

2019-2020 SCHEDULE OF LIBRARY CLOSINGS

DRAFT

(p)	July 4, 2019	Thursday	Independence Day
(p)	September 2, 2019	Monday	Labor Day
	October 14, 2019	Monday	In-Service Day
(p)	November 11, 2019	Monday	Veteran's Day
(p)	November 28, 2019	Thursday	Thanksgiving Day
(p)	November 29, 2019	Friday	Day after Thanksgiving
(p)	December 24, 2019	Tuesday	Christmas Eve
(p)	December 25, 2019	Wednesday	Christmas Day
(p)	December 26, 2019	Thursday	Day after Christmas
(p)	January 1, 2020	Wednesday	New Year's Day
(p)	January 20, 2020	Monday	Martin Luther King, Jr. Day
(p)	February 17, 2020	Monday	Presidents' Day
	April 12, 2020	Sunday	Easter (Central Library)
(p)	May 25, 2020	Monday	Memorial Day

- (p) Indicates staff paid holidays.
- If a paid holiday falls on a staff member's non-work day, the staff member will be given compensatory time off to be used during the fiscal year at their supervisor's discretion.
- In addition to the above 12 paid holidays, eligible staff members receive 2 personal days. New regular staff members are eligible for personal days after 90 days of service.
- The Library closes at 5:00 p.m. on Thanksgiving Eve and New Year's Eve.
- **Central Sunday Openings:** September 8, 2019 through May 17, 2020 (Sunday after Labor Day through Sunday before Memorial Day weekend).

CIRCULATION POLICIES FINES AND FEES SCHEDULE [DRAFT]

(EFFECTIVE XX, 2019)

Fines (for library users 16 and up)*

Most items	\$	0.25 per day
Interlibrary loans and wireless hotspots		1.00 per day
DVDs, audio books, and 7-day loan bestsellers		0.50 per day
Maximum fine per item		10.00
Maximum fine per item for interlibrary loans		30.00
Maximum fine if paid in full		35.00

*The library does not charge **overdue** fines to juvenile ~~users~~ **accounts****Replacing Lost or Damaged Materials (for all library users)*****A \$5.00 processing fee will be applied to all lost or damaged materials**

Most in-print materials (includes playaways, audio books)	List Price
Magazines	\$ 3.00
Volumes, video cassettes or DVDs in sets	15.00 per item
Audio book replacement parts	7.00 per item
Most out-of-print materials with no list price	15.00
Out-of-print fiction paperbacks with no list price	5.00
Out-of-print music CDs or replacement parts with no list price	10.00 per disc
Replacement for Audio Visual parts	10.00 per disc
Replacement of lost or damaged library card	1.00
Replacement of lost or damaged Book Club Kit title	10.00
Replacement of lost or damaged Book Club Kit bag	10.00
Replacement of lost or damaged wireless hotspot	100.00
Replacement of entire Book Club Kit	150.00

Special Notice

- Out-of-Area (non-resident) annual library card fee is \$30.00
- **3d printing service fee to offset costs is \$0.10 per gram. Onsite and program related 3d printing is free of charge.**
- Interlibrary loan fee to offset postage costs is \$3.00
- Most materials circulate for three weeks. 7-day loan bestsellers circulate for one week.
- Book Club Kits circulate for six weeks with no renewals.
- Materials (except 7-day loan bestsellers and interlibrary loans) may be renewed twice if there are no outstanding holds.
- Per patron limits: Total Items: 75; DVDs: 5.
- An additional five dollar (\$5.00) nonrefundable service fee will be charged on lost or damaged items. If lost and paid items are returned in good condition within three months of payment, only the replacement fee will be refunded.
- Additional fees may be assessed for loss or damage of in-house and special items such as meeting room equipment, keys, Kill-a-Watts, nature backpacks, et al.
- Accounts with fines in excess of \$20.00 will be blocked until 50% of balance is paid.
- Accounts with items 60 days overdue or fines of \$35.00 or more will be given to a collection agency and a \$10.00 collection fee will be added to the account. Accounts will remain in collections until the balance is

paid in full.

JMRL Policy Statement

DRAFT

The Board of Trustees has adopted these Policies for the Jefferson-Madison Regional Library (JMRL), which serves the City of Charlottesville and the Counties of Albemarle, Greene, Louisa, and Nelson.

Policies are general statements governing library operations, rules, and use. These written policies:

- Support the Library's mission, goals, and objectives
- Provide the public with guidelines for using library services
- Provide consistency among Board members, staff and the public
- Protect the rights and assure fair treatment of all patrons and staff members

The Board of Trustees is responsible for adopting written policies to govern and guide all phases of library operation. These policies may be amended at any time by the Board of Trustees.

The Library Director and staff have direction of the day-to-day operation of the library. It is the responsibility of the Library Director to implement Board policies through the development of library procedure.

In addition to the policies published in this manual, the Board of Trustees also supports the American Library Association's [Library Bill of Rights](#) and all [ALA-accepted interpretations](#), the [Freedom to Read Statement](#) and its policy recommendations, [Free Access to Libraries for Minors](#), and the [Freedom to View Statement](#) (see Appendix). The Library Board of Trustees maintains a separate Employee Personnel Policy Manual.

COMPUTER AND INTERNET ACCESS

Jefferson-Madison Regional Library provides computers and Internet access in support of the library's mission to provide services emphasizing general information and information literacy. The library's Internet access is intended primarily as an informational and educational resource.

As the Internet is a global electronic network and there is no single government body that controls its users or content, Jefferson-Madison Regional Library cannot control either the availability or accuracy of information links that change rapidly and unpredictably. Since not all sources on the Internet provide accurate, complete or current information, Internet users are responsible for critically evaluating the validity of information.

Jefferson-Madison Regional Library cannot guarantee computer viewing privacy, nor can the library guarantee the privacy of information sent or received over the Internet. However, library staff will take practical steps to minimize the inadvertent viewing of computer sessions by others. Library staff is authorized to monitor computer use as needed to determine compliance with library policies.

Library staff is not in a position to supervise juveniles' use of the Internet (see Policy Section 4.234). As with other library materials, restriction of a juvenile's access to the Internet is the responsibility of the parent or legal guardian. In compliance with the Children's Internet Protection Act (CIPA), Jefferson-Madison Regional Library provides Internet workstations equipped with filtering/blocking technology. However, the library recognizes that filtering/blocking technology is not a completely reliable means of protection from materials that may be offensive, controversial or illegal. To help Internet users find useful information while avoiding unwanted information, library staff will provide Internet instruction. The Jefferson-Madison Regional Library website will include links to other websites selected by library staff on the basis of their informational or educational value in compliance with the library's' Material Selection Policy.

All adults (17 years old and older based on library card registration) seeking unfiltered Internet access for their own use may temporarily disable filtering for each session. Adults may not share unfiltered computers with minors (under 17 years old). Library staff will not disable filtering/blocking technology on computers located in children's or young adult areas of the library. The Library will consider formal requests to block or unblock specific websites ~~with procedures similar to those for consideration or reconsideration of print materials.~~ **after the submission of JMRL Form 4:24 by following JMRL Reconsideration Policy: 4.24.** Computer logs maintained by the filtering software will be deleted when no longer administratively useful.

Where computer sign-in is required, computer users must sign in using his/her valid JMRL library card (Library Card Eligibility JMRL Policy Section 4.221). Use of another person's library card is not permitted. Visitors and/or persons who, for whatever reason, are not eligible for a library card may request a guest pass or a temporary Computer Access Only card. Unless otherwise posted, computer sessions are limited to 30 minutes when others are waiting. During busy times staff may require half-hour intervals between sessions by the same computer user. Printing of computer materials will be charged in accordance with the Printing and Copying Policy, Section 4.33. Because the library provides Internet access as an informational and educational resource the library provides only limited staff support for e-mail and audio-visuals, and no staff support for chat and games. To limit noise and crowding no more than 2 users may use a computer workstation at one time without the approval of library staff. Adults may not share unfiltered computers with minors (under 17 years old). Users may use only one computer at the same time. Users may not install their own software or save files on

library computers. Users may not connect their own equipment to library computers with the exception of headphones or USB storage devices.

The library reserves the right to terminate a computer session should computer use result in disruption of library service. No library computer terminal shall be used to access or distribute illegal materials. Any illegal activity involving the Internet and/or library computers shall result in suspension or loss of library privileges. (Code of Virginia, Section 42.1-36.1). Computer users using Jefferson-Madison Regional Library's facilities shall agree to and abide by this policy. Computer users shall agree to hold harmless the Jefferson-Madison Regional Library for any liability or damage claim arising from any use or misuse of Internet access, library computers, or any storage devices used with library computers.

Staff using library computers are responsible for using resources in an efficient, ethical, and lawful manner. Library e-mail accounts are considered to be the property of the Library. At any time, e-mail messages may be accessed for the Freedom of Information Act, criminal investigations, or for good business practices the Library may implement. E-mail should be primarily used for Library business, and only incidental personal use. (City of Charlottesville).

MATERIALS SELECTION

The Library will provide citizens with free and equal access to the printed and recorded word and to the visual image. However, because no public library can afford to acquire or to house all materials available to libraries, a selection process must take place.

PHILOSOPHY

To support the mission of the Jefferson-Madison Regional Library, library materials are selected and made accessible to the public. The Board of Trustees adopts this materials selection policy to guide librarians and to inform the public about the principles upon which selections are made. While a policy cannot replace the judgment of librarians, stating goals and indicating boundaries will assist in choosing from a vast array of materials available.

GUIDELINES FOR SELECTION AND USE OF MATERIALS

1. The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work or in relation to building the Library's collections and to serving the interest of all individuals and groups in the region. Different viewpoints on controversial issues will be acquired including those that may have unpopular or unorthodox positions.

The criteria for selection of materials for the Library's collections will include the following:

- relevance to community needs and interests
 - quality of writing/production
 - importance of subject matter
 - timeliness
 - authority, significance, and/or reputation of the author, artist, publisher, or producers
 - readability, clarity, and/or ease of use
 - format, cost, and availability
 - public demand, through direct request and analysis of existing collection
 - evaluation of reviewers in trade and professional publications and critics in the popular press, or inclusion in standard bibliographies.
2. The Library acknowledges the purpose and existence of other libraries in the Jefferson-Madison Regional Library region and will not unnecessarily duplicate functions and materials.
 3. The Library acknowledges a particular interest in local and state issues. Publications of the City and County governments and tax-supported agencies within the region are deemed to be of interest to the public and necessary to an informed electorate. The Library will collect and retain local documents in print and/or provide access electronically as appropriate.
 4. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying complexity.

5. Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft. The use of rare and scarce items of great value may be controlled only to the extent required to preserve them from harm.
6. Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
7. The selection of materials for the Jefferson-Madison Regional Library is the responsibility of the Collections Manager.

GIFTS

The Library accepts gifts of library materials for consideration as additions to its collections. Gifts are subject to evaluation according to the same selection standards as materials considered for purchase. The Library reserves the right to use any gift as it sees fit. Upon acceptance, all gifts become the property of the Library.

Gifts of library materials of local authors are subject to the **selection** criteria **of the [Local Voices collection](#)**. ~~as all items reviewed for addition to the Library's collections.~~

Materials of local historical or genealogical interest pertaining to the Library's service area will be accepted as follows:

- published histories of a general interest
- deed books, birth, marriage and death records
- census records
- church and cemetery records

Donors of family histories and other items not listed above will generally be referred to local historical societies.

Ephemera of any type (e.g., pamphlets, flyers, or other short-lived printed material) will not be accepted.

The Library does not attempt to acknowledge acceptance of every gift it receives but will provide acknowledgement upon request of the donor.

MATERIALS FROM NON-LIBRARY SOURCES

The Library does not accept either permanent or temporary loan of materials from any source. Individuals or organizations wishing to have materials available at the Library may submit them for review as gifts. The policies, standards, and procedures for gifts will apply.

REQUEST FOR PURCHASE CONSIDERATION

The Library welcomes suggestions from library users for titles to purchase as additions to its various collections (print books, digital content, periodicals, and audiovisual materials). All suggested titles are

considered according to the criteria outlined in the Materials Selection Policy.

Not all titles suggested will be purchased. Library users may request notification of the Library's decision regarding the purchase of suggested items.

REQUEST FOR RECONSIDERATION

Any library user has the right to request reconsideration of an item in the collection, **in accordance with JMRL Reconsideration Policy: 4.24**. REQUEST FOR RECONSIDERATION forms (JMRL Form: Section 4.4224) are available at each public service desk. The Library supports the American Library Association's (ALA's) Bill of Rights, Freedom to Read, Free Access to Libraries for Minors, and Freedom to View Statement.

WITHDRAWALS/DISCARDS

The Library uses weeding as a collection development tool. Its purpose is to maintain, throughout the system, library collections of high quality that are appropriate in size to the capacity of their locations and that are current, accessible and appealing to users.

Items are withdrawn from the collection when they are dated, worn, or damaged beyond repair, or if interest in a title or subject has decreased. Withdrawn items will be disposed of through book sales, recycling, or donations. Items deemed unfit for sale or donation will be discarded.

Items are withdrawn from the collection database when they are reported as lost and paid, or are missing for at least one year.

SUGGESTIONS AND COMPLAINTS

Each service location has a box for comments, suggestions, and complaints regarding Library services. Comments, suggestions, and complaints may also be [emailed to feedback@jmrl.org](mailto:feedback@jmrl.org)—submitted online at ~~<https://aries.jmrl.org/suggest>~~. These comments will be regularly analyzed and addressed by the Library Director or appropriate Departments of the Library.

Requests for the reclassification or reconsideration of specific library materials or resources will be accepted using JMRL Form: 4.24 in accordance with JMRL's Reconsideration Policy: 4.24.

DISPLAYS AND HANDOUTS

DISPLAYS

Displays in the Library are primarily for the promotion of Library materials and services. The Library may seek outside assistance in creating a display on a particular topic, but the library retains complete control over the display content. Library display areas are not to be used as a public forum.

To encourage community discussion of current events and issues, JMRL shall maintain at least one "Freedom of Speech" display case for use as a public forum by community groups, organizations, and individuals. Each "Freedom of Speech" display case shall permanently incorporate the following quotation from the late U.S. Supreme Court Justice Thurgood Marshall: "Above all else, the First Amendment means that government has no power to restrict expression because of its message, its ideas, its subject matter, or its content." In that spirit, "Freedom of Speech" displays shall be unfettered as long as they do not include defaming or obscene materials as defined by the United States Supreme Court, or material which could lead to a breach of peace or which advocate the violation of state or federal criminal laws.

Realizing most library visitors do not come to the library to view displays, the "Freedom of Speech" display cases shall be located in areas generally used only by adults at a minimum of 20 feet from the front door. Each "Freedom of Speech" display shall include a sign stating the sponsorship of the display.

Note:

- **The Library does not endorse any cause, opinion, or activity represented in "Freedom of Speech" displays.**
- JMRL allows one reservation of the "Freedom of Speech" display case per group every twelve (12) months, up to a calendar year in advance. After the 20th of a month, if there is no reservation for the following month, a display may be renewed one time for a second month.
- Library materials must be incorporated into displays. For all displays, the individual, group, or organization must complete a Display Use Permission Form (JMRL Form: Section 4.51). Displays for the purpose of commercial advertisement are not permitted.
- All questions regarding a display will be decided by the Manager of the Department or Branch in which the display is located. Requests for reconsideration of displays shall ~~essentially follow the same procedure as for library materials with~~ follow **JMRL Reconsideration Policy: 4.24** by using **JMRL Form: 4.24**.

HANDOUTS AND BULLETIN BOARDS

The Library posts and/or makes available to Library users community pamphlets, flyers, calendars, and other information from civic, cultural, educational, religious, and non-profit community groups and organizations for public awareness and convenience. The Library posts and/or distributes these materials at its discretion.

Note:

- This service does not indicate Library endorsement of a cause, opinion, or activity
- Prior to distribution, Library staff members will review all materials. Library staff members will consider patron interest and local space limitations and will utilize the following priorities, in descending order, when determining which materials to make available:
 - a. Jefferson-Madison Regional Library announcements or publications
 - b. Friends of the Library announcements or publications
 - c. Local city/county government announcements or publications
 - d. Commonwealth of Virginia announcements or publications
 - e. Neighborhood civic, educational, cultural, recreational, religious announcements or publications
 - f. Political information that is current; materials that are informational and pertain to an election being held within the next 45 days. Political posters supporting a specific candidate or issue are not permitted. Once the election is held, the material will be removed.
 - g. Commercial publications containing information of general interest to Library users

Requests to review or reconsider the propriety of handouts or postings shall [follow JMRL Reconsideration Policy: 4.24](#) by using [JMRL Form: 4.24](#).

**Jefferson Madison Regional Library
Circulation for Jurisdictions by Branch Library
FY19 Year to Date**

	<u>C'ville</u>	<u>Albemarle</u>	<u>Louisa</u>	<u>Nelson</u>	<u>Greene</u>	<u>Out of area</u>	<u>Staff Use</u>	<u>TOTAL</u>	
Central	105,839	108,345	6,470	6,496	10,098	5,066	6,500	248,814	
Gordon	65,221	55,210	2,394	3,094	2,943	1,699	3,378	133,939	
Northside	65,534	255,162	8,136	5,878	24,250	8,313	6,103	373,376	
Scottsville	2,980	22,510	494	1,397	746	6,924	1,075	36,126	
Crozet	17,579	163,801	2,082	9,386	4,280	1,524	3,975	202,627	
Bookmobile	2,109	8,186	471	328	953	516	194	12,757	
Louisa	2,891	8,011	43,734	815	1,230	974	1,055	58,710	
Nelson	1,604	5,571	509	28,645	601	674	1,245	38,849	
Greene	3,489	12,183	821	683	42,908	1,712	1,355	63,151	
Downloadable materials	26,666	71,888	7,925	4,304	7,779	2,561	1,573	122,696	
TOTAL	293,912	710,867	73,036	61,026	95,788	29,963	26,453	1,291,045	
	<u>C'ville</u>	<u>Albemarle</u>	<u>Louisa</u>	<u>Nelson</u>	<u>Greene</u>	<u>Out of area</u>	<u>Staff Use</u>	<u>Downloadable</u>	<u>Total</u>
Circ for same period last FY	262,011	630,486	69,162	57,440	90,615	26,733	23,926	99,395	1,259,768
% change from same period of last FY	12.2%	12.7%	5.6%	6.2%	5.7%	12.1%	10.6%		2.48%
<u>% change without downloadables</u>	2.0%	1.3%	-5.9%	-1.3%	-2.9%	2.5%	4.0%	23.4%	2.48%