JMRL BOARD POLICY COMMITTEE MEETING – AUGUST 24, 2020

Monday – 2:00 pm
VIRTUAL MEETING
https://us02web.zoom.us/j/85240838418
or
PHONE NUMBER 888 788 0099 (Toll Free)
(webinar ID= 852 4083 8418)

2:00 p.m. Call to Order, Confirmation of Resolution Adopting Procedures for Public Meetings

2:05 Discussion of proposed Policy Manual reorganization and JMRL Employee Policy Manual, including review of Policy 2.1 Public Employees Code of Ethics* and Policy 2.11 Library Employees’ Code of Ethics

2:15 Review of Policy 1.4 Friends of the Library

2:30 Scheduling policies up for Ten Year Review (Policy 1.6 Unsolicited Gifts of Non-Library Materials and Policy 4.33 Printing and Copying) and policies that may require consideration (Policy 4.232 Conduct in JMRL and Policy 5.3 Emergency Closings)

2:45 Proposed Adjournment

*all policies to discuss included on following pages
PUBLIC EMPLOYEES’ CODE OF ETHICS

1. Employees will conduct themselves at all times in such a manner as to create respect for themselves as public servants and the jurisdictions they represent.

2. Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the public.

3. Employees will not discriminate because of race, color, religion, age, sex, sexual orientation, disability, political affiliations, or national ancestry. Each employee will work to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all personal actions.

4. Employees will not have any material financial interest in any private business or professional activity which would be in conflict with their job responsibilities. Employees will not engage in any business activity or professional activity that would appear to be in conflict with their job responsibilities or that would tend to impair independence of judgment or action in the performance of official duties. (See Section 2.1-639.8 Code of Virginia.)

5. Employees will refrain from using their positions for personal gain and will keep confidential all information not available to all citizens that is acquired by virtue of their position in the organization. (See Section 2.1-639.4, Code of Virginia.)

6. Employees will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence the impartial discharge of duties. (See Section 2.1-639.4 Code of Virginia.)

(Adapted from the City of Charlottesville Personnel Policies)

Revised 12/20/10
LIBRARY EMPLOYEES’ CODE OF ETHICS

Jefferson-Madison Regional Library encourages employees to strive for the highest level of ethical conduct, and to that end employees will:

1. Provide the highest level of service to all library users through appropriate and usefully organized resources, equitable service policies, equitable access, and accurate, unbiased, and courteous responses to all requests.

2. Uphold the principles of intellectual freedom and resist all efforts to censor library resources.

3. Protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

4. Make a good faith effort to recognize and respect intellectual property rights.

5. Treat co-workers and other colleagues with respect and fairness, and advocate conditions of employment that safeguard the rights and welfare of all employees.

6. Distinguish clearly in their actions and statements between their personal convictions and philosophies and their professional duties and do not allow personal beliefs to interfere with fair representation of the aims of the library or the provision of access to library resources.

7. Avoid situations in which personal interests might be advanced or financial benefits gained at the expense of the library patrons, colleagues, or Jefferson-Madison Regional Library.

8. Strive for excellence by maintaining and enhancing knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the library profession.

(Adapted from the American Library Association Statement on Professional Ethics, 2008)

Adopted May 21, 2001
Revised 12/20/10
FRIENDS OF THE LIBRARY

The Library Board recognizes and supports a region-wide role for a special category of volunteers, the Friends of the Jefferson-Madison Regional Library. The Board also supports the activities of local groups of Friends, which provide for needs and programs related to the specific Branches.

The Library Director shall encourage and appropriately facilitate the events and fund-raising activities of the Jefferson-Madison Regional Library Friends, such as book sales. Use of the funds raised through the Friends' activities must be consistent with the policies and mission of the Library and is determined by the Friends' Board in consultation with the Library Director.

The Board supports the efforts of the Friends to increase community awareness of the mission and services of the Library.

Adopted January 23, 1990
Revised 12/20/10
UNSOLICITED GIFTS OF NON-LIBRARY MATERIALS

The acceptance of unsolicited gifts of money or other non-library materials may be subject to approval by the Library Board of Trustees. Donors of these gifts may suggest a specific purpose or location prior to acceptance. Once accepted, the gifts become the property of the Library. Undesignated gifts will be used by the Library Board in any way it deems appropriate.

Adopted February 26, 2001
(Reviewed 12/20/10)
PRINTING AND COPYING  
(Effective July 1, 2010)

The Library provides photocopiers, microfilm reader/printers, computer printers, and fax machines in support of its role as an information provider and as a public convenience. Compliance with copyright laws in the use of Library equipment is the responsibility of the user. Due to the expense of supplying and maintaining equipment the following fees will apply:

1. **Photocopiers and Reader/Printers**: copy fee of ten (10) cents per page for black and white and fifty (50) cents per page for color.

2. **Computer Printing**: ten (10) cents per page for black and white and fifty (50) cents per page for color.

3. **Fax Transmissions**: refer to J-MRL Fax Machine Procedure (Section 4.34).

4. Fees for personal use of Library equipment by J-MRL staff, volunteers and official use by Friends of the Library organizations will be 50% of the above rates.

Adopted 5/24/10
CONDUCT IN THE JEFFERSON-MADISON REGIONAL LIBRARY

In order to provide an atmosphere conducive to the proper use of its services and facilities, the Jefferson-Madison Regional Library requires the public to comply with the following rules and regulations:

1. Improper or illegal conduct is prohibited. The following forms of conduct shall be considered improper:
   a. Disorderly conduct
   b. Obscene, abusive, or sexual language or acts
   c. Presence in the library or on the library grounds while under the influence of any intoxicant, narcotic, or similar substance
   d. Use of tobacco products or any smoking device
   e. Mutilating or defacing any library property
   f. Soliciting patrons or staff in library facilities
   g. Use of library facilities for bathing, laundry, or personal grooming
   h. Napping or sleeping that is inconsistent with or disruptive of the normal use of library facilities

2. Shoes and shirts must be worn in the library.

3. Cellular phones and other audio devices must be used with consideration for others. Ringers must be turned off and conversations must not be disruptive to others.

4. Covered drinks are permitted. Dry snacks such as candy, cookies, and popcorn (e.g., food generally dispensed in vending machines) are allowed, but hot foods are prohibited except in library meeting rooms.

5. All library materials must be charged out in accordance with established procedures prior to removal from the library.

6. The library is not responsible for unattended items. Unattended possessions are subject to search and disposal at the discretion of library staff. Personal possessions must be contained in an area that does not impede others.

7. Library staff may request patrons to provide proper identification if needed to provide service.

8. Animals, other than service animals, are not permitted in library buildings, except for programs approved by the Director, Department or Branch Manager. In addition, animals may not be left unattended or tethered to library property for more than 10 minutes and only in areas that do not obstruct public walkways/entrances.

FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES AND REGULATIONS MAY RESULT IN SUSPENSION OF LIBRARY PRIVILEGES AND/OR REMOVAL FROM THE LIBRARY.

Effective July 1, 2014
EMERGENCY CLOSING

The Library Director (or designee) shall determine when weather or other emergency conditions necessitate the closure, delayed opening, or early closing of any or all Library facilities. Generally, in cases of bad weather the Library Director (or designee) will use county office buildings as a guide. For Charlottesville area libraries, the Albemarle County Office Buildings will be the guide. For libraries in Greene, Louisa, and Nelson, county offices in Stanardsville, Louisa, and Lovingston, respectively, will be used as guides.

Adopted 9/2014