

DICKSON COUNTY PUBLIC LIBRARY  
AND LIFELONG LEARNING CENTER

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**POLICY AND PROCEDURE**  
**MANUAL**

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8/28/2017

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## LIBRARY BILL OF RIGHTS

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

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

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

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## FREE ACCESS TO LIBRARIES FOR MINORS

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### An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the [Library Bill of Rights](#). The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis.

Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess [First Amendment](#) rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."

Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of

content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## THE FREEDOM TO READ STATEMENT

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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.

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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](#)

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## **FREEDOM TO VIEW STATEMENT**

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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 the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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**MISSION OF THE DICKSON COUNTY PUBLIC LIBRARY  
AND LIFELONG LEARNING CENTER**

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*The Mission of the Dickson County Public Library is to enhance the quality of life for our community by providing open, equal, and free access to information, lifelong learning, knowledge, and ideas.*

To fulfill the mission:

To fulfill this mission we will provide library materials, programs, information, and technology to support a wide range of community and individual interests. We will provide skilled, dedicated, and accommodating staff to meet the needs of library users and ensure that library service is convenient to all participating communities. The library will provide service in attractive, welcoming, and comfortable facilities and offer training, guidance, and instruction to help library users navigate the informational environment.

The Library is committed to provide the citizens of Dickson County engaged in independent learning access to materials and services needed in the pursuit of their personal educational goals.

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**Library History**

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- The first library in Dickson County was created by a private act of the Tennessee Legislature in 1815 and was located in Charlotte.
- Both the 1850 and 1860 censuses show a public library in the county.
- The current library dates from 1931 when the 20<sup>th</sup> Century Club collected books to start the collection which was housed in the First Baptist Church. In 1933, the library moved to the new War Memorial Building, in 1973 to a new building on Hunt Street, and in 2002 to the current location on 206 Henslee Drive.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## LIBRARY OPERATING POLICY

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### **LIBRARY HOURS:**

- *Monday*  
8:00 AM - 6:00 PM
- *Tuesday*  
8:00 AM - 8:00 PM
- *Wednesday*  
8:00 AM - 8:00 PM
- *Thursday*  
8:00 AM - 8:00 PM
- *Friday*  
8:00 AM - 5:00 PM
- *Saturday*  
10:00 AM - 4:00 PM
- *Sunday*  
Closed

### **HOLIDAYS:**

The library is closed for legal holidays, Dickson County observed holidays, and department closures.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Easter – Friday & Saturday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day – Thursday, Friday, & Saturday
- Christmas Day – Thursday, Friday, & Saturday

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017, Readopted and amended 1/04/2021*

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## LENDING RULES & PROCEDURES

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Borrowers must have a current library card.

### **Item limits for certain materials**

There is a limit of 10 items per library card with a maximum of four DVDs per household. Movies may only be checked out on an adult card. New patrons will be limited to a two item checkout for the first visit with the exception of special reading programs at which time the limit will be five items. After that, if they are a patron in good standing, they will be allowed the established limit.

### **Loan Periods**

Most fiction & non-fiction may be kept for 28 days with the following exceptions:

New Books - 14 days

Audio Books - 14 days

Music CDs- 14 days

Movies (DVDs) - 7 days

Software - 7 days

Some categories of library materials such as reference and microfilm **do not** circulate.

### **Renewals**

Materials may be renewed for one additional loan period at the circulation desk. In addition, you can renew print books online prior to the due date. Materials with holds may not be renewed.

### **Overdue Fines and Other Charges**

Library materials are .20 per day per item except DVDs which are \$1.00 per day per item.

**A change in residence does not affect outstanding fines.**

### **REPLACEMENT AND DAMAGED ITEMS**

If an item is returned in damaged condition, the damages will be assessed, and the library fees will be charged to the account to which the item was checked out. The fees will be based on the amount of damage and the suitability of the item to continue to circulate to other patrons.

Major damage is to an extent that the item cannot be repaired and can no longer be circulated.

Moderate damage is defined as extensive stains, torn pages, broken spine, etc. that will affect the suitability for circulation of the item. The charges for the damage will be determined by the library staff.

Fees for damaged items:

DVD security case \$5.00

Barcode \$2.00

Book jacket \$5.00  
Computer tag \$5.00  
Plastic DVD/CD case \$2.00  
Security tag \$1.00  
Spine call label \$1.00  
Pocket \$1.00

All damaged items are charged at face value.  
Processing fee for lost/damaged items \$5.00 per item  
Processing fee for overdue collections \$5.00 per offence

When an item is five days overdue, a borrower's privileges are suspended.

### **Bankruptcy**

Some patrons, for various reasons, do not pay their debts to the library, and the library suffers financially as result. In cases where a patron has declared bankruptcy, the library acknowledges that it is legally barred from collecting the debt. The library must receive confirmation of a patron's bankruptcy as evidenced by a court decree. If the patron chooses, by their own initiative to pay the debt, then full borrowing privileges will be restored to that patron.

### **Requests/Holds**

Persons may request an unavailable book in print in person or on-line. Items will be held for the patron five days from when the item is placed on the hold shelf.

### **Copier Charges and Other Services Provided**

Public copy machine - .25 per page

Fax - \$1.00 per page (confirmation page .25)

Computer lab printer usage: Please view Computer usage policy

Black and white copies - .25 cents per page

Color copies - \$1.00 per page

Replacement card - \$2.00

Annual out-of-county fee - \$10.00

Genealogy research per request to be paid prior to research - \$5.00

Meeting Room charges are noted under meeting room policies

Outside book drop is picked up at 8:00 am and 3:00 pm on the days the library is open. Any deposit after 3:00 will be checked in on the following day. Non library items found in drop will be held for 24 hours and then marked as donations.

Inside book drop is picked up throughout the work day as needed.

## **CONFIDENTIALITY OF LIBRARY RECORDS**

The Dickson County Public Library and Lifelong Learning Center supports and complies with Tennessee State Law with respect to the confidentiality of library records. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or to a subpoena, court order, or otherwise required by law. Such disclosures required by law, may be made only by the Library Director in consultation with the Dickson County Attorney.

These records include, but are not limited to, records relating to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audiovisual materials. Records shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the library and shall be disclosed upon request or consent of the user or court ordered subpoena, or where otherwise required by statute.

Juvenile receipts may be given to their accompanying adult at the time of their library visit.

### **ALA Statements and Policies on Privacy and Confidentiality**

ALA's extensive First Amendment, liberty and privacy principles guide the association's work in the federal legislative and policy arenas as well as at the state and local levels in order to protect personal privacy based upon a long standing commitment to patron privacy. Advancing the library community's principles to protect patron confidentiality requires major grassroots work from the library community to promote library priorities in these environments.

Libraries, librarians, and library workers have an ethical obligation, expressed in the [ALA Code of Ethics](#), to preserve users' right to privacy and prevent any unauthorized use or disclosure of users' personally identifiable information or the data associated with their use of the library's resources. This requires libraries and all those who work in libraries to maintain an environment that is respectful and protective of the library user's privacy. This includes the adoption of policies and practices that treat patron data as confidential.

The right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality relates to the possession of personally identifiable information, including such library-created records as email notifications, closed-stack call slips, computer sign-up sheets, registration for equipment or facilities, circulation records, websites visited, reserve notices, or research notes.

<http://www.ala.org/advocacy/privacy>



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## IDENTIFICATION REQUIRED FOR BORROWERS' CARDS

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1. Individuals requesting a library card must live within Dickson County or pay an annual \$10.00 out-of-county fee.
2. Primary identification to be used is identification with a picture (preferably a valid Driver's License), which has the individual's current address. If the address information on the picture ID is not current, then another current form of official identification must be presented which verifies the individual's address.
3. Guardians must apply for a juvenile to obtain a library card; therefore, the guardian is the responsible party on the application ( parent, stepparent, grandparent or those holding legal custodial paperwork).
4. Individuals who are living in this area temporarily and whose address may be an area motel, trailer court, etc., who do not have a valid Tennessee driver's license, who are not receiving Social Services assistance, and who cannot provide a current utilities bill or telephone bill mailed to them at the address given on the application will be unable to obtain a library card.
5. Patrons should treat their library card with the same care as one would a credit card. Patrons are responsible for everything checked-out on their card. A patron should contact the library immediately if they suspect their card is lost or stolen.

### **CHILDREN**

The following rules and guidelines apply for children, age 17 and younger:

1. The parent/legal guardian's signature is required on the application accepting final responsibility for the material borrowed.
2. The parent/legal guardian must present identification as outlined previously in this policy.

### **Lost/Damaged Cards:**

Patrons will be charged a \$2.00 fee for replacement library cards that are lost or damaged. The patron must present a valid ID.

### **Renewal Date for Library Cards:**

Expiration dates for library cards will be one year and validated with proper ID.

### **Pay a Fine:**

Individuals do **not** need their library card with them to pay **their** fine; however, a valid photo ID will be required. Information pertaining to an account is limited to the account holder or the responsible party.

## **COLLECTION DEVELOPMENT POLICY**

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The purpose of a Collection Development Policy is to provide the public with an understanding of the scope and nature of the library's collection and explain the criteria used in building a collection that supports and expresses the library's commitment to meeting the needs of the community it serves. It is based on the library's mission (page 11) and the service role of the library. In addition, the policy is intended to provide guidance within budgetary and space limitations.

The library provides current, high-interest materials in a variety of formats for people of all ages and actively encourages the use of collections which are both recreational and supportive of lifelong learning. Instilling a love of reading in children is a high priority, as is supplementing the educational needs of patrons and furnishing timely, accurate information on a variety of topics. Library materials, including increasingly important electronic resources, reflect a variety of opinions, stimulate self-understanding and growth, enhance job-related knowledge and skills and increase knowledge of and participation in the affairs of the Dickson community, the nation, and the world.

The Library Director is charged with being responsible for the selection of all materials in the collection. The Director has chosen to delegate research for the selection of all materials to other library staff such as the Children's Librarian. All staff members and the general public are encouraged to recommend materials for consideration. Library materials are selected based on these collection principles.

### **Principles**

Materials are selected and retained on a basis of their content and overall value. Dickson County Public Library and Lifelong Learning Center tries to be a reflection of the community and its diversity while still representing all points of view. The library also seeks to advance awareness of those cultures, traditions, and ideas not represented in the local community. The selection principles promote the American Library Association's "Library Bill of Rights" and interpretations, "Freedom to Read Act," "Freedom to View Act," "Intellectual Freedom Statement," and "ALA guidelines for Access to Electronic Information".

### **General Criteria**

A policy cannot replace the judgment of individual librarians but only provides guidelines to assist them in choosing from the vast array of available materials. In selection, the librarian uses professional judgment and expertise, based on understanding of user needs and knowledge of authors and content. Flexibility, open-mindedness, and responsiveness to the changing needs of the community are a necessity.

Considerations include:

- Appropriateness to the library's mission
- Contemporary significance
- Popular demand (including requests by patrons and staff)
- Suitability of subject and style for intended audience
- Insight into human and social conditions
- Accuracy and authoritativeness

- Appropriateness and effectiveness of medium to content
- Relation to existing collection
- Availability of material elsewhere in the community and through interlibrary loans
- Price, format, suitability of physical form for library use
- Inclusion of work in bibliographies, best lists, indexes

An item need not meet all these criteria in order to be acceptable. When judging the desirability of materials, any combination of standards may be used. More specific guidelines can be found in the special collections section of this policy.

## **Adult Collections**

### **Fiction**

A basic collection of classics and standard titles is maintained. There is no single standard for inclusion in the fiction collection. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests for fiction are purchased whenever possible and influence the addition of more copies. Genre fiction such as mysteries, Christian, romances, espionage, horror, thrillers, science fiction, fantasy, and westerns are purchased in proportion to demand and circulation statistics. Each work will be judged on its own merits.

### **Non-Fiction**

The non-fiction collection provides timely, accurate and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Materials are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with continued value and those of current, accepted authority are part of the library collection. As a new field emerges, the library responds with timely additions. General treatment is preferred unless there is an identified need for in-depth treatment of a subject area. Dickson County Public Library and Lifelong Learning Center emphasizes non-scholarly materials and relies heavily on interlibrary loans for academic and in-depth coverage of subject matters.

### **Reference and Electronic Information Resources**

Reference materials are for in house use. They provide quick, concise and up-to-date information. Tennessee Electronic Library (TEL) includes indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs, and directories. Genealogy is included in-house and electronically.

Selection criteria for printed Reference resources include:

- authoritativeness
- demands on subject area which circulating collection cannot meet
- ease of use
- format
- frequency of use
- scope and depth of coverage

Additional selection criteria for electronic and emerging formats include:

- acceptable response time

- availability of adequate startup and continuing funding
- capability for information to be downloaded
- capability for networked distribution
- demand for format in community
- durability of format for library use
- logical operation and ease of use for public and staff
- impact on equipment, staff, storage, and space
- reduction/replacement of print or other format materials
- suitability for direct public access
- technical quality of production or reproduction
- timeliness in updating information

### Periodicals and Newspapers

Periodicals are an important source of new ideas, topics, and consumer information as well as being in demand as recreational reading material. Therefore, Dickson County Public Library and Lifelong Learning Center subscribes to approximately 82 periodicals and newspapers. The periodicals collection is reviewed yearly for additions and deletions. Electronic access to periodicals is an increasingly important resource. The same selection criteria apply to these materials as to similar materials in print format.

### Audio and Visual materials

The same selection criteria apply to AV materials as to similar materials in print format.

Additional selection criteria include:

- technical quality of audio and visual reproduction
- presentation or experience that is unique to format and provides an alternative to print
- significance of performance or diversity in interpretation
- critical acclaim as demonstrated in awards, nomination for awards, and/or reviews by the performing arts community
- suitability to be circulated or housed in a sturdy, safe and convenient manner

Audios and videos are protected by copyrights and are intended for home use only.

### Youth Collections

The Children's Librarian has primary responsibility for the selection and maintenance of collections (excluding videos) for patrons from infancy through young adults, and the types of professional reference material described below. This coverage covers a diverse population.

The collections include but are not limited to:

- Picture books, board books, wordless books, concept books, classic and contemporary picture book stories for preschool and early primary grade children, and very simple versions of folktales
- Easy readers-books specifically designed for the emerging reader to read independently
- Juvenile Fiction-quality contemporary, historical fiction, fantasy, science fiction, mystery for readers from 7-8 years to 12-13 years
- Juvenile Nonfiction-informational books for youth
- Juvenile Periodicals-popular children's magazines for use by children and their families.

- Juvenile Reference-dictionaries, atlas, almanacs, encyclopedias and other materials for children’s research needs may be an electronic resource
- Juvenile Audio books -unabridged versions of juvenile chapter books, read-along, and a small selection of foreign language instruction, children’s songs, and storytelling.
- Young Adult Fiction and Nonfiction-standards apply to titles usually in hardback, for the recreational reading of teen and young adults. Unabridged audio books of young adult fiction are purchased as funds permit and demand dictates.
- Additional Selection Criteria of Materials for Youth:
  - Materials which meet the particular developmental needs of youth at different stages
  - Age and interest appropriate content and presentation
  - High school reading lists
  - Emphasis on quality, critically acclaimed materials as demonstrated in awards specialized bibliographies, and/or reviews
  - Quality and aesthetics of illustrations to stimulate the imagination
  - Information and stories, which represent a spectrum of family styles and values
  - Materials which represent the richness and diversity of the youth’s local and world community
  - Awareness of curriculum-based needs of public, private, and home school students as well as college children’s literature students and Child Development Associate candidates
  - Awareness of high-demand materials for use with children in preschool classrooms

### **Independently Published Material**

The Dickson County Public Library and Lifelong Learning Center receives requests to include items in our library that are written and published independently. This can include materials that are self-published or items published through a vanity press company. The Dickson County Public Library and Lifelong Learning Center looks for materials with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the Library's attention is through reviews.

A positive review in one or more of the library reviews journals, such as *Library Journal*, *School Library Journal*, *Kirkus Reviews*, *Booklists*, *Publisher's Weekly* or in the Sunday edition of the local daily paper will give an independently or self published book an improved chance for selection by Dickson County Public Library and Lifelong Learning Center.

When donating an item the following information should be included:

- A brief summary of the material
- Any professional reviews
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor
- OCLC World Cat Record

## **Collection Maintenance**

Dickson County Public Library and Lifelong Learning Center recognizes the need for ongoing evaluation of its collections to assure provision of inviting, accessible and visually browsable items. This ongoing maintenance includes weeding, replacement, repair, and review.

### Weeding Guidelines:

- Discard:
  - Materials with obsolete content
  - Materials which are infrequently used
  - Materials in poor or irreparable physical condition
  - Older editions of encyclopedias, almanacs, directories, yearbooks, and standard texts
  - Materials which are incomplete sets in which items missing seriously impair their usefulness
  - Materials that have no anticipated use
  - Works containing information that has been superseded or presented in newer, more comprehensive or more accessible formats

### Retention Guidelines:

- Retain:
  - Works containing useful local information
  - Primary works in particular disciplines or topics
  - Works representative of an era, trend or movement which provide unique coverage
  - Works listed in standard or authoritative up-to-date bibliographies regularly used by staff and public
  - Replacement of desired item is not feasible such as biographies
  - The most cost-effective option is selected when making replacement versus repair decisions

## **Censorship and Reconsideration of Library Materials**

No challenged library material shall be removed from the collection except upon court order, and after adversary proceedings in which the Dickson County Public Library and Lifelong Learning Center Library Board of Trustees defends inclusion of the material, unless said material was placed in the collection in violation of this policy. There is a patron's Request for Reconsideration form available to complete and give to the Library Director.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS POLICY

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The Dickson County Public Library and Lifelong Learning Center subscribes to the American Library Association's Library Bill of Rights, which states in part, that "Books and other library resources shall be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials shall not be excluded because of the origin, background, or views of those contributing to their creation." The Library Bill of Rights continues by saying that "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." It is the Dickson County Public Library and Lifelong Learning Center's responsibility to provide resources on many subjects, from multiple viewpoints, appealing to the public's diverse interests and tastes.

A patron who wishes the Library to reconsider the purchase of a particular item must complete and sign the Request for Reconsideration of Library Materials form. When the Library Director receives the form he or she will appoint the professional staff, including the Director and the librarian who initiated the order. The committee will examine the item in its entirety, taking into consideration the original reasons for purchase, and evaluate the item in light of the Library's selection policy, the Library Bill of Rights, and the item's critical reception. After the item has been thoroughly and objectively reviewed, taking into consideration the complainant's objections, the committee will respond in writing.

If the complainant wishes to appeal the decision of the staff committee he or she may do so to the Library Board of Trustees. The appeal must be submitted in writing and will then be placed on the agenda of the next regularly scheduled Board meeting. The complainant will be given the opportunity to state his or her case to the full Board, who will take the information under advisement. The Board Chairman will then appoint a committee of three Board members and the Library Director to examine the item in question. The committee will review the item and make a recommendation to the full Board at the next regularly scheduled meeting. The decision of the Library Board of Trustees is final.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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**PATRON'S REQUEST FOR RECONSIDERATION OF DICKSON COUNTY PUBLIC LIBRARY AND LIFELONG LEARNING CENTER MATERIAL**

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1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

4. Type of material (Book, DVD, etc.) \_\_\_\_\_

5. Title: \_\_\_\_\_

6. Author: \_\_\_\_\_

7. Did you read/watch/listen to the entire work? \_\_\_\_ Yes \_\_\_\_ No

8. Which parts are in question?

\_\_\_\_\_

9. Are you aware of the judgment of this work by literary reviews?

\_\_\_\_\_

10. What do you believe is the theme of this material?

\_\_\_\_\_

11. What concerns you about this material? (Please be specific; cite pages and use the back of page if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Is there anything positive about the item in question?

\_\_\_\_\_

Signature of complainant \_\_\_\_\_

Date \_\_\_\_\_

I was given a copy of the **Reconsideration of Dickson County Public Library and Lifelong Learning Center Material Policy**. \_\_\_\_ Yes \_\_\_\_ No

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*



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## INTERLIBRARY LOAN POLICY

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### I. Principles

- a) The Interlibrary loan service supports the mission of the library by providing expanded access to library materials and information. The purpose of interlibrary loans is to obtain materials not available in the library. The library affirms that an interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will use its own collection before requesting items on interlibrary loan.
- b) The Dickson County Public Library and Lifelong Learning Center attempts to comply with Tennessee State standards.
- c) The Dickson County Public Library and Lifelong Learning Center endorses the principles relating to interlibrary loans included in the American Library Association (ALA) Interlibrary Loan Code for the United States, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

### II. Definition

- a) An Interlibrary Loan request is defined as a request for library materials made on behalf of a Dickson County Public Library and Lifelong Learning Center patron through other libraries in the state.

### III. Patron Status

- a) Patrons must be in good standing and have a valid Dickson County Public Library card to order materials through interlibrary loans.
- b) Any patron with a “blocked status” will be denied Interlibrary Loan Service.
- c) Patrons must renew or return overdue materials before placing Interlibrary Loan requests.

### IV. Borrowing Rules

- a) A request is active from the time it is initiated until the item has been returned and checked in at the lending library with the record cleared.
- b) Patron will be notified when materials will be available for pickup. If an item is not picked up, it will not be requested again. Patron will be placed on a probationary list if materials are requested three separate times and not picked up.
- c) Interlibrary Loan materials are checked out for 14 days or for a period stipulated by the lending library.
- d) Interlibrary Loans may **not** be renewed.

### V. Charges

- a) The library does not charge fees for the Interlibrary Loan service; however, the patron is responsible for overdue fees, repair, or replacement costs. The library will collect any such charges from the patron who received the materials.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*



*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## **ACCEPTABLE PATRON BEHAVIOR**

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It is the policy of the Dickson County Public Library and Lifelong Learning Center Library Board of Trustees that library staff will encourage, in a friendly and polite manner, the use and enjoyment of the library.

It is expected that all patrons will exhibit acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by the library Director, shall be required to leave. Some examples of unacceptable behavior:

- People shall not harass or annoy other patrons or staff
- Patrons must be appropriately attired, which includes footwear and shirts
- Personal hygiene shall conform to the generally accepted standard of the community  
Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be asked to leave the building
- Patrons are not allowed to eat or drink in marked designated areas or around any library computers
- No animals, except service dogs, wearing a designated vest are allowed in the library building, other than for sanctioned activities with prior approval from the Administration
- Solicitation in any form is forbidden
- Littering of the building and library grounds is forbidden
- Any personal item that is brought into the building is subject to search for library materials. This includes backpacks, purses, briefcases, etc

A person who has concerns related to unacceptable patron behavior may fill out an Incident Complaint Form which is available at the Circulation Desk.

Failure to follow these Rules of Acceptable Patron Behavior will result in action being taken to correct the behavior or end the disturbance. The library Director has the right to ban a person from entering the library because of unacceptable behavior. In all necessary cases, the Dickson City or County Police may be summoned to assist in the enforcement of the Rules of Acceptable Patron Behavior.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## CHILD BEHAVIOR AND SUPERVISION

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The Library has a responsibility to provide an environment that is safe and comfortable for every patron who appropriately uses its services and facilities.

The Library Board and staff are eager for children to use the library and welcome those who do so. Service to children is an important part of the Library's mission. The Library is free and open to unaccompanied children who are independent enough to use the resources for recreation, information and education. *Children under the age of 10 should not be left unattended in the library.*

Parents should be aware that the Library is a **public** building open to all individuals. It is not the Library staff's function or purpose to provide supervision or to care for children while parents or caregivers are inside or outside the Library. Staff will not monitor children leaving the library. Adult patrons who are not actively seeking children's materials and linger in the Children's Area without a child will be asked to leave. This is for the safety of all children.

The following policy has been designed to communicate the Library Board's concern for the safety and welfare of the children.

### **Unattended Children**

1. At all times, caregivers are responsible for the conduct and safety of their children on Library premises. Caregivers must provide appropriate supervision based on ages, abilities, and the levels of responsibility of their children.
2. Caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these can and do change. Power failures or other emergencies can occur and require unexpected closing of the building. Children left alone in the Library, or on Library grounds, could be vulnerable. Every effort will be made to contact the parents or guardians prior to closing.
3. If a child is left at the Library after closing time, or as the result of an emergency closing, the police will be called. Under no circumstances will a staff member be required to take a child out of the building or transport children to another location. The police department, County Department of Social Services, or a juvenile welfare-related agency may be called if children under 10 years of age are left unattended in front of the building prior to regular opening time or have been left unattended in the building.
4. Children are expected to adhere to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the Library. (see Library Behavior Policy and Procedures). Children who are

not using the Library appropriately or who require excessive staff attention or supervision will be asked to leave the Library, and their guardian will be contacted.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## **PRETEEN AND TEEN BEHAVIOR**

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The Preteen and Teen (ages 10-18) Programming is a privilege, not a right. This is a library; please behave.

### **RULES TO FOLLOW:**

1. Be respectful of others
2. Be respectful of the library materials
3. Keep hands and feet to yourself
4. No public display of affection
5. No swearing
6. Keep the noise to a minimum during library hours of operation
7. Be nice to the furniture
8. No throwing things
9. Music (clean version!) allowed at reasonable volume. Respect differences in taste
10. If it's not yours, don't touch it
11. During a program, do not leave the library building without checking out
12. The Dickson County School dress code will be adhered to in the public library

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*





Reporting Employee

**ACCIDENT REPORT FORM**

|                         |                   |
|-------------------------|-------------------|
| Date of accident:       | Time of accident: |
| Name of injured person: | Date of Birth:    |
| Address:                | Phone:            |
| Parent/Guardian Name:   | Phone:            |

Location of Accident:

\_\_\_\_\_

What activity was the person doing when injured? \_\_\_\_\_

\_\_\_\_\_

How was the person injured? \_\_\_\_\_

\_\_\_\_\_

Medical Aid Rendered:

|  |  |                       |
|--|--|-----------------------|
| None needed:   |  |                       |
| First Aid given:                                     |  | Describe:             |
| Paramedics called:                                   |  |                       |
| Doctor called:                                       |  | Doctor's name: Phone: |
| Taken to hospital                                    |  | By Whom: Hospital:    |
| Medical assistance refused by individual or guardian |  | Sign:                 |



Injured Person Released to: \_\_\_\_\_ Phone: \_\_\_\_\_

Name(s) of witnesses at time of accident: \_\_\_\_\_

Staff Person Filling Out Report:

\_\_\_\_\_

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## **COMPUTER LAB USAGE AND WIRELESS CONNECTIONS**

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A current library card is required for the use of the computers in the computer lab; however, a visitor pass can be obtained for non-residents of Dickson County.

Wireless connection exists for patrons throughout the library. Software is used to count usage; connectivity terms will appear on your device. To connect, a patron must agree to the terms and conditions which are stated at time of access. Wireless printing is not available.

Use of the computer is on a first-come, first-served basis in 60-minute blocks for two hours per day.

The computer will automatically turn off after one hour of usage. The patron is responsible for saving any information. Patrons who finish prior to the end of the hour should log off, but not turn off the computer. (Log out from accounts and exit the time clock i.e. red "X")

There will be a designated computer with extended time for job searches, testing or class related work.

For special circumstances, such as job applications and testing, the Library reserves the right to limit the number of sessions per patron/per day as usage warrants.

If a patron has a "blocked" status, according to library policy, they will not be able to use the library computers unless they obtain the Library Director's approval.

The printer is located in the computer lab, and a user must have appropriate monies: coins, \$1.00, or \$5.00 bills. The Library cannot provide change.

Black and white copies are .25 cents per page.

Color copies are \$1.00 per page.

Computer lab users may not:

- Distribute unsolicited advertising
- Talk on cell phones
- When audio is necessary patron must bring their own audio device
- Use another person's library card to use library computers (a guardian who is unable to use their own library card may only use a juvenile's library card three times until their account is in good standing)

- Invade the privacy of others
- Make any attempt to damage or modify computer equipment or software.
- Engage in any activity that is harassing or offensive
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties,
- Use the Internet for any illegal activity, including violation in a manner inconsistent with the Library's tax-exempt status or its proper operation

The Library's Internet workstations are in a public community setting and may not be used for illegal, harmful, or damaging purposes. No access to potentially offensive information or images including but not limited to pornographic sites is allowed.

Library computers must be used in compliance with these rules and with library policy in general.

Violations and unlawful activities will result in loss of computer privileges.

### **Internet Privileges for Children**

A parent or legal guardian must agree by signing the Parental Internet Permission Agreement for the minor child to have access to the library's internet. Children between the ages of (12) and (17) may use the internet independently. However, children under the age of twelve (12) years of age are required to have an adult eighteen (18) years or older with them while using the internet.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## **LIBRARY VOLUNTEER POLICY**

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### **Philosophy**

The Dickson County Public Library and Lifelong Learning Center believes that an effective volunteer force enhances the Library's ability to provide quality services to the public. Furthermore, an active volunteer program is an integral part of the Library's relationship with the community.

### **Principles**

A volunteer force brings a wide range of skills, talents, and experience from the community to the Library.

A volunteer program provides community members the opportunity to gain an understanding of the nature and value of public library services.

Volunteerism provides opportunities for positive community service and work mission.

The Library's volunteer program is governed by Dickson County Public Library and Lifelong Learning Center policies and procedures.

Volunteers assist the paid Library staff in providing a variety of services beyond the scope of the regular Library budget and the regular duties of the paid staff.

Volunteer services do not displace existing paid staff or eliminate appropriate staff augmentation requirements that may emerge from implementation of the Library's mission, changing conditions, or budgetary allowances.

The administration of volunteer services is at the discretion of the Library Director whose responsibility is to operate the Library with the highest possible degree of professionalism.

The Children's Librarian will offer a Summer Reading and Winter Reading Juvenile volunteer program with a variety of opportunities.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## DISPLAYS AND EXHIBITS

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As an educational and cultural institution, the Dickson County Public Library and Lifelong Learning Center welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation, protection, or liability of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

A release must be signed by the exhibitor before any items can be placed in the library. An example of the release follows:

**Dickson County Public Library and Lifelong Learning Display and Exhibit Release**

*I, the undersigned, hereby lend the following works of art or other material to the Dickson County Public Library and Life Long Learning Center for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.*

*Exhibition to be held in the \_\_\_\_\_*

*During \_\_\_\_\_*

*Description of materials loaned \_\_\_\_\_*

*Signature \_\_\_\_\_ Date \_\_\_\_\_*

*Address \_\_\_\_\_ Telephone \_\_\_\_\_*

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## LIBRARY BULLETIN BOARD POLICY

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The following guidelines for the approval and display of posters on the library bulletin board have been established:

- Materials must deal with cultural or educational events in the Dickson County area
- Materials must be neat and not larger than 17 inches by 23 inches
- Materials for political candidates, parties, and issues will not be posted
- Materials for informational political **events** (debates, lectures, etc.) may be posted
- Legal notices, notices of church services, private instructional courses, business advertisements, personals, etc. will not be posted
- If the board is crowded, the library employee in charge of the bulletin board reserves the right to select posters for events with the widest appeal
- Materials for a single event will be displayed for not more than two weeks prior to the event
- Materials will not be returned after posting
- Materials should be turned in at the Circulation Desk. They will be initialed and dated by a library employee. No posters shall be removed except by a library employee
- Questions concerning approval shall be directed to the Library Director
- Any bulletin board notices which are not approved will be removed from the bulletin board

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## **PUBLIC RELATIONS**

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Public relations goals of the Dickson County Public Library and Lifelong Learning Center are:

- To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public
- To promote active participation in the varied services offered by the library to people of all ages
- The Dickson County Library Board of Trustees recognizes that public relations involve every person who has connection with the Library
- The Dickson County Library Board of Trustees urges its own members and every staff member to realize that he or she represents the library in every public contact
- Good service supports good public relations
- Materials to be used by press, radio, or television will need to be approved

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## EMERGENCY PROCEDURE POLICY

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### All disaster training should occur on a regular schedule.

#### **Fire**

Do not underestimate the potential danger to patrons or staff represented by a fire. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff to this information and the procedure to clear the building. If the alarms have **not** sounded, at the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 while other library employees are clearing the building. If alarms sound, 911 should have been automatically called. Proceed to evacuate the building immediately.

#### **Tornado**

Tornadoes occur with rapid onset and often without warning. Decisions must be made quickly and actions taken immediately. One cannot wait for the storms to strike to plan what must be done to save lives!

Because tornadoes can occur with little warning; minutes, and even seconds can mean saving lives! In just five minutes, a tornado may travel two to four miles on the ground. From the time the National Weather Service (NWS) issues a warning to the time you receive that warning via radio or internet, critical minutes may have elapsed. You must be listening when the initial warning is announced. The fastest, most accurate and reliable means of receiving critical weather information is through a NOAA Weather Radio with battery backup and a "tone alert" feature. NOAA Weather Radio (NWR) is operated directly from NWS Offices and is part of our country's National Warning System. NOAA Weather Radio is also an integral part of the Emergency Alert System. When the NWS issues a tornado warning, the "tone alert" is instantly sounded followed by warning information. The NWR "tone alert" is activated when weather warnings as well as severe thunderstorm, flash flood, hurricane, and tornado watches are issued.

- Your source(s) for emergency weather information should be located at the circulation desk
- Monitor your local news station
- Handicapped patrons may require special attention
- Hearing impaired patrons may not hear warnings or special announcements.
- Make announcements three times
- Turn lights off and on three times

- Move all patrons into the interior rooms
- Staff should have flashlights on hand
- Circulation staff should take radio into the interior room with them
- Advise patrons to drop into the protective position
- Advise patrons as to when threat has ended

In order to have an effective severe weather emergency plan, you must have periodic severe weather drills and safety training.

### **Missing Child**

Do not underestimate the **potential danger** of abduction or foul play to juvenile patrons.

- When a child is reported missing, immediate action should be taken
- A staff member at the circulation desk (computer 2) should go to the exit at the left and the other employee (computer 1) calls 911
- A staff member in the children's library goes to the Extension Office exit
- IT staff or floor staff goes to the emergency staff exit and another employee checks restrooms
- No one should leave the building
- A description should be taken of the child
- The staff will continue to try to locate the juvenile until the juvenile is found or the authority gives guidance

### **Active Shooter Policies in Libraries**

If notified that a shooter is nearby, lock down the library.

If the shooter is in the building:

As trained:

- Run/EscapE - if possible
  - Hide - if escape is not possible
  - Fight - as a last resort
- Turn off your cell phone. If that is not an option for whatever reason, put it on silent as opposed to vibrate. If you text someone for help and they respond, the shooter could hear the notification on your phone.
  - Do not activate the fire alarm as it would cause everyone to evacuate and thus become easy targets. Panic buttons located on or near a circulation or reference desk **NEED TO BE INSTALLED**. These are okay as they often call the police directly, without requiring everyone to evacuate.
  - Do not move or help injured people as this could make you more of a target.
  - **We will not post our active shooter policy on our library's website.** We do not want this information to be made public where a potential shooter could plan around it.

**These situations are unpredictable and can change quickly, often lasting for such a short time as 10 to 15 minutes.**

Training should occur on a regular basis. The policy should have plans for communication, evacuation, a gathering place, and a lockdown area. Focus on areas that are hard to secure and



keep in mind any possible hiding places or escape routes. Know your two nearest exits. Staff roles and responsibilities should also be included in the policy along with instructions on where to take patrons.

### **Health Emergencies**

Staff members should exercise caution when administering first aid due to the safety of the injured individual, employee, and potential liability. The staff members should not undertake more than keeping the injured patron comfortable and protected from needless disturbance until medical help can be obtained **unless the situation warrants immediate care**. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The 911 number should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public **unless the situation warrants immediate care**.

### **Bomb Threats**

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION**.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

If possible, have a co-worker call the police while the call is in progress.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## **EMERGENCY CLOSING**

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The closing of the library may be required by natural, mechanical or other emergencies; these situations will be handled as follows:

- The responsibility for closing the library rests with the Library Director or her designee
- The library will follow all county guidelines and close when other county departments close
- In the event of an emergency situation, the Library Director shall inform needed officials of her executive decisions as soon as possible and to the reason for such closing

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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**FRIENDS OF THE  
DICKSON COUNTY PUBLIC LIBRARY AND LIFELONG LEARNING CENTER**

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The Friends of the Dickson County Public Library and Lifelong Learning Center is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the Library Director, programs and events to benefit the library.

In particular, the Friends group raises funds and provides volunteers to support the library mission. Friends groups cannot set policy for the development of the library; however, the group develops and maintains their own bylaws in compliance with American Library Association and Tennessee Library Association.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## **GIFTS AND DONATIONS POLICY**

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The library may accept gifts of materials and monetary donations. Often gifts are given in memory of a loved one or to commemorate a special event. Donated items will be reviewed for their overall acceptability to the Library's mission and collection relevance. Materials donated to the Library may be added to the collection if they meet the criteria for materials selection and are in good physical condition. Items which fall within the criteria for discarding, will not be added as gifts; however, the material may be used in the biannual book sale. Processing costs are also considered before placing a gift in the collection. Exceptions to physical condition include rare, out of print, reference, and other materials that fill a specific gap in the collection. All gifts become the property of Dickson County Public Library and Lifelong Learning Center. The Library Director or her designee will make the final decision on inclusion of materials.

Appreciation acknowledgment of donations will be sent within thirty days of receipt.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## FINANCIAL POLICY

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The Library Board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the Library's mission and goals, and compliance with appropriate laws and ordinances.

### **Budget:**

The Director and the Library Board will establish an annual budget request.

The Director will work with the County Accountant to seek adoption of the Board's request while reporting any changes or concerns to the Board.

After budget adoption by the County Commission, the Director will present the adopted budget for the year to the Library Board for review. The budget may be reviewed at every regularly scheduled Trustees meeting which equates to six times a year.

The Board delegates to the Director the expenditure of monies and the development of an annual collection budget to allocate funds available for the library.

Any notes or communications from the County's auditor regarding the Library shall be communicated with the Board.

### **Expenditures:**

The Director will review expenditures of budgeted funds and forward approved invoices to the County for payment. The Director and library bookkeeper will work together with County staff, using County forms and procedures for payment of invoices, and will keep library practices in compliance with the County and State. The Director shall present a list of expenditures to the Board for review. The Director will also present a financial report showing the status of accounts and funds.

### **Receipts:**

Monies received as revenue by the Library from overdue fines, refunds, and payments for library services will be submitted to the County to be placed in a library account to comply with the Tennessee Code Annotated 10-3-104 effective 7-1-2017. Library bookkeeper completes this task through faxed deposit slips to the County Trustee's Office.

Monies received as reimbursements for lost or damaged materials are submitted. An invoice is sent with the check to the State of Tennessee for state materials. Regular budget lines will be adjusted during the year as necessary to reflect differences between actual and projected expenditures.

### **Donations and Gifts:**

"Memorial Funds" may **only** be used for the purpose for which the donation is intended. Staff will make note of carryover of unspent Memorial funds from one fiscal year to the next.

**Contracts:**

Upon approval of the budget, the Director is authorized to negotiate and sign service contracts not to exceed \$10,000 for services received by the Library for its operational or administrative needs.

**Disposal of Property:**

Withdrawn library materials with mold or similarly unfit conditions may be disposed of properly. Materials withdrawn may be donated to the local schools or other county non-profit organizations. Materials donated but not added to the collection may be sold in the biannual book sale.

Technology items will be picked up by the County Sheriff's Department or the Tennessee State staff. These items will be noted and a receipt will be required.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## **LIBRARY INTERNET, E-MAIL, AND COMPUTER USE POLICY**

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### **PURPOSE:**

The goal of this policy is to ensure that all library staff usage of library computer equipment and employee access and use of internal and external data resources, including the Internet and e-mail, are consistent with Library policies and all applicable laws. It is also to encourage and promote responsible, efficient, ethical and legal utilization of these resources and to establish guidelines for acceptable use of these resources.

### **SCOPE:**

This policy applies to all library staff and their access to internal and external data resources using any library computer equipment.

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## **POLICY**

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### **ACCESS TO INTERNET:**

Access to the Internet is provided to staff who require Internet resources to fulfill their job functions or whose functional area can benefit from information located on the Internet.

### **ACCESS TO E-MAIL:**

Access to e-mail services is provided to staff who require e-mail based on functional area.

### **INTERNET USAGE:**

The Library staff's connection to the Internet, exists to facilitate the official work of the Library. The Internet connection and services are provided for employees and persons legitimately affiliated with the Library for the efficient exchange of information and the completion of assigned responsibilities consistent with the Library's purposes. Library employees with Internet access are encouraged to use the Internet to its fullest potential, providing effective services of the highest quality, discovering innovative and creative ways to use resources and improve services, and encouraging staff development.

Internet access is intended for business purposes. The Internet must not be used to compromise the integrity of the Library and its business in any way. No Library employees shall intentionally use Internet services in an illegal, malicious, or obscene manner, including but not limited to, using the services to access materials such as those advocating hate, pornography or violence. While access to Internet resources is primarily intended for business usage it is also recognized that incidental personal usage may also occur. In addition to following the criteria for acceptable business usage, personal usage should hold high ethical standards with the acknowledgment that library staff represents the library and must not interfere with normal business activities, must

not involve solicitation, nor be associated with any for-profit business activity not directly related to the Library.

**OWNERSHIP:**

All e-mail messages including personal communications may be subject to discovery proceedings in legal actions.

Internet use is routinely monitored and supervisors may exercise their authority to inspect the contents of any files, electronic or otherwise, in the normal course of their supervisory responsibilities. Hardware or software systems problems, general system failure, legal expediency, an urgent need to perform work or provide a service when the employee is unavailable, or any other reasonable need are considered just cause for examination of employees' files.

**COMPLIANCE:**

Internet and e-mail access are a privilege. Anyone found in violation may be subjected to disciplinary action. A violation may result in termination of system access or termination of employment if appropriate.

**Prohibited Activities:**

It is not permitted to use the Library's Internet, e-mail and computer facilities:

- For any illegal purpose.
- To transmit threatening, obscene, or harassing materials or correspondence.
- For unauthorized distribution of Library data and information.
- To interfere with or disrupt network users, services, or equipment.
- For solicitation for religious and political causes.
- For viewing, accessing, or sharing pornographic or adult-oriented material or any material that violates the policy of the library.
- Employees are prohibited from modifying screensaver password settings. A password protected screensaver must be used to prevent unauthorized access to computers and e-mail when a computer is left unattended.
- Employees are prohibited from modifying computer hardware and system software configurations including removal of attached devices.
- Employees are prohibited from modifying programs and program data files. Requests for program modifications require the approval of the Library Director.
- Employees are prohibited from creating, downloading or installing software.
- Employees are prohibited from accessing any files containing password information or tables containing password information.
- Employees are prohibited from accessing or modifying any Library owned or Library controlled network equipment.
- Employees are prohibited from creating or modifying network connections
- Any unauthorized access to computers or data on library-owned computer equipment is expressly prohibited.

**Responsibilities:**

The safety and security of the Library's network and resources must be considered paramount. Employee installation of software from any source is expressly prohibited.

The Internet provides ready access to software. This does not imply that software is free or that it may be distributed freely. All applicable software copyright and licensing laws must be followed.

All Internet users need to understand that e-mail messages and other transfer of information via the Internet is not secure. Never, under any circumstances, transfer confidential or sensitive data including but not limited to User ID's, passwords, or any Personally Identifiable Information. Internet sites and e-mail attachments are primary sources of virus, malware and other intrusive applications. Staff must exercise caution when opening any e-mail attachment.

If you suspect that your computer has been compromised:

- Immediately contact the library IT person
- Immediately cease use of the computer
- In the event that the library IT person cannot be reached, shut your computer off and if necessary, remove power from the system to force a shutdown.

When sending e-mails representing Library business activity, staff must include the following information:

- Full name
- Subject
- Full email address

By signing this policy, I acknowledge that I have received, read and understand this policy.

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Name

Date

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*



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## **FAX MACHINE POLICY**

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Only the library staff will operate the fax machine.

The library accepts no responsibility for bad transmissions and cannot guarantee fax quality.

Cash or personal checks will be accepted as payment.

Outgoing faxes will be charged \$1.00 per page for each fax page sent. The patron is responsible for filling in correct information for the fax transmission. A confirmation page will need to be signed by the patron. Patron may purchase a copy of the confirmation page for .25.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## **GENEALOGY DEPARTMENT POLICIES**

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The Dickson County Public Library and Lifelong Learning Center Genealogy Collection is a collection of books, microfilm, and family histories to help people in their research for ancestral records. It also contains information on state and local history. All visitors are welcome to use the collection free of charge.

### **USE OF MATERIALS:**

Materials in the Genealogy Collection are for research and must remain in the area while being used. Users may locate materials independently or ask for assistance.

### **PHOTOCOPYING AND PRINTING:**

- Copy machine copies are .25 cents per page.
- Computer printouts are .25 cents per page.
- Microfilm copies are .25 cents per page.

The Genealogy staff may photocopy requests. Copying large segments of a collection or an entire book is not permitted.

### **COMPUTER USE:**

There are two computers in the department available for public research; one has internet access. If needed, we are happy to help users to access any online resources.

### **RESEARCH POLICIES:**

Research requests will be accepted by mail or e-mail. In-house research is free except for copies .25 cents per page. Out-of-county genealogy research requests are fulfilled with a minimum of \$5.00 plus .25 cents per photocopy. A receipt will be recorded and a copy sent along with request. A self-addressed, stamped envelope should accompany all requests. Providing pertinent information about a person, such as date of birth/death, place of birth, spouse's name, is very helpful when making requests.

If the search is negative, a reply will be sent to that effect.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*

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## LOCAL HISTORY & GENEALOGY COLLECTION POLICY

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### **Mission Statement:**

- Aid and assist the general public in genealogical and historical research, with a focus on Dickson County, TN and the adjacent counties
- Collect and preserve genealogical and historical information in any and all possible forms and formats at the library's discretion
- Maintain a genealogy and local history library collection

### **Item Formats:**

- The library accepts print items, which includes but is not limited to books, diaries, etc. In addition to print items, the library may accept other formats
- Scrapbooks will not be accepted unless they fit the focus and mission statements of the library and the genealogy department.
- In general, the library will accept information and artifacts relating to Dickson County Public Library and Lifelong Learning Center in any format. These materials may be given to other historical institutions if the items would fit into an already existing collection.

### **Adding Items to the Collection:**

- Items will be added to the collection if the items meet the library's collection focus and mission statements.
- Current Tennessee State information and local information is an integral part of the collection. Historical information on families, homes, and events are important sources of information to our patrons and these generally will be accepted.
- Recommendations for additions will be made to the Library Genealogist supervising those collections.
- Items that are approved to be added will be catalogued, barcoded, and processed before being put on the shelves.

### **Removing items from the Collection:**

- Items will be weeded from the collection for a variety of reasons, including if the item does not fit with the focus of the collection, if the item is damaged beyond any use, or if the item is superseded by a new edition.
- Recommendations for items to be weeded will be made to the Library Director and/or the Library Genealogist supervising those collections. The Library Director and/or Library Genealogist have the final decision about removing an item from the collection.
- Once the decision is made to remove an item, it will be removed from the catalog by the Library Director or the cataloging department.
- Once an item is removed, the item can be offered to other historical institutions and organizations.

### **Loans to other Organizations:**

- Items in this collection will not be loaned out to patrons or other institutions.

*Adopted by the D.C. Library Board of Trustees, date 8/28/2017*