses and other destructive programs when downloading and uploading.
4. Electronic files should not be considered confidential. When required by law, our library must disclose information to the extent required by law.
5. Stewart County Public Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.
* Wireless internet access (internal/external)
	+ Wireless Internet (Wi-Fi) offers access to the Internet. Access is a privilege, not a right, and requires responsibility on the part of the user.
	+ The Internet offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. Some information may be offensive, controversial, illegal, erroneous, etc. It is the responsibility of the user to select or reject online information based on good judgment and discretion.
	+ Our Wi-Fi access cannot fully monitor or control the content of the materials on the Internet, which changes rapidly and unpredictably. Parents and guardians of minor children must assume responsibility of their children’s use of the Wi-Fi just as they must with printed materials or visual materials.
* ACCEPTABLE USE
	+ All electronic traffic originating from Stewart County Public Library wireless access will be in accordance with acceptable use standards. Failure to abide by these standards may result in the loss of internet, computer or other library privileges to include the loss of library access.
1. Respect for the privacy of others.
2. Compliance with copyright law and licensing for individual data and programs.
3. Consideration for the security and functioning of computers and devices; internet networks and systems.
4. You are responsible for the costs of any prints that you make using our Wi-Fi printer. The cost for single-sided black and white copies is 20 cents and double-sided is 25 cents. The cost for single-sided color copies is 50 cents and double-sided is 75 cents.
* UNACCEPTABLE USE
	+ Wi-Fi resources may only be used for legal purposes by the public and staff in accordance with the ethical standards. Examples of unacceptable use include, but are not limited to the following:
1. Uses for any purposes that violate applicable federal, state, or local laws including copyright laws. An example includes downloading a non-paid for movie, song, etc.
2. Interfering with or disrupting other people, services, devices or equipment.
3. Attempting to gain or gaining unauthorized entry to other computing, information, or communications sources or devices (hacking).
4. Malicious, threatening, harassing, or obscene behavior or language.
5. Obscene behavior including public display of obscene materials on your device.
6. Misrepresentation of oneself or Stewart County Public Library.
7. Activities that could cause congestion and disruption of networks and systems.
8. Unsolicited advertising.
9. To access, upload, download, transmit or distribute pornographic, obscene, or sexually explicit language or material.
* CAUTIONS
1. Parents are cautioned to monitor their minor children’s use of Wi-Fi (Wireless Internet).
2. Users are cautioned to guard closely the security of personal information, credit card numbers, device accounts, passwords, and other types of authorizations when using Wi-Fi.
3. Users are cautioned to take steps to protect their systems from viruses and other destructive programs when downloading and uploading.
4. Electronic files should not be considered confidential. When required by law, our library must disclose information to the extent required by law.
5. Stewart County Public Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.
	* Our wireless internet usually keeps a person connected for a few hours. If it gives you problems, try disconnecting and reconnecting and then pressing “Continue” when the program Untangle comes up on your device. If this does not work, please let a library employee at the front desk know so we can help repair the problem.
* Internet Safety/Protection Policy:

In compliance with the Children’s Internet Protection Act of 2000, the library uses filtering software or other technology protection measures on library computers and all other personal devices connected to the library's network. Filters are required to prevent minors from accessing visual depictions that are obscene, child pornography, or harmful to minors.

The library makes no claim that its filtering software or any filtering software is foolproof.

Filtering software diminishes the likelihood that users will inadvertently retrieve text or images that they may find offensive but does not eliminate that possibility. Filters may block sites that users would consider both inoffensive and useful. Users aged 17 and older may ask a library staff member to disable the filters for bona fide research or other lawful purpose.

The library will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

Parents/guardians, not the library or its staff are responsible for the internet information accessed by their children under the age of 18. Parents/guardians should be aware that the only way to monitor their children’s internet use is for the adult to be present at the computer. Parents are reminded that filtering software is not foolproof. At all times, while using the library or its internet access, children 10 and under must be accompanied by a parent/guardian or an adult caregiver.

* Photocopier and other equipment use
	+ Print/copies are $0.20 cents per one-sided page and $0.25 cents for double-sided pages
	+ Sending a fax is $1.00 per page, not including cover
	+ Receiving a fax is $0.25 per page, not including cover
* Money collected for copies/faxes is given to the Friends of the Library to pay the monthly expense of the Ricoh Machine.
* Money collected from the book sale and other donations will be given to the Friends of the Library to be used at the Friends of Library discretion.

FACILITIES USE POLICIES

Date Approved: May 25th, 2023

* Hours of operation
	+ The library board in consultation with the library director shall set the service hours for the Library.
		- Monday/Tuesday/Thursday: 8:00 A.M. – 8:00 P.M.
		- Wednesday: Closed
		- Friday: 8:00 A.M. – 4:00 P.M.
		- Saturday: 8:00 A.M. – 2:00 P.M.
	+ If the library is closed for a holiday on Monday or Friday, the library will be closed on Saturday.
	+ Holidays we are closed:
		- New Year’s Day, Martin Luther King Day, President’s Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day and the day after. Christmas will be determined yearly.
	+ Weather closings will be at the discretion of the Director and other County Departments.
* Americans with Disabilities Act compliance.
	+ NEED
* Meeting Room Use
	+ General Guidelines
		- The library staff shall have first priority for the use of meeting space for library activities. The room may not be used for commercial or social meetings.
		- Educational, civic, cultural, and government groups may reserve the meeting room and its kitchen for use. Such groups shall not charge admission for activity and shall offer nothing to sell.
		- NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ARE PERMITTED IN THE LIBRARY BUILDING OR ON THE GROUNDS.
		- NO SMOKING OR VAPING PERMITTED IN THE BUILDING OR ON THE GROUNDS.
* Reserving the Room
	+ Use of the room is scheduled on a first come/first serve basis. Clubs, which meet monthly, may book the room in advance for the year. The club is responsible to contact the library in December to book the room for the following year – otherwise, the library staff will not assume continued use and may book the room for any organization.
* Key to the Building
	+ If the meeting happens before or after normal library business hours, the person booking the room must pick up a key from the library on the day of the meeting (or the night before if, the meeting is set for early morning). When you receive the key, the library staff will show the user how to lock and unlock the exterior door. The key only allows access to the meeting room, kitchen, and restrooms. No one may use the main room of the library unless library staff are available. Return the key to the library the next day.
* Responsibilities of the User
1. Set up tables and chairs prior to the meeting and put them away when finished. Checklist given to each person/group so they know their responsibilities to complete.
2. Ask for instructions on using the Smart TV.
3. Turn off all lights and make certain to lock doors before leaving.
4. Remove all garbage from library property. (Garbage liners are provided)
5. Wash, dry and put away any kitchen appliances, tools or utensils you use.
6. Clean up spilled liquids or materials immediately.
7. Provide all consumable products such as coffee, tea, cream, sugar, etc.
8. Report any problems and/or damages to the library director on current business day if able. If not able to, by the next business day.
* Conference Room Guidelines

* + Policies governing the use of the Carlon B. Sills’ Memorial Conference Room of the Stewart County Public Library.
	+ MISSION STATEMENT
		- The mission of the Carlon Sills’ Conference Room of the Stewart County Public Library (Hereinafter, the “Conference Room”) is to afford the citizens of Stewart County, Tennessee, a place in which to hold and conduct meetings in accordance with the policies adopted by the Board of the Stewart County Public Library.
* GENERAL GUIDELINES
	+ The Conference Room shall be available on a first come, first served basis. The Library Staff shall have first priority for the use of the Conference Room for authorized library activities.
	+ The Conference Room may be reserved for use only by educational, civic, cultural, and governmental groups. No admission may be charged for activity and nothing may be sold. The room may not be used for commercial or social meetings.
	+ NO ALCOHOL BEVERAGES ARE PERMITTED IN THE CONFERENCE ROOM, THE LIBRARY BUILDING OR ON LIBRARY GROUNDS.
	+ NO SMOKING IS PERMITTED IN ANY PART OF THE LIBRARY BUILDING.
	+ All policies and bylaws governing the use of the Library building and the furnishings and equipment therein, including without limitation, the policies governing internet usage, shall be in full force and effect during any and all meetings in the Conference Room. All users shall also abide by all applicable laws, statutes and ordinances.
	+ Under no circumstances shall the occupancy of the Conference Room exceed 75 persons.
	+ Any meetings in the Conference Room during regular Library hours shall be conducted so as to not interfere with the use of the Library by its patrons and staff.
* RESERVING THE ROOM
* Use of the Conference Room is available on a first come, first served basis. The Conference Room must be reserved through the Library Staff. Clubs which meet monthly may book the Conference Room in advance for the year. It is the responsibility of the club to contact the library staff in December to book the Conference Room for the following year – the Library Staff will not assume continued use and book the Conference Room for any organization. The Library Staff shall have the discretion to refuse use of the Conference Room to any group.
* Displays, exhibits, and bulletin boards
* Stewart County Public Library is anxious to provide for the public as many attractive, educational, and cultural exhibits as possible. Such exhibitions and displays are subject to limitations of space, facilities, and staff time. Space is not available for political, religious, or commercial activities, for private individuals, or for one side of controversial matters. Use of space is granted by the director.
* No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the library for distribution without permission from the director.
* The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner’s risk.
* Use of grounds and outdoor spaces
	+ Pam Ford Pavilion
		- To enhance and promote the safety, well-being and enjoyment of each individual in their use of this facility, the following regulations are adopted for public use. Those persons violating them will be removed from the Pavilion and may be prosecuted to the fullest extent of the law.
1. Prohibited

The following activities and items are prohibited at the pavilion.

 Violation of any of these rules will result in expulsion from the pavilion.

* + - * Littering No person shall in any manner cause rubbish, garbage, refuse, or other offensive matter to be left on any of the Library or Pavilion lands, except in the receptacles provided for that purpose.
			* No Alcoholic Beverages or Smoking Consumption of alcoholic beverages and or tobacco on the Stewart County Public Library or Pavilion property is prohibited.

This is an Alcohol and Smoke Free Environment

* Abusive or Obscene Language The use of abusive language or derogatory signs or gestures will mean expulsion from the Pavilion.
* Unreasonable Noise All individuals agree to respect the “quiet enjoyment” of the residents of the Pavilion. Music and other activities which bother others and neighbors may have to be ceased if a call or complaint is lodged.
* Pets No pets are permitted anywhere within the Pavilion complex at any time. (Exception for service animals) Owners of service animals will be responsible for that animal.
* Skating/Roller Blading There will be no standing, jumping or skating on or around the Pavilion tables or its interior.
* Fighting Will result in the expulsion from the Pavilion.
* Firearms/Fireworks the possession or use of firearms or fireworks on library property will result in the expulsion from the Pavilion or around the Pavilion.
* Cooking No open fire or cooking inside or around the Pavilion.
* Decorations No permanent covering may be affixed to the Pavilion.
1. Pavilion Activities
* The use of the Pavilion is for the general public as a free Hot Spot Wi-Fi convenience to use at your own risk. The Stewart County Public Library may use this Pavilion for any library approved related functions.
1. Property Damage
* No person shall injure, destroy or temper with the Pavilion or its property including trees or other plant life. Vandals will be prosecuted.
1. No Group Picnics or Private Non-Library Related Organized Activities
* No private non-library related activity or picnicking in or around the pavilion.
1. Supervision
* Any group with youths less than 18 years old requires the presence of adequate adult supervision at all times (1 adult per 10 children). Minors MUST be supervised by responsible adults.
* PLEASE OBEY ALL POSTED SIGNS
* The Stewart County Public Library Staff, Library Board or County Mayor’s office reserves the right to refuse the use of this facility to any group or organization, for any non-library related programs. The Mayor’s office must approve any exceptions to this rule in writing.
* Electrical outlets are available in the Pavilion. The maximum power load of the Pavilion is 20 amps.
* Responsibility for damage to or maintenance of facilities resulting from usage beyond normal usual wear will be assumed by the individual.
* Graffiti and vandalism in our Pavilion is a serious, unnecessary, and costly problem. The time and money spent repairing damage done by vandals could be used to further improve and beautify our facility. This is a serious problem. Don’t let a few individuals ruin the enjoyment of the Pavilion for others. If you see a vandal damaging a building, driving on the grass or defacing a piece or part of the Pavilion, please call the Stewart County Police Department at 232-8332 to report it. You’ll do the entire community a service.
* NEITHER STEWART COUNTY PUBLIC LIBRARY NOR THE CITY OF DOVER OR ANY OF ITS REPRESENTATIVES, ASSUMES ANY LIABILITY FOR PERSONAL INJURY OR LOSS OF PERSONAL PROPERTY OR DAMAGE TO ANY OF THE GUESTS USING THIS PAVILION.
* HOLD HARMLESS CLAUSE
	+ USER HEREBY AGREES TO RELEASE, INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY AND ITS OFFICIALS, OFFICERS, AGENTS, AND EMPLOYEES, IN BOTH THEIR OFFICIAL AND INDIVIDUAL CAPACITIES, FROM AND AGAINST ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS, AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY FEES, FOR INJURY TO OR DEATH OF ANY PERSON OR FOR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR ANY USE PURSUANT TO THIS AGREEMENT, OR OCCURRING ON OR ABOUT THE PROPERTY; AND USER WILL, AT ITS OWN COST AND EXPENSE, DEFEND AND PROTECT THE CITY FROM ALL SUCH CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS, OR LIABILITY OF ANY KIND.

CODE OF CONDUCT POLICIES

Date Approved: May 25th, 2023

* Unattended children
	+ In order to provide a safe and secure environment for children, the Stewart County Public Library Board requires all parents to comply with the following rules:
		- All children ten (10) years or younger shall be under the direct supervision of an adult, eighteen (18) years old or older.
		- All parents or caregivers of children ten (10) and under are required to be in the same room as their child, unless the child is participating in story time or any other library program. In that case, the parent or caregiver must remain inside the building.
		- Children eleven to thirteen (11-13) may use the library unattended, for no more than one (1) hour. Parents should insure their children are sufficiently mature before allowing them to visit the library alone. If the conduct of a child is inappropriate, the parents will be contacted and asked to pick up the child.
		- Parents must check out headphones for children’s computers, parents will be responsible for damaged headphones. $15.00 each.
		- No food or drink inside the library; this includes the Children’s Room.
		- When a child eighteen (18) or under is unattended at closing time, staff will immediately attempt to contact a parent or caregiver. If unsuccessful, the police department will be contacted for assistance. Under no circumstances shall a staff member drive a child home.
		- All children under the age of ten (10) must be accompanied by a parent or caregiver when using the restrooms.
		- Parents with small children may use the Children’s Room for wireless computer connections.
	+ PATRONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE FOLLOWING CONSEQUENCES:
	+ If the Library Director, or library staff in-charge determines that the violation is of an immediate serious circumstance, the patron and/or patrons will be requested to leave the library. They will not be allowed to return to the library until the Library Board meets to evaluate the status of the patron and/or patrons’ library privileges.
		- First Offense: Staff member will give a verbal warning citing the behavior in question. If the problem is resolved, no other action will be taken. An Incident Report will be completed and filed.
		- Second Offense: Staff member will cite the behavior that is in violation of our policy and tell the patron and/or patrons that they must leave the library for the remainder of the day. An Incident Report will be completed and filed.
		- Third Offense: Staff member will cite the behavior of the current and past violation history. The individual must leave the library and not return until the Library Board meets to evaluate the status of the patron and/or patrons’ library privileges. An Incident Report will be completed and filed. The Library Board may revoke all library privileges.
* Loitering, sleeping
	+ NEED
* Food and Drink
	+ No eating or drinking except in designated areas (Conference Room).
	+ No distribution of food by outside sources to the general public.
* Drugs and alcohol
	+ No smoking beyond the sidewalk. This includes the porch, pavilion and inside the building.
* Defacing library resources
	+ No damaging, defacing or misusing any library materials or property. This includes disabling library equipment, changing the hardware or software or settings on a library computer for any purpose other than designated by the library.
	+ In order to provide a safe and clean environment for our patrons we encourage all patrons to protect the floors by cleaning excess dirt from shoes before entering the building.
* Harassment
	+ Intentionally engaging in harassing or threatening behavior towards others or library employees for the purpose of annoying, intimidating or causing fear to the recipient is prohibited. Using obscene or abusive language or gestures in a manner which reasonably can be expected to annoy or disturb other patrons or library staff (including following persons around the premises or prolonged staring) is prohibited
* Weapons
	+ No guns, knives or weapons of any kind allowed inside the library.
* Disruptive behavior
	+ Patrons are required to be respectful and considerate to one another. Please talk in low voices and take cell phone and blue tooth device calls outside.
	+ Appropriate clothing is required at all times: (Shoes, shirt). Body odor must not be so offensive that it disturbs others.
	+ No animals, unless it is assisting a person with a disability.

COMMUNITY PARTNERSHIP POLICIES

Date Approved:

NEED?

* Cooperative borrowing/lending agreements
* Partnerships with schools and community groups
* Friends Group

PUBLIC RELATIONS POLICIES

Date Approved:

NEED?

* Public relations authority and responsibility
* Media
* Social Media
* Website
* Distribution of promotional materials
* Participation of staff and trustees

VOLUNTEER POLICIES

Date Approved:

NEED?

* Role and responsibilities
* Recruitment and selection
* Duties and any limitations
* Recognition and awards

COLLECTION DEVELOPMENT POLICIES

Date Approved/Revised: October 26th, 2023

* Mission and goals with community description
	+ The Stewart County Public Library Collection Policy provides a framework for the growth and development of collections in support of the Library’s mission to promote the “Love of Reading”, the “Joy of Learning” and the “Art of Creating”.
	+ The Board of Trustees of the Stewart County Public Library has accordingly adopted the Collection Development Policy based on the Library’s mission statement to guide its librarians in the selection of materials and to inform the public about the principles upon which the library’s collection is developed and maintained.
	+ A singular obligation of the public library is to provide differing points of view with its collection. The Stewart County Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author. Using the selection criteria described in this Collection Development Policy, the library endeavors to provide a collection of materials that reflects the diverse viewpoints and interests within the community the library serves.
	+ The library collection will be organized, labeled, and maintained to help people find the materials they want. Library materials will not be marked or identified to show approval or disapproval of the contents. The library supports the right to read and right of free access to library collection and believe that these rights are essential to the individual’s freedom of thought.
* Responsibility for selection
	+ The ultimate responsibility for selection, whether by purchase, donation, or any other means, rests with the Library Director who operates within the framework of policies determined by the Board of Trustees. The Director assigns different managers the responsibility of overseeing the collection in their department. A list of collection additions will be shared quarterly with the Board of Trustees.
* Criteria for selection and quality of materials
	+ General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.
		- Public demand, interest or need.
		- Contemporary significance, popular interest or permanent value.
		- Attention of critics and reviewers.
		- Prominence, authority and/or competence of author, creator or publisher.
		- Timeliness of material.
		- Relation of existing collections.
		- Authenticity of historical, regional or social setting.
		- Accessibility for multiple users for electronic formats.
		- Statement of challenging, original or alternative point of view
	+ No funds received are used to purchase, nor will the library otherwise acquire, material that constitutes “child pornography,” is “pornographic for minors,” or is “obscene,”
	+ Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly, which may override publisher recommendation.
* Type and various formats collected
* Physical materials
	+ - Print: Books, documents, magazines, newspapers, pamphlets and maps.
		- Audiovisual Media: Videos on DVD and tape, books on CD and tape, music on compact disc.
		- Other: Microfilms, Non-Traditional Lending Items.
* Digital collections
	+ - Electronic Media: Databases, software, electronic books, downloadable audio books, videos and music.
* Evaluation, weeding, maintenance, disposal, and replacement
* Professional library staff regularly review items in the collection to ensure that they continue to meet customers’ needs.
* Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed.
* It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost.
* Items are not automatically replaced. Decisions are based on need, demand and budget.
* Censorship, access, and challenged materials
* Request for Reconsideration of Materials
	+ - The library welcomes citizens’ expressions of opinion concerning materials purchased. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the Request for Reconsideration Form. The form will be reviewed by the staff and the Library Board of Trustees. Once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person explaining the decision.
		- A person requesting reconsideration of materials must be a valid library card member.
		- The library will respond to a “Request for Reconsideration of Library Materials” (the Request) in the following manner:
			* The staff member on duty receiving the initial request for reconsideration will supply the patron with a “Request for Reconsideration of Library Materials” form and ask the patron to complete the form.
			* When the Request Form is completed and turned in to a staff member, it will be given to the Library Director.
			* The Library Director will acknowledge the receipt of the Request and specify a date by which the initiator will be given a formal response. The date should be not more than 30 days from the date the Request is received.
			* The Library Director will notify the Board of Directors that a Request has been received.
			* The Library Director will attempt to bring about a resolution of the Request with the initiator within the specified time, after personally reviewing the work which is the subject of the Request.
			* If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in the “Selection Guidelines and Criteria,” above.
			* The Board of Directors will then make a final determination on the Request.
			* The Library Director and the Board Chairman will convey in writing the Board’s decision to the initiator of the Request.
			* After the decision has been made the individual can not request the same material for 3 years.
		- (Please see “Reconsideration of Material Form”)
* Freedom to read (ALA)?
	+ - 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:
			* 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.

* + - * 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.

* + - * 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.

* + - * 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.

* + - * 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.

* + - * 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.

* + - * 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.

* Freedom to view (ALA)

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:

* + - * To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
			* To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
			* 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.
			* To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
			* To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

* Intellectual Freedom Statement (ALA)

Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship.

* Library Bill of Rights (ALA)

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.

* Gifts, memorials, and donations
* Stewart County Public Library accepts gifts of new or gently-used books, magazines, DVD’s and music or books on compact disc. Decisions on whether and/or how donated items will be added to the Library’s collections are based on the same evaluative criteria that are applied to purchased materials. Items that cannot be added to the collection may be sold in the library’s book sale. Donations of items not listed above require the approval of the Library Board of Trustee

RECONSIDERATION OF MATERIAL FORM

Date Approved: May 25th, 2023

The trustees of Stewart County Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Stewart County Public Library, 102 Natcor Drive, Dover, Tennessee 37058

Date:

Name:

Address:

City State/Zip:

Phone: Email:

Do you represent self? \_\_\_\_

Or an organization? \_\_\_\_ Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book (e-book)

\_\_\_ Movie

\_\_\_ Magazine

\_\_\_ Audio Recording

\_\_\_ Digital Resource

\_\_\_ Game

\_\_\_ Newspaper

\_\_\_ Other

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on

 this topic?

6. What action are you requesting the committee consider?

PUBLIC COMMENT AND CONDUCT POLICIES

FOR THE STEWART COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Date Approved: May 25th, 2023

* Policy Intent:
	+ Citizens are welcome and encouraged to attend any and all meetings of the Stewart County Public Library Board of Trustees. To allow members of the general public of Stewart County the opportunity to provide input and comment on library-related issues, the Stewart County Public Library Board of Trustees has established the following policy:
	+ As established by the Open Meeting Act (Sunshine Law) T.C.A.§ 8-44-101 The Library will post meeting notices in compliance with provisions of the Open Meeting Law. The Library will post a tentative agenda for Board meetings Five (5) days prior to a regularly scheduled meeting.
	+ It is important to note that a Stewart County Public Library Board of Trustees Board Meeting is a meeting conducted in public, not a public meeting. In other words, the public is there to watch the Board Work, not to participate in the Board Meeting.
	+ The Board / Chair reserves the right to suspend public input at its sole discretion.
* Meeting Conduct:
* The Open Meeting Law ensures people have the right to attend the Stewart County Public Library Board of Trustees Meeting, but not to disrupt the proceedings. If a meeting gets particularly rowdy, the Board / Chair at its sole discretion may recess the meeting to a later time to allow for a cooling off period.
* It is important that individuals follow these guidelines when presenting public comments:
1. Treat all people with dignity and respect.
2. Provide factual information and recommendations in verbal and/or written form.
3. Respect the time period allotted to you. You will be signaled when you are running out of time.
* Public Input:
	+ Individuals or groups wishing to address the Stewart County Public Library Board of Trustees are encouraged to complete a Public Comment Form and request that an item be put on the agenda for discussion at a regular Stewart County Public Library Trustee Meeting.
	+ The item will be placed on the agenda under Public Comment in the order it is received. The deadline for such requests is noon on the Thursday preceding the meeting of the Stewart County Public Library Board of Trustees.
* Public comment at Board meetings is defined by the following procedures.
* It is requested that anyone bringing written materials to the meeting have Eleven (11) copies available—Nine for the Board, one for the public, and one for the official record.
* Public Input at Meetings:
	+ Public Comment Period (Near the beginning of a Meeting)
	+ Policy on Public Comment and Conduct at Stewart County Library Board of Trustees Meetings although not required by County Ordinances, a public comment period will be held near the beginning of each Board meeting (following agenda approval) to receive input from the individuals in attendance.
	+ The “Public Comment” section of the agenda is your opportunity to address items on the agenda or general comments to the Board. The following procedures will be followed:
1. Public comment will be taken after the agenda is approved in the order of signature (but can be moved at the discretion of the Stewart County Library Board of Trustees).
2. The time allotted for all comments will be no longer than twenty (20) minutes.
3. After recognition by the Chair, each individual will have up to three (3) minutes to speak and cannot assign any remaining time to someone else. Time may be extended by the Chair based on the number of speakers and time available.
4. Each person will stand at the podium, if one is available and give their name, address and group affiliation (if applicable) before addressing the Board.
5. If a group would like to address the Board, an appointed spokesperson will speak for the group.
* The Stewart County Public Library Board of Trustees will listen to your comments and may ask questions for clarification. It should be noted that this is a time for listening, not uncontrolled debate. If there is a need for a response from the Board, it will come at a later date/time when the Board has had time to deliberate the issue, to seek more information, or to take recommendations from the County Attorney.

Public Agenda Request Form

No action will be taken relative to items on this agenda other than referral for information.

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

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Topic to be Discussed:

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Return To:

Stewart County Public Library

102 Natcor Dr.

Dover, TN. 37058

Phone: 931-232-3127

EMPLOYEE POLICIES

Date Approved:

* Reference Stewart County Employee Handbook
* See Stewart County Public Library Employee Policies (need revision)