

Sullivan County Public Library

Manual of Mission Statement, By-Laws, Rules and Regulations

MISSION STATEMENT

The role of the Sullivan County Public Library is to provide on equal terms free materials and services to all individuals and groups in the county. The library will assemble, organize, preserve and make easily available significant books and other materials for the educational, informational, recreational and cultural needs of the residents of the county. We seek to create an atmosphere for free inquiry and assistance and acknowledge our responsibility to uphold the freedom of expression and the public's "right to know".

POLICIES PERTAINING TO THE GENERAL USE OF THE LIBRARY

- 1. The Library will serve all the residents of Sullivan County.**
- 2. Library hours will generally be 10:00 a.m. to 5:00 p.m. Tuesday through Friday. The Library will be closed on Saturday, Sunday and Monday. (Revised 5/4/22)**
- 3. Any member of the staff may request children or patrons who are annoying to others to obey the rules of courtesy, or leave the Library.**
- 4. Fines will be charged for overdue materials, and efforts will be made to secure their return. Patrons will be required to pay for materials not returned, lost or seriously damaged. Use of library materials and equipment may be denied or restricted if lost or damaged materials are not replaced or returned.**
- 5. Smoking, food or drinks are not permitted in the Sullivan County Public Library.**
- 6. Disruptive behavior or abuse of rules or equipment will result in denial of use of said equipment.**

POLICIES CONCERNING THE LIBRARY BOARD OF TRUSTEES

1. The Library Board of Trustees is the legislative, or policy determining body for the Library. Its primary concern is with formulating the program of service and with supplying the means for carrying it out. The Director suggests the program, and the Board decides to adopt, modify or reject the Director's programs and policies.
2. The Library Board shall work actively for the improvement of all libraries by supporting library legislation on the state and federal level.
3. The Library Board shall support their library by attending board meetings regularly.
4. The Library Board shall hold the Director responsible for the successful and efficient administration of the library service.
5. Board members, Director and staff shall at all times support each other in all the relation with the public.
6. No Board member shall release to the public orally, or in writing, information about the Library not previously agreed upon at board meetings.
7. No Board member shall make individual decisions, or take action on library matters, or influence, or attempt to influence, the public, or other board members in such a way as to cause the pressure of public opinion to direct or influence the type or plan of service offered to the public by the Library.
8. The President of the Board, or the Library Director may issue publicity items and stories to the news media about library affairs, when all board members are aware of the news item.
9. Determine and adopt written policies to govern the operation and programs of the Library.
10. Any Trustee is authorized to sign documents requiring the signature of the President and/or the Treasurer, if those officers are not available. (Revised 1/13/16)
11. In the event of a vacancy on the Board, the Board of Trustees will review candidates recommended by the Director, and approve an individual to serve.

SULLIVAN COUNTY PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Sullivan County Public Library serves as an information source for the community and provides a broad and relevant collection of materials for informational, educational, and recreational purposes to people of differing ages.

The selection, acquisition, maintenance, and retention of materials rests with the Library Director who operates within the framework of policies established by the Board of Trustees. The library collects materials in a variety of formats including books, magazines, newspapers, and media. Materials selected will be based on local and national demand, professional and popular media reviews, and recommendations from the public. Space and budgetary limits are also a consideration.

Materials for children and teenagers are intended to encourage and facilitate reading skills, widen their interests, and lead to an appreciation of literature. The children's library shall not display any age-inappropriate materials in any form. No materials shall be purchased or acquired that constitutes "child pornography," is "pornographic for minors," or is "obscene" per the terms defined in 573.010 RSMo. Advertisement for any events or presentations held at the library will be affixed with an age-appropriate designation.

The reading and viewing activity of children is ultimately the responsibility of parents and guardians, who guide and oversee their own children's development. Sullivan County Public Library does not intrude on that relationship. The library will provide a *Parent/Guardian-Initiated Restrictions* form so that parents and guardians may determine what materials and access will be available to their child. Library staff shall not knowingly grant access to a minor to any material in any form that has been restricted by that minor's parent or guardian.

Sullivan County Public Library recognizes the right of individuals to question both the material selected by the library and also the age-appropriate designation affixed to any presentation, event, material, or display in the library. Individuals may fill out a *Request for Reconsideration of Library Material* form which will be reviewed by the Director and the Board of Trustees. The results will be disclosed to the public and published.

Management of the collection will require periodic weeding and withdraw of materials. The criteria used for this process will be; infrequent use of material, no longer relevant or accurate, poor condition, or duplicates.

The library recognizes that the use of and access to its collection of historical and genealogical materials are its primary function. Material in original format will be preserved for as long as possible and access will be provided to original formats as appropriate.

INDEX

Page Number

1. Mission Statement
2. 3. By-Laws
4. Responsibilities of the Library Director
5. Policies Pertaining to the General Use of the Library
6. Trustee-Director Relationship Policy
7. Policies Concerning the Library Board of Trustees
8. Personnel of the Library
9. Sexual Harassment & Dress Code
10. Drug Free Work Place Policy & Partisan Political Activity Policy
11. Solicitation and Distribution & Discrimination Policies of the Library
12. Personal Business Statement of Policy & Telephone Calls
13. 14. 15. 16. Adopted Policies and Regulations

PARENT/GUARDIAN – INITIATED RESTRICTIONS

Sullivan County Public Library is taking steps to make sure that parents and guardians can easily determine what materials and access will be available to their child. The ages listed below are provided as a guide to illustrate the intended age range of the materials in a collection, parents or guardians may select any access level. It is the responsibility of parents and guardians to explain these restrictions to their child.

Open Access

This access level allows patrons to check out all material. (Ages 18+)

Restrict Access ☐ Yes ☐ No

Restricted Access

With this access patrons can check out Juvenile materials. (Ages 13-17)

Restrict Access ☐ Yes ☐ No

With this access patrons can check out Children's materials. (Ages 0-12)

Restrict Access ☐ Yes ☐ No

Computer Access

The library has filtering software on all public use computers.

Restrict Access ☐ Yes ☐ No

Movie Access

Restrict **G** Rated Access ☐ Yes ☐ No

Restrict **PG** Rated Access ☐ Yes ☐ No

Restrict **PG13** Rated Access ☐ Yes ☐ No

Restrict **R** Rated Access ☐ Yes ☐ No

Restrict **NC-17** Rated Access ☐ Yes ☐ No

Parent/Guardian name _____ Library Card # _____

Name of Child _____ Library Card # _____

Parent/Guardian E-mail _____ Phone # _____

Parent/Guardian Signature _____ Date _____

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Sullivan County Public Library supports the American Library Association's Library Bill of Rights. We also value the community member's right to express their concerns regarding materials that are a part of the library's collection. If there is an objection to an item being in the library's collection or an objection to an age-appropriate designation that has been affixed to an event, presentation, or display the requesting library patron may complete this form and submit it to the Library Director.

Description of item concerned:

☐ Book ☐ Magazine/Newspaper ☐ DVD/CD

☐ Event ☐ Presentation ☐ Display

Author or Artist: _____

Title: _____

Publisher or Distributor: _____

Event, Presentation, or Display: _____

Questions about the item:

What do you find objectionable and/or offensive about this item? Please give specific examples, including listing pages or sections (attach additional sheets if needed).

Did you read/view/hear the entire work? ☐ Yes ☐ No

If not, what parts did you read/view/hear?

Have you read any published reviews of this item? ☐ Yes ☐ No

If yes, please give the name and date of the publication.

What would you like the library to do about this item?

Do you have a recommendation for an alternative to this item?

In order to respond to your request, we need the following information:

Your name: _____

Address: _____

Telephone #: Day _____ Evening _____

E-mail address: _____

Representing: ☐ Self ☐ Organization (Name) _____

☐ Other (Identify) _____

Signature of person submitting the Reconsideration Form:

_____ Date _____

Sullivan County Public Library appreciates your interest in the library's collection. This form will be reviewed by the Director and the Board of Trustees. You will receive notification of the progress or decision of this request within thirty days from the date the form is received. The results will be disclosed to the public and published.