



Volume II – Public Services

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JDL POLICY 11.1: Code of Conduct Policy

1. Tobacco, tobacco products and/or other burnable products may not be used in the library or on library property. This includes the smoking, chewing, rolling, or display of tobacco, other burnable products or electronic cigarettes. Library property includes parking lots and private sidewalks, but not public sidewalks alongside a roadway. If a library is located in a shared facility, the rules adopted by the owner of the said facility apply.
2. Library patrons may not possess, consume, or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
3. All weapons are prohibited from library premises to the fullest extent permitted by law.
4. Patrons may not disturb others in any manner. Patrons may not behave in a rowdy manner, stare at another person, follow another person about the building, congregate with more than 2 people at any computer work station, play audio equipment so that others can hear it, sing or talk loudly, use profane or abusive language, have extremely poor hygiene, or behave in any manner that can reasonably be expected to disturb others.
5. Patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others.
6. Patrons need to be respectful of library furnishings including library equipment and materials. Users may not deface, mark on, or mutilate any library furnishings, materials, or equipment. Users shall not remove or attempt to remove any library materials without first checking them out.
7. Patrons need to dress in an appropriate manner. For hygiene and safety purposes shoes (or other footwear) and shirts are required at all times.
8. Liquid in a covered container is permitted except at computer workstations. Food is permitted in designated areas only.
9. Cell phone users need to turn ringers to silent when they enter the library. Patrons may use cell phones in the library as long as they do not disturb others. Patrons may be asked to move to a different area if their conversations are disruptive to others.
10. Patrons may not sleep in the library.
11. Inappropriate use of library computers and internet is prohibited- see computer use and wireless policies.
12. Patrons may not use restroom facilities for washing or drying clothes, bathing, shaving, or any other purpose that might reasonably be considered inappropriate.
13. Patrons may not use roller blades, roller skates, or skateboards on library property.
14. Patrons may not solicit or beg on library property.

15. Patrons may not distribute or circulate petitions, leaflets, or literature, or make appeals to the public inside the library or on library grounds without first obtaining permission from the Library Director or designee. The Director or designee may limit such activity to a certain area or areas and impose reasonable time, place and manner restrictions, in accordance with applicable law. No speech may be made or done in such a way that interferes with library patrons' access to the library and its materials in a quiet and respectful atmosphere.
16. Patrons may not enter an area that is designated "staff only". Patrons may not remain in the library after closing time or after a request to leave, including emergency and evacuation drills.
17. Abandonment of young children or any other member of a vulnerable population is prohibited.
18. Patrons must follow library procedures when instructed to do so by library staff.
19. Patron may not violate any local ordinance, state or federal law.
20. Library staff will apply disciplinary measures according to established procedures. Disciplinary measures are normally progressive and, when possible, will be as follows:
 - a. Patron is made aware of the problem behavior, and is asked to stop
 - b. If the behavior continues, the patron is asked to leave the building for the rest of the day
 - c. If the patron refuses to leave, staff will call the police
21. Animals are not permitted in the Library other than service and therapy animals, those used in law enforcement, or for Library programming. Patrons are legally responsible for the behavior of their animals on library property.

Penalties

The patron may be denied access to the library and library services in the form of a ban by the Library Director/designee for a period of time up to permanently, depending on the severity of the infraction. A patron who is denied access to the library and library services will be served a notice and any violation of the ban during its duration will result in the police being contacted to process a trespass arrest.

(Approved 7/25/2019)

JDL POLICY II.2: Minor Patron Policy

The Jackson District Library recognizes that ultimate accountability for the welfare and behavior of minors in the library rests with the parent/guardian or assigned chaperone. Though staff will always respond with care and concern, they are not responsible for a child's actions or safety when unattended.

Minors, 0 to 8 years old must have a parent/guardian or parent designated person in the immediate vicinity of the child. This parent or caregiver must never leave the building without the child. Parental designees may not be less than 12 years of age.

Minors, 9 to 12 years old may use the library unattended. However, the parent/caregiver is still responsible for the behavior and the wellbeing of the child.

Minors, 13 to 17 years old are considered independent library users at all times, and are still legally the responsibility of their parents. At any time, if the library is used inappropriately by a child, the library may ask the parent to be present with that child.

All patrons, including minors are expected to comply with the Library's Code of Conduct Policy. Minors and their chaperones who do not abide by these rules may be asked to leave the Library.

If an unattended minor appears to be lost, is being disruptive, or if in the judgment of supervisory staff, his or her safety is jeopardized, or the library is closing, library staff will make an attempt to locate the parent or caregiver. If the parents or caregivers cannot be located, library staff are authorized to call the local police and stay with the minor until the police arrive. Under no circumstances will library staff transport or take a child away from the Library building.

When the following cases occur, Jackson District Library staff will follow the "Unattended Minor Procedure"

1. Unattended minors under the age of 9 years.
2. Any minor left at the library at closing time.
3. Any minor who is violating the code of conduct

(Approved 7/25/2019)

JDL POLICY II.3: Meeting Rooms

Meeting rooms are available for public gatherings of groups whose primary purpose is non-profit, civic, cultural or educational, when rooms are not being used for library-related activities. Decisions on meeting room use are subject to review by the Board of Trustees. The use of the meeting rooms shall be recorded and reported annually.

Regulations for the use of the library meeting rooms by non-library groups:

- a. Requests for the use of a library meeting room shall be in writing, approved by the Director or designee, and subject to review by the Board of Trustees. Requests should be made at the library where the meeting room is located.
- b. Meetings of groups, which are planned as commercial endeavors or for profit, will not be allowed.
- c. No commercial solicitations or requests for donation may be made by any non-library group. A reasonable charge may be made to cover the cost of an activity as long as it is collected off the premises. This charge is subject to Library approval in advance.
- d. The library may allow its meeting rooms to be used for classes by all public schools, area colleges and universities or city or county departments of government.
- e. Meeting rooms are not available for private parties. The library reserves the right to move groups to other meeting locations in order to accommodate a larger group.
- f. The library's meeting rooms may be used by political groups for meetings of an organizational nature; they may be used for public forums dealing with issues but not for promotion of a specific candidate.
- g. Space shall be available when possible for volunteer tutoring and conference sessions of a not-for-profit nature.
- h. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activity.
- i. The use of library meeting rooms shall not disrupt library operations.
- j. Light refreshments may be served in the meeting rooms.

- k. A library staff member shall be on the premises when groups are using the meeting rooms. An adult, provided by the group, shall be present to supervise youth groups.
- l. Security must be provided by the group using a building before or after library hours.
- m. The availability of library meeting rooms and the regulations for their use shall be made known to the community. The Director shall interpret these regulations to best serve the library and its mission within the community.

(Approved 7/25/2019)

JDL Policy II.4 Exhibit and Display Policy

The Jackson District Library uses display cases, bulletin boards, and designated exhibit areas to further its goals of life-long learning and the enhancement of cultural and leisure activities. Priority for displays is given to library activities, then to exhibitors living or working in the community.

Display space shall be planned for posting information, both pro and con, regarding issues to be placed before the community for decision.

Individuals or groups may use display cases and exhibit areas subject to following conditions:

1. The Library Director or designee must approve all materials for display or exhibit. The individual or organization responsible must provide background information at the time the request is submitted. Exhibits by commercial entities are permitted only with prior approval of the Board of Library Trustees.
2. Exhibits and displays must be informational and/or cultural in nature. Partisan or sectarian materials are not permitted. As the Library strives to present a broad spectrum of ideas and variety of viewpoints, material exhibited does not necessarily represent the view or imply the endorsement of the Library Trustees, administration, or staff.
3. The exhibitor or a responsible party representing the exhibitor must complete and sign the request form and assume responsibility for compliance with this policy. All items exhibited are done so at the owner's risk. The Library assumes no responsibility for security against theft or damage of any displayed material. Exhibitors, who must sign the "Exhibit and Display Request Form" to this effect, are asked to check their own insurance policies regarding theft or damage.
4. Exhibits must have a title poster announcing the topic and the sponsoring individual or group. Additional explanatory material, labels, programs, and handouts require approval by the director/designee. Admission fees, price lists and sales information are not permitted.
5. Exhibit space is generally available for one calendar month. In consultation with the Director/designee you will set times for exhibit/display installation and removal advance. The Library reserves the right to remove an exhibit if it interferes with the normal operation of the Library.
6. Exhibitors are responsible for properly displaying their items and for providing the needed items to do so. The exhibitor is responsible for any damage to Library property.
7. Exhibitors are encouraged to publicize exhibits in the local press after submitting all such releases to the director/designee for approval at least 3 weeks prior to publication. Mention of the JDL in the publicity must be limited to stating viewing dates, times and location.
8. Any reception or related activity must have the express consent of the director/designee.

(Approved 7/25/2019)

JDL Policy II.5 Donations

The Jackson District Library encourages the interest and involvement of community members and organizations through contributions of book, or non-book items for collections, appropriate gifts which will enhance the physical environment, bequests, trusts, artwork or donations of monetary or other assets for library purposes.

Donations of items, equipment, artwork, and funds to purchase items or equipment will be accepted with the understanding that the JDL reserves the right to determine if, and in what manner, the donated items will be used. Acceptance of afore mentioned is at the discretion of the Director or designee. The library will make a good faith effort to use monies in accordance with the wishes of the donor(s) and the instructions of the Donation Form. The JDL may refuse proposed gifts and artwork, without restrictions and will not promise temporary or permanent exhibit of any artwork. All gifts of items, equipment, and artwork become the property of the JDL, and are accepted with the understanding that they are subject to the same selection criteria as purchased items. Items not selected for the collection may be passed on to another institution, destroyed, or given to the Friends of the JDL for sale. All proceeds from the sale of donated items will go to benefit the Jackson District JDL.

Acknowledgement of gifts for tax records will be provided. Appraisal values of donated items will not be made. The JDL is under no obligation to store or conserve any donated items or artwork. The donor will waive all liability against the JDL for any possible cause of action or claim concerning the gift.

Memorial collections may receive a bookplate listing the honoree if specified by the donor. Members of the honoree's family will receive an acknowledgement letter notifying them of the donation made.

(Approved 7/25/2019)

JDL Policy II.6: Surveys, Solicitation and Literature Distribution

The library may survey its customers or other residents of the community. Surveys may be designed and/or completed by staff or third party vendors or volunteers approved by the library.

Distribution of literature on Election Day is restricted to whatever the law allows. Violations should be reported to the Booth Official or to the Board of Elections.

Solicitation of the public, in ways which are of benefit to the library and/or its employees, is permitted as follows:

Friends of the Library fundraising for library support such as book sales with prior approval and coordination with other activities by the Director or designee;

Solicitations that specifically support the interests of the library or libraries in general, are permitted if approved by the Director.

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JDL POLICY II.7: Program Policy

Jackson District Library will offer informational, educational, cultural and recreational programs to the citizens of Jackson County. Programs initiated by the Library will take advantage of staff expertise, Library collections, services, and facilities.

Programs should encourage positive community cooperation and support. By participating in cooperative or joint programs with other agencies, organizations, institutions or individuals, the Library can address informational needs and facilitate information access.

All Library programs are free of charge and open to the public. A small charge for supplies or materials is allowed, but not required for attendance.

For-profit, as well as, non-profit groups and individuals may present programs for the Library. The Library reserves the right to deny any outside programs that are not in compliance with the policies of the Jackson District Library or within its mission.

To ensure quality programs, the Director or designee may check with authoritative organizations/agencies or obtain references for program presenters.

Programs will reflect the interests of the community.

Library initiated programs should introduce patrons and potential patrons to Library resources and services.

Concerns, questions or complaints about Library programs are handled according to the same policy and procedures which govern reconsiderations of other Library resources.

The Director has the final authority in interpreting this policy.

(Approved 7/25/2019)

JDL POLICY II.8: Accessibility

The rights of an individual to use the library, its services and its materials, will not be denied or abridged because of age, gender, identity/expression, sexual orientation, national origin, race, marital status, height, weight, arrest record, religion, economic circumstances, physical and/or mental abilities, social or political views, nor any other discriminatory reason.

Contractual relationships with publishers and content providers will be assessed on the basis of how reasonably accessible the content is to users.

The Jackson District Library will provide reasonable accommodations for persons with disabilities with advance notification of needs.

(Approved 7/25/2019)

JDL POLICY II.9: Hours of Service.

The libraries shall be open the greatest number of hours needed by the community, subject to limitation of funds available to provide adequate staff. Any change in regular hours of service will be subject to approval by the Board. Emergency closing shall be the responsibility of the Director.

The library will be closed on the following holidays: New Year's Day Labor Day
Martin Luther King, Jr. Day Thanksgiving Day Easter Memorial Day
Christmas Eve Day Fourth of July
Christmas Day New Year's Eve Day

(Approved 7/25/2019)

Library Policy II.10: Friends of the Library

The Jackson District Library views the 'Friends of the Library' as an extremely worthwhile not for profit organization whose aim is to benefit the Jackson District Library.

- The Library Board of Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Library, and that the Friends of the Library has its own Board and its own goals and purposes. In order to maintain open communication between the Board of Trustees and the Friends group a liaison (the Library Director or designee) will attend Friends of the Library meetings.
- The Friends of the Library is distinct and separate from the Library, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Library. Library trustees or staff acting within their capacities are exempted.
- Because Friends of the Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any act on behalf of the Friends of the Library, except that Library staff members may act in an advisory capacity for Friends activities.
- Operating expenses of the Library are provided through allocation of tax monies which are audited by an independent auditor. Friends' funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be subject to the Donation Policy (although donations for specific items will be honored). In the event the Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.
- Complete advance information regarding all Friends of the Library projects and public relations programs on behalf of the Library will be provided to the Library Director and the Board of Trustees of the Library. The Board of Trustees acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board of Trustees reserves the right not to participate in any public relations project or program in which the Board of Trustees does not believe the best interest of the Library is being served. Projects and public relations programs adopted by the Friends shall not be part of the budget of or funded by the Library.

(Approved 7/25/2019)