



## Williamson County Public Library System

### Policies

To provide fair and consistent service to the community, the following policies have been implemented at the library. These policies are governing principles formally adopted by the Library Board of Trustees and reviewed on a regular basis.

### Table of Contents

---

#### 100 Facilities

- 101 Hours
- 102 Holidays
- 103 Inclement Weather
- 104 Meeting Spaces

#### 200 Public Services

- 201 Circulation
- 202 Patron Confidentiality
- 203 Patron Code of Conduct
- 204 Programming
- 205 Computer Acceptable Use
- 206 Unattended Minors
- 207 Public Comment

#### 300 Collections

- 301 Collection Development

#### 400 Communications

- 401 Social Media
- 402 Exhibits
- 403 Bulletin Boards

#### 500 Appendices

- 501 Reconsideration Request Form
- 502 Meeting Space User Agreement Form
- 503 Learning Center User Request Form

## 100 Facilities

### 101 Hours

Regular hours of operation shall be established by the Director and approved by the Board of Trustees. The current schedule (7-2023) is:

#### Main Library at Franklin

Monday – Thursday

9:00 - 8:00

Friday & Saturday

9:00 - 5:30

Sunday

1:00 - 5:30

#### Special Collections Department

(Located in Main Library)

Monday – Saturday

9:00 - 5:30 (except Thursday)

Thursday

9:00 - 8:00

Sunday

Closed

#### Bethesda Public Library

Monday Closed

Tuesday, Wednesday, & Friday

9:30 - 5:30

Thursday

11:00 - 7:00

Saturday

10:00 - 2:00

Sunday

Closed

College Grove Community Library

Monday – Saturday  
9:30 - 5:30 (except Tuesday)

Tuesday

11:00 - 7:00

Sunday

Closed

Fairview Public Library

Monday – Thursday  
9:00 - 7:00

Friday & Saturday  
9:00 - 5:00

Sunday

Closed

Leiper’s Fork Public Library

Monday Closed

Tuesday & Wednesday  
9:00 - 5:00

Thursday

11:00 - 7:00

Friday

10:00 - 6:00

Saturday

10:00 - 4:00

Sunday

Closed

Nolensville Public Library

Monday – Thursday  
9:00 - 7:00

Friday & Saturday  
9:00 - 5:00

Sunday

Closed

## **102 Holidays**

The following holidays will be observed by the library:

New Year's Day, MLK Jr. Day, President's Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day (used on December 26), Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day

The library will attempt to follow the County's holiday schedule. A branch location closed on the day of a holiday will observe the holiday on an adjacent day.

## **103 Closing Procedures (Inclement Weather)**

Due to inclement weather and other emergencies, the Williamson County Public Library may delay opening, close early, or close for the whole day. Following County Mayor's Office directives, the Library Director will make a decision and inform the Head of Human Resources and the WCPL Board Chair.

When closing during normal work hours, the Library will publicize the change through the website and social media.

## 104 Meeting Spaces

### Meeting Spaces Policy

The Library Director or designee is responsible for the implementation and enforcement of the Meeting Spaces Policy and Guidelines. The Library Director reserves the right to deny use of any Library space or terminate any Group's use if he/she deems any of these terms have been violated, or if he/she reasonably deems it in the best interest of the Library or its patrons. The Director's decision may be appealed to the Library Board, which shall have final say.

Williamson County Public Library provides a meeting room and learning center for use when space is available. The primary purpose of the Library's meeting spaces is to first provide space for and to accommodate the needs of Library-sponsored programs and services. When space is available, these meeting spaces may be reserved by groups or individuals within the guidelines contained in this policy. The Williamson Room houses the Rare Books and Civil War Collection, Heritage Collection, and Map Collection. Patrons are allowed to use The Williamson Room for study and research by checking in with the Special Collections librarian.

The Library's meeting spaces are not available for purely social gatherings or for commercial ventures. The definition of "social gatherings" for the purpose of these guidelines shall be a social function such as parties, showers, reunions, etc. The definition of "commercial purposes" includes, but is not limited to, the exchange of goods, services, or property of any kind or to facilitate the exchange of goods, services, or property of any kind or for the exchange of compensation in any form. This restriction shall not prohibit speakers, who charge no entrance fee to participants, from charging a fee for the actual cost of the material to be used by the participants attending the event. No such charge shall be permitted unless approved by the Library Director prior to the event.

Some patrons may consider programs held by outside organizations objectionable to themselves or inappropriate for their children. The Library does not endorse the views expressed by any organization using the meeting room so long as they comply with applicable federal, state, and local laws and regulations and abide by and carry out the rules, restrictions, and obligations of this policy. Parents and guardians are responsible for determining whether their children attend particular programs. The Library does not monitor the activities and decisions of minors in place of their parents.

This policy has been implemented to ensure fair and equitable access to the meeting spaces by all eligible groups. No group will be denied access to a meeting space based on race, color, religion, sex, national origin, age, disability, or any other group protected by law.

While occupying a room or space at the Williamson County Public Library, Groups shall not exclude any individual from attending a meeting or other gathering based on the individual's race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.

The *Meeting Space User Agreement Form and Learning Center User Request Form*, as well as any other required application forms that may be required by the Library, must be completed, signed and returned to the Library before any meeting space may be reserved. The Library Director or designee reserves the right to refuse the use of any room whenever such use does not conform to these policies. The signatory to this document (hereafter referred to as "User") shall be responsible for ensuring that all individuals attending the meetings are aware of the contents of this policy. Should the original signatory fail to be present at the time the room is to be used for the event, then a person who will be present at the meeting for the entire use of the room shall complete the Agreement Forms. Failure or refusal to sign the User Agreement Forms shall result in refusal of the use of the room.

## 200 Public Services

### 201 Circulation

Library cards are free to residents of Williamson County. Applicants can apply online or in person but must be present to obtain the card. P.O. Box addresses are acceptable but must also list a physical address.

To obtain a library card applicants must present a valid photo identification and additional proof of address. Parents or Legal Guardians may apply for a library card for children starting at age 4.

Acceptable forms of identification are:

- State issued driver's license
- State issued state ID card: issued by the Dept. of Motor Vehicles
- United States or foreign passport
- Employee identification card or badge (Legal name, home address, and photo must be listed and legible on ID)
- Military identification
- School identification card
- Voter's registration card along with photo identification

Acceptable documents to verify an address are:

- Parent or guardian's driver's license or library card for youth registration (age 4-17)
- Utility bill (phone, electric, water, gas, etc.; name and address must be listed)
- Mail with a recent postmark (within 30 days)
- Vehicle registration or insurance card
- Personal checks imprinted with address
- Rent receipt or lease with address and name
- Paycheck or paystub

A second approved user may be added to an individual account. This option allows another adult who is 18 years of age or older and a resident of Williamson County to pick up holds, place holds, and pay fines on the account holder's account. The second approved user must have the individual's library card on hand to check out items or may access the account with identification. The account holder may remove a second user from the account with assistance from Circulation staff. The Library reserves the right to remove any second user should that individual violate any of the rules contained herein.

**Reciprocal Borrowing** - Any resident of the seven counties that physically border Williamson County (Davidson, Rutherford, Maury, Marshall, Hickman, Dickson, and Cheatham) are eligible

for a free WCPL card when complying with requirements. Electronic devices are not allowed to be checked out on these accounts but they will have full access to books, DVDs and audio-visual materials.

All other Tennessee county residents must pay an annual borrower's fee of \$25.00. Electronic devices are not allowed to be checked out on these accounts but they will have full access to books, DVDs and audio visual materials.

Out-of-state residents must pay an annual borrower's fee of \$35.00. The card is limited to a total of 6 items per transaction. Electronic devices are not allowed to be checked out on these accounts but they will have full access to books, DVDs and audio visual materials.

**Library Cards** - Ecards, online access-only cards, are available to patrons wishing to access digital resources such as eBooks, streaming movies and online resources. Patron applies online and will then call the library to obtain a card number and pin. Cards are valid for two (2) months.

Library cards and filtered internet access require the parent or legal guardian signature for children between 4 and 17 years of age. Parent or guardian must be present.

A library card should be presented at checkout. A patron with an account in good standing may use a valid driver's license or state identification card in lieu of their library card to check out library materials or log onto the computers.

WCPL cardholders who need a replacement card may receive the first one for free. Any replacements after the initial free one is \$3.00 per card.

The Director may extend free temporary library privileges in extraordinary circumstances.

**Guest Computer Pass** - A guest pass may be obtained for limited use of the Library's computers by an individual who is not a citizen or resident of Williamson County and desires to use the Library's computers on a determinable period. In addition, it will provide the Library staff with the ability to ensure that all of the patrons who use the Library's computer systems are authorized to such use.

**Institutional Borrowing** - Institutional cards may be issued to daycares, schools, assisted living facilities and other organizations. Limit one card per organization.

The library card must be signed by the owner or administrator. Verification of identity and proof of employment are required. Institutional borrowers may check out fifty (50) items which includes books, up to 10 DVDs and up to 10 audios. This does not include electronic devices.

**Loan Periods** - Loan Periods for all circulating materials:

Loan periods shall be as follows:

- Books, audio books in all formats, and software – 21 days. Three renewals are permitted, if no hold requests are pending on the item.
- DVD's – checkout for 14 days. Two renewals if no hold requests are pending on the item.
- Multi-disc DVD sets with 4 or more discs checkout for 21 days. Two renewals if no hold requests are pending on the item.

- Launch Pads – 14 days. Two renewals if no hold requests are pending on the item. Limit 2 per adult card.
- Metal Detectors — 14 days. Two renewals if no hold requests are pending on the item.
- Book Club & Memory Kits — 42 days. Two renewals if no hold requests are pending on the item.
- Learning Kits - 42 days, no renewals.

A limit of forty (40) items may be checked out per card. The following may be checked out per library card: 10 books on a subject, 10 audio books in all formats (adult & juvenile combined), 10 DVDs. A limit of 2 software items may be checked out per household.

**Overdue Materials** - For any materials that have not been returned by its due date, the materials will be considered overdue. Patrons will be sent two notices on overdue materials. If the materials are not returned after the second notice, a final notice, which includes a bill for the replacement cost, will be sent. All library privileges are suspended until the materials are returned or the borrower has paid all fines in full. The suspension will prohibit a borrower from borrowing materials or using library services. Books must be returned and the full balance of the fines paid or the replacement price for the items must be paid in order to reinstate library privileges.

Borrowers will be responsible for paying the full replacement cost of the damaged or lost materials. In addition, the Borrower will also be assessed a processing fee of \$5.00 for all processed materials. A receipt shall be issued to the borrower at the time the borrower makes full payment for all amounts owed.

**Fines** - Waiver of Fines – The Library Director, Branch Head or Head of Circulation has the authority to waive fines or other charges on the showing of extraordinary factors.

Regular loan books and audiobooks - \$.20 per day up to \$5.00 limit per item, unless the book is lost or damaged.

DVD - \$.50 per day up to a \$10.00 limit per item, unless the videos and DVDs are lost or damaged.

Launch Pads - \$1.00 per day up to a \$10.00 limit per item, unless the device is lost or damaged.

**DVD Loans** - A cardholder must be at least 18 years of age to check out an R rated film. In compliance with Tennessee Code Annotated Section 39-17-911(a)(1), Williamson County Public Library will not knowingly loan any motion picture film which “depicts nudity, sexual conduct, excess violence, or sadomasochistic abuse, and which is harmful to minors.” Williamson County Public Library does not view the films once they are obtained by the Library to determine whether any conduct is present in the film which may be unsuitable for any person under 18 years of age. Individuals checking out the films are solely responsible to ensure that they comply with the MPAA guidelines and Tennessee Code Annotated Section 39-17-911(a)

**202 Confidentiality**

The library strives to protect the privacy of all patrons. Information pertaining to a patron's account is confidential. An inquiry into a patron's account or any information will only be given to the patron or to the parent/legal guardian of a minor.

- By logging in to an account, a patron or parent/guardian, can view current checkouts, fines, holds and other personal settings.
- By opting into your Checkout History a patron is able to save all previous checkouts.
- Library staff will not give a spouse or 2nd user on an account access to patron account or information.
- All library records shall be maintained in accordance with Tenn. Code Ann. § 10-8-101 et. seq.
- Except as provided below, no employee of a library shall disclose any library record that identifies a person as having requested or obtained specific materials, information, or services or as having otherwise used such library.

**Disclosure prohibited — Exceptions.**

Library records may be disclosed under the following circumstances:

- (1) Upon the written consent of the library user;
- (2) Pursuant to the order of a court of competent jurisdiction; or
- (3) When used to seek reimbursement for or the return of lost, stolen, misplaced or otherwise overdue library materials.

### **203 Patron Code of Conduct**

The Williamson County Public Library Board of Trustees authorizes the Library Director to implement the following procedures to ensure a safe and welcoming environment for patrons who are utilizing the library's services. The Patron Code of Conduct includes the Main library as well as all branch libraries in the Williamson County Public Library System (hereafter "Library") and applies to both the exterior as well as the interior of these libraries. Patrons are expected to adhere to the Patron Code of Conduct and exercise appropriate behavior at any Library facility.

All Library patrons must adhere to the Patron Code of Conduct and exercise appropriate behavior at all branches and the main library of the Williamson County Public Library System. Reasonably quiet and reserved behavior is expected on Library property. Patrons shall be engaged in activities associated with the use of a public library while on Library property. A Patron's right to access the Library is not an absolute right and can be lost for engaging in conduct that violates this Code of Conduct.

Staff will be respectful of all patrons and will enforce the Patron Code of Conduct to ensure that the Library is accessed for the purpose for which it is intended. Patrons may have their library privileges suspended or they may be asked to leave the Library's premises if they violate the Patron Code of Conduct, and/or disregard staff directives. Written records of Library suspensions and incident reports will be kept on file with the Library Director.

As deemed necessary, the Franklin Police Department and/or the Williamson County Sheriff's Department may be called should the patron's actions so warrant.

## Patron Code of Conduct

*Examples of inappropriate use of the Library or behavior include but are not limited to:*

- Performing any illegal act or conduct in violation of federal, state or local law, ordinance, regulation or other library Policy
- Impeding the entrance or exit to/from the Library
- Harassment of another patron or staff or exhibiting any item in a threatening manner
- Soliciting money, donations from staff or the public – soliciting signatures within 100 feet is permissible on library property as long as the activity does not block pedestrian or vehicle access to the building or parking lot
- Altering or damaging Library property including books, computers, furniture, etc.
- Theft of Library property
- Drunken or threatening behavior or consuming alcohol or drugs in/or on the premises of the Library
- Smoking, including smokeless or e-cigarettes (“vaping”) or other use of tobacco products
- Sexual harassment, sexual activity, stalking, making obscene gestures, photographing or recording others within the Library
- Conducting loud conversations and using profane language
- Accessing images such as pornography in any format or any obscene material
- Persons accessing the library without appropriate clothing such as shirts or shoes.
- Patrons whose bodily hygiene is offensive to patrons or staff to the point of being a nuisance may be asked to leave the building
- Sleeping and loitering
- Using Library restroom facilities for inappropriate purposes such as bathing or washing clothes
- Bringing animals into the building that are not properly identified as a service animal (service animals shall not be left unattended)
- Actions or behaviors that interfere with the operations of the Library and refusal to follow the direction of staff

## 204 Programming

The Williamson County Public Library provides programming opportunities to our patrons and the general public to fulfill its mission and provide enrichment to the community.

The Williamson County Public Library Board of Trustees entrusts the WCPL staff with developing and presenting and approving programs that adhere to the guidelines outlined in this policy.

WCPL presents a variety of programs which include, but are not limited to:

- Book clubs and book discussions
- Storytimes and storytelling
- Family literacy programs
- Musical performances
- Artistic performances
- Film presentations
- Instructional classes and training sessions
- Lectures and presentations
- Exhibits and associated programs
- Community forums
- Library tours and orientation sessions

All library-led programs are to be open to the general public. No person may directly or indirectly solicit business or market merchandise or services on Library property. Admission to all library programs are generally free. Maximum program attendance is mandated by the occupant capacity of the space in which the program is conducted.

Programs should be planned to meet the needs of the individuals and organizations within the community served. Programs targeted toward specific audiences, i.e. age groups, should be publicized as such. Staff must be present when programs are in progress.

Registration may be necessary for some library programs. Staff will collect the required information for program registration, and the collected information will not be shared without permission from the attendees.

Program participants should expect that photographs/video will be taken at events and used on the library's social media and/or website.

Not all programs and meetings held at the library are library-led. Programs and meetings held at the library by groups or individuals unaffiliated with the library are to adhere to the rules specified in the Williamson County Public Library Meeting Room Policy and Guidelines. The library cannot accommodate events that are expected to exceed room capacity. A program held at the library does not constitute an endorsement of the views expressed by participants.

## 205 Internet Safety & Acceptable Computer Use

It is the responsibility of the Patron to read and accept these COMPUTER ACCEPTABLE USE AGREEMENT guidelines prior to using the Library's computers. Patron agrees that by using any library computer that he/she has read and understands this Use Agreement and agrees to all of the terms contained herein. For the purpose of this Use Agreement, "Minors" are defined as Patrons under the age of 18 years.

- Patron agrees that the library is not responsible for the content, validity, or currency of any information found on the Internet, whether or not it was provided by the library or created by the library.
- Computer use may be monitored to ensure compliance with this policy. The Library and the Library staff reserve the right to terminate any Patron's computer session in any library department for violating agreement guidelines.
- Residents of Williamson County and other registered Patrons must have a current library card in good standing to use the library's computers.
- Visitor computer passes may be issued to resident and temporary non-resident library users at the sole discretion of the Library.
- Unfiltered internet access is not available in the library. The filter is set to always block pornography, nudity and hacking. A Website Reconsideration Form is available.

### **Internet access by minors:**

- Children ages 4-17 years without their parent or guardian's permission on file at Circulation may request internet access if the parent or guardian is providing direct supervision of the minors computer use.
- Children ages 11 – 17 years may access the Internet if a signed permission statement from their parent or guardian is on file at Circulation permitting the child to use the internet without direct supervision of a parent or guardian.

The library will conform to all local, state, and federal laws regarding minor's access to materials harmful to minors. Therefore, all the computers are filtered according to Children's Internet Protection Act (CIPA).

Under no circumstance may Patrons request or use staff computers located at the Service Desks.

The Williamson County Public Library prohibits the unauthorized disclosure, use, or dissemination of personal information regarding Library users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law. Users should be aware, however, that due to the technical difficulties involved in providing absolute security, transactions and files may become public. User agrees to hold Williamson County, Williamson County Library and any of its employees, agents, volunteers or officers free from any liability regarding the dissemination of personal information.

As with all other Library resources, the Library is not responsible for monitoring the internet habits or use of the internet by any minor and as such shall not be liable for any action, damage or injury related to the minor's use of the computer, and that such responsibility lies solely with the Parent or Guardian to determine and monitor their minor children's use of the Internet. Parents are responsible for their minor children's use of the Library's resources and facilities. All computer users should avoid disclosing personal information over the Internet to preserve their own personal safety. Library computer users are prohibited by law from disclosing, using, or disseminating personal information regarding minors without written authorization of the parent or legal guardian of the minors involved.

Patrons are strictly forbidden to view sites that are inappropriate for display in a public setting according to the community standard on library computers.

In accordance with the Tennessee Code Title 39, Chapter 17, Part 9, sending, receiving, or displaying text or graphics that may be reasonably construed as obscene by community standards are prohibited, regardless of age. Inappropriate may be defined as "including, but not limited to, materials that are obscene; that an average person applying contemporary community standards would find the work taken as a whole lacks serious literary, artistic, political, or scientific value."

While using any Library computer, a patron is not permitted to:

- Attempt unauthorized access to the library's network.
- Install or download programs on a computer's hard drive.
- Attempt to damage the computer equipment.
- Alter software configurations on the desktop.
- Use the library workstation for illegal or criminal purposes.
- Violate copyright laws, or software licensing agreements.
- Violate another user's privacy.
- Use the library system's wireless network inappropriately.
- Engage in any of the following activities:
  - Libeling or slandering of others, uploading a worm, virus, or other harmful form of programming or vandalism; participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

User agrees to hold Williamson County, Williamson County Library and any of its employees, agents, volunteers or officers free from any liability damages or injuries that may be suffered by a Patron, whether an adult or a minor regarding use of any Library computer unless otherwise provided for Under Tennessee Law.

The Patron understands and agrees that the Williamson County Public Library and Williamson County, Tennessee cannot guarantee the privacy of any information entered by the Patron. The Patron understands and agrees that the Williamson County Public Library and Williamson County, Tennessee are not responsible for any damage, loss or inconvenience resulting from power interruption or loss, computer viruses, hardware failure or defects, software failure or defects, general equipment failure, data loss for any reason, corrupted files, or for any damage, loss or inconvenience that the Patron may experience for any reason whatsoever while using any Library computer. Use of Library computers for Internet access in any manner or for any reason is at the personal risk of the Patron. Williamson County Public Library and Williamson County, Tennessee are not responsible for any information entered by the user, including but not limited to name, address, telephone number, facsimile number, credit card information, personal identification information and the like. The Williamson County Public Library and Williamson County, Tennessee cannot guarantee the privacy of any information entered by the user. Use of the library computer equipment for any reason is at the risk of the Patron.

## 206 Unattended Children

### Parental supervision of children age 11 and under

- Any child age 11 years or younger shall be under the direct supervision of the child's parent or guardian, 18 years or older, at all times within a Williamson County Public Library. Supervising adult shall be solely responsible for the actions of the minor child. *Should a child be left at a Williamson County Public Library Facility or be without direct supervision of the parent or guardian, then Library personnel, in its discretion, may call law enforcement authorities to take possession of the child.*
- Library staff, at its discretion, may notify the parent or guardian of record of any unsupervised child 11 years or younger.
- The Williamson County Public Library cannot and does not assure the safety, care, supervision or entertainment of the minor child, while the child is in the library.

### Parental supervision of children between the ages of 12 to 17

- In the case of unaccompanied children who are between the ages of 12 to 17, who exhibit any behavior which Library staff determines is disruptive to other patrons, library programs, or other activities, staff will warn the child's parent/guardian that the actions of the child are disruptive. Should the child be without parent or guardian supervision, Library staff may notify the parent or guardian of record. Should the minor continue to be disruptive, Library staff may ask the child to leave the Library.
- Consistent disruptive behavior in, near, or in the adjacent Library parking lot, will warrant suspension of all Library privileges. *Should the child and/or parent or guardian attempt to enter a Library facility or is found on Library property, including the adjacent parking lot, Library Staff, at their discretion, may notify law enforcement personnel to have the child or parent/guardian removed.*
- Incident reports shall be recorded and kept regarding the disruptive behavior of any child.

### Attendance at Library programs

- The Library may occasionally provide programs for minor children. Attendance of a Library program by children 11 years or younger will also be attended by the minor's parent or guardian. Minors 12 years to 17 years old may attend without a parent or guardian being present. However, attendance by the minor shall constitute the parents/guardian's permission to attend the program.

### Children left in a Library facility at the time of closing

- Children who are present at the Library at the time of closing who require transportation to leave the Library, must contact his/her parent or guardian no later

than thirty minutes before the time of closing.

- Staff may make announcements giving the time left before closing.
- Any child that is left at a Library Facility at the time of closing who requires transportation, may wait in the company of a Library employee for his/her parent/guardian or other transportation.
- Should the child not have transportation fifteen minutes after closing of the Library, then Library Staff, at its discretion, may contact law enforcement authorities to take possession of the minor child.

#### **Indemnification of Williamson County and the Williamson County Public Library**

- Williamson County shall not be liable for the actions or inactions of any minor child, guardian, parent, member, or any other person for the damages or injuries caused by their actions.
- Any Parent or Guardian of any child who is present in any of the Williamson County Library Facilities understands and agrees to hold harmless both Williamson County and the Williamson County Library Department, its employees, officers, agents or volunteers from any action and/or liability for any damages or any injury suffered by the Minor Child.
- Library staff shall not be responsible for ensuring the safety of any child that is present at any of the Library Facilities.

**207 Public Comment**

To the extent required by applicable law, the Library Board shall make accommodations for public communication at the beginning of each board meeting.

Publics' communication guidelines for public Library Board meetings are as follows:

1. A 15-minute time period will be set aside for citizen comments concerning items that are germane to items before the Library Board at each regularly scheduled Library Board meeting.
2. Those interested in addressing a committee during citizens' communication must sign up prior to the meeting giving their name and city of residence. A sign-up sheet will be made available at least five (5) minutes prior to the beginning of each regularly scheduled Board meeting.
3. Requests to speak will be honored in the order in which they appear on the sign-up sheet. Should more than five (5) individuals sign up to speak, the 15-minute time period will be evenly divided among all speakers.
4. Public comments will be limited to a maximum of three (3) minutes per person and shall be limited to items that are germane to items before that particular Board meeting. If there is more than one person speaking to the same subject, they should designate a spokesperson for the group.
5. No personal attacks will be permitted.
6. Persons requesting to speak during public communications of any Library Board meeting may also contact the Library Director to sign up to speak.

## **300 Collections**

### **301 Collection Development**

#### Purpose of Policy

Williamson County Public Library System and the Library Board of Trustees have adopted this Collection Development Policy. This Policy will serve as a guideline to the librarians who purchase items for the Library's collections and will inform the public about the methods through which materials are collected and maintained. Williamson County Public Library System strives to reflect the needs of our community. Library collections have the ability to promote understanding and education among diverse groups, and the Library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which may be considered during all aspects of collection development.

#### Intellectual Freedom

The Williamson County Public Library supports patrons' access to a wide variety of materials even if the content may be controversial, unorthodox, or objectionable to others.

The Williamson County Public Library supports the [Library Bill of Rights](#) and [The Freedom to Read](#) statements of the American Library Association.

#### Responsibility for Selection and Delegation

Materials selection is the ultimate responsibility of the Library Director within the parameters of the Collection Development Policy established by the Library Board of Trustees. Staff in each department, and managers at the branches, have designated responsibility for selecting collections at their respective library branches. It is the responsibility of the Selectors to ensure that appropriate materials are purchased for the Library; in doing so, they make certain that their choices reflect the Collection Development Policy of the Williamson County Public Library. Williamson County Public Library welcomes titles suggested for purchase. Titles purchased for the Library will adhere to guidelines outlined in the State of Tennessee's Public Library Service Agreement. All books selected will be reviewed by the Library Director prior to purchasing, with the Library Director then sharing a list of newly purchased materials with the Library Board of Trustees.

Approved by the Williamson County Library Board of Trustees on January 22, 2024

### Contested Library Materials

Materials available in the Library present a diversity of viewpoints, enabling citizens to make informed choices. The Williamson County Public Library also selects a wide variety of materials that satisfy the diverse interests of our community. The varied collections may be available to all; however, it is not expected that all of the collections will appeal to everyone. Library users of all ages can access the Williamson County Public Library collections. The Library supports parents' rights to choose materials and resources for their own children that keep with their values. Parents are encouraged to cooperatively select materials with their children, and they are welcome to seek help from librarians or library staff when choosing library materials.

Patrons who wish to request the withdrawal, challenge or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with a manager or the Library Director. If the patron is not satisfied with the response to their request or does not wish to discuss their concerns, they will be provided with information and a form to request formal reconsideration of the resource. Once the form is fully completed it shall be provided to the Library Director for consideration in accordance with this policy. The item at issue will not be removed from access during the reconsideration period.

*The procedures below are to be followed when a Patron requests a review of Library materials:*

1. When an individual, including a member of the library staff, wishes to make a formal complaint about specific library materials, staff should offer them a Reconsideration of Library Materials Request form.
2. The form and the item are then to be routed to the appropriate manager.
3. The manager will bring the material to the attention of the Collection Development Committee Chair, who will arrange for the item to be reconsidered by a committee of subject specialists.
4. The Director will review the material and the recommendation, and write an official response to the person making the complaint.
5. The entire process should be completed within 20 business days.
6. If upon receipt of the Director's response the complainant desires further action, it must be referred to the Board of Trustees for consideration.
7. The results of any such dispute or challenge will be disclosed in the Library Board of Trustee meeting minutes.

## Methods for Selection

Library staff apply this policy along with their professional knowledge and experience to make resource selection decisions. Williamson County Public Library adds items to its collection in a variety of formats, including physical, and digital/electronic.

The selection of an item does not represent Williamson County Public Library's endorsement of the item's contents.

Selection is based on a variety of factors, including the following:

- Date of publication
- Value for the cost, budget limits and spatial constraints
- Physical qualities
- Relationship to existing collection
- Scope
- Organization and accuracy of content that has been vetted in the editing and publishing process
- Readability
- Current appeal, popular demand, and permanent value
- Source authority
- Current professional library standards and guidelines
- Critical assessments in a variety of review sources
- Format and ease of use
- Relevance to the interests and needs of the community
- Diverse and Inclusive content

## **Digital Content**

Additional format criteria are considered when selecting digital content, including accessibility, ease of use, equipment, training, technology requirements, license agreement requirements, vendor support, and unique content.

## **Special Collections**

The Special Collections librarian at the Main Library will curate a collection of materials of all formats that are important to the history of the entire County, while each branch manager collects materials of interest to their local community. Due to the nature of historical and genealogical research, formats that are not acquired for other areas of the collection are actively collected, such as:

- Maps
- Manuscripts
- Rare books
- Microfilm
- Scrapbooks
- Photographs
- Ephemera

The scope of the collections includes:

- Genealogy
- Local History
- Local Authors
- Civil War Collection
- Family Histories

### Gifts and Donations

Gifts/donated materials may be added to the library collection at the discretion of the library using the same criteria used for selecting materials.

### Collection Maintenance

Collection maintenance or “weeding” is part of the continuous evaluation of the library collection by the library staff. In order to maintain a collection that is up-to-date, reliable, in good condition, and relates to the needs and interests of the patrons of the Williamson County Public Library, materials are reviewed on an ongoing basis. Materials are withdrawn when they are deemed to be outdated, inaccurate, seldom used based on circulation, or in poor condition.

### Relationships to Other Libraries and Library Systems in Regard to Collection and Development

The Main Library is the resource center of materials for the Williamson County Public Library System. This collection is, therefore, both comprehensive and inclusive. Branch holdings are selected with regard to the needs and interests of their respective communities.

Proximity to numerous academic libraries in the region obviates in-depth collecting in such professional fields as business, education, law, and medicine. Interlibrary loan service allows the borrowing of materials from these libraries and others throughout the United States.

### **Request for Reconsideration of Library Materials Form (Appendix 501)**

Approved by the Williamson County Library Board of Trustees on January 22, 2024

## **400 Communications**

### **401 Social Media**

The purpose of this policy is to establish guidelines concerning the establishment and use by citizens of social media websites, the appropriate, acceptable use of personal social media and social networking sites, and addresses the use of social media and social networking sites maintained by or on behalf of the Library.

Library staff shall not use any form of social media or social networking, bulletin boards, blogs, or other similar technologies, in any manner that would reflect negatively on the staff as such use may also reflect negatively on the Williamson County Library or Williamson County government.

With the assistance of the Williamson County Information and Technology department, Library may operate a social media website as a way to achieve the Library's mission. The Library's social media tools provide a limited (or designated) Forum which enables the Library staff to facilitate information about department-related topics, events, programs, and issues. By using social media webpages, it is the Library's intent to create an online space where designated staff may provide useful and educational information to the community.

#### **Rules for Commenting**

While using social media, designated staff shall conduct themselves in a professional manner, to respect the views and opinions of others, and to demonstrate respect for the Library, its employees, patrons, officers, invitees and board members.

All individuals posting comments on a Library social network website must respect trademarks, copyrights, intellectual property, and proprietary information. No third-party content should be published without prior permission of the owner of the material.

The Library Director or the Director's appointee maintains the right to monitor all activity on the Library's social network websites.

#### **Comment Moderation**

Individuals shall not post comments or items that are off-topic, defamatory, obscene, abusive, threatening, or an invasion of privacy.

Posts containing the following are against Library policies and shall be deleted or removed by the Director or designated Account Administrator without notice:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material
- Private, personal information published with or without consent
- Comments totally unrelated to the content of the Forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- Organized political activity

Generally, Library social media sites are subject to the Tennessee Open Records Act. Any content maintained in a Social Media format that is related to Library or Williamson County business or other public matters, including a list of subscribers, posted communications, attachments, and communication submitted for posting, may be public record subject to public disclosure under **T.C.A. § 10-7-503**. Do not submit anything you do not wish to be broadcast to the general public. Unless removed for violation of this policy, posts will be maintained on the social media sites in accordance with the Tennessee Open Records Act where applicable. It is not the intent of Williamson County to edit or censor submissions made by any individual. However, posts that violate the Library's Social Media Policy should not be used and may be removed from the social media sites.

## 402 Exhibits

Library Art display areas are utilized to showcase works of art in order to support and promote emerging artists in the local or regional area and to provide an enhanced aesthetic environment.

Exhibits shall be scheduled by staff with the approval of the Library Director (if requested exhibit will be held at the Main Branch facility) or Branch Manager (if the request concerns other Williamson County Library facilities). All exhibits shall be for two months unless otherwise arranged.

- The Library may, in the Director's complete discretion, post announcements of the exhibit throughout the Library. All other publicity will be the responsibility of the Exhibitor.
- The Library will provide reasonable security for the exhibit items similar to that which it provides for its own materials. The Exhibitor must sign a liability release form releasing Williamson County and the Library from any and all losses, damages, injuries, and other liability relating to the storage or presentation of the exhibited items prior to the exhibit. Exhibitor understands and accepts that the Library does not insure exhibits. Exhibitor shall be solely responsible for insuring the exhibits.
- Paintings must be hung in the Meeting Room or Meeting Room hall of the Main Library facility. The Library reserves the right to direct the Exhibitor to move exhibition material to other locations in the Library located in Franklin. Library branches host exhibits based on available space in the particular library.
- No holes may be drilled in the walls. Library-installed track hanging system must be used at the Main Library. Exhibitor shall be responsible for any and all damages sustained to the Library facility as a result of the action of the Exhibitor or anyone acting on behalf of the Exhibitor. The Exhibitor will be responsible for hanging the exhibit and for maintenance of the exhibit and must communicate with the Library Director if exhibit is held at the Main Library branch or if at a library branch, the Branch Head, to schedule times to hang the exhibits to provide as little interference with the Library's day to day activities.
- All items must be removed from the Library by the Exhibitor. Exhibitor shall remove all items from library property promptly at the end of the scheduled exhibit. The Library shall not be obligated to store any of the exhibit items prior to the exhibit set up date or after the take down date. Any property remaining in the Library or which has not been removed by Exhibitor more than 5 days after the exhibit shall be deemed abandoned by Exhibitor. At the Director's option, it may take possession of it and store it at the Exhibitor's sole expense and risk. Exhibitor waives any right to claim the value thereof or damages therefore. Exhibitor shall be liable to the Library for the cost of storing it if the Director elects to store it for the Exhibitor.

### **403 Bulletin Boards**

The Library will allow notices/flyers to be posted on bulletin boards at the Branches, at the Information Desk and designated bulletin boards at the Main Library regarding Library related/sponsored events, events held or sponsored by Williamson County Government or public schools as well as community events and non-profit organizations.

Community Information publications that discriminate based on race, gender, age, national origin, and/or other classifications protected by the United States Constitution shall not be displayed or distributed by the Library.

Community Bulletin Boards are not intended as venues for purely commercial activity, financial gain, or to serve as advertising space by individuals, groups, or organizations. Community information publications of public interest are distributed, displayed, and retained on a space available basis. Any excess stock may be discarded at the discretion of library staff.

Community information publications will be displayed or distributed only while timely and discarded when outdated. No handwritten or handmade community information publications may be displayed or distributed. Items posted or left for distribution without prior approval from library staff will be discarded.

Any questions as to whether an item is to be displayed or distributed will be referred to the Administration.

**500 Appendices**

501 Reconsideration Request Form

502 Meeting Space User Agreement Form

503 Learning Center User Request Form

## WILLIAMSON COUNTY PUBLIC LIBRARY

### REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The trustees of the Williamson County Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource maintained by the Williamson County Public Library, please return this completed form to the Library Director.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Do you represent  Yourself  
 An organization (Please give its name) \_\_\_\_\_  
 Other group (Please give its name) \_\_\_\_\_

Material on which you are commenting:

Book  Audiovisual Resource  
 Magazine  Other  
 Newspaper

Title \_\_\_\_\_

Author /Producer \_\_\_\_\_

What brought this title to your attention? \_\_\_\_\_

Did you read, view, or hear the entire work? \_\_\_\_\_ If not, which parts? \_\_\_\_\_

Are you aware of judgments of this work by other reviewers? \_\_\_\_\_

Please comment on the material as a whole as well as being specific on those matters which concern you. (You may use the other side if you need more space.) \_\_\_\_\_

In its place, what work would you recommend that would convey a more satisfactory picture and perspective of the subject treated? \_\_\_\_\_

Do you have any other comments or suggestions? \_\_\_\_\_

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

Please return this form by mail, fax, or in person to the Director. The form will then be routed to the appropriate manager. Thank you for your interest in the library and its resources.

Williamson County Public Library System  
 1314 Columbia Avenue  
 Franklin, TN 37064  
 Fax: (615) 595-1203

Revised 11/2022

### **MEETING SPACE USER AGREEMENT FORM**

I have read the *Meeting Room Policy and Guidelines* and agree that I and my group members/participants will fully abide by them.

**Please Print:** I, \_\_\_\_\_, ("User") hereby enter into this agreement with the Williamson County Public Library for the use of a Meeting Room, having fully read, understood and agreed to be bound by this *Meeting Room User Agreement* and by all language contained in the *Meeting Room Policy and Guidelines* governing the use of the facility. I understand that I have reserved the use of the Meeting Room for the following date(s) / times(s):

---



---

**I understand that my Group/Organization's reservation is not final until this Form and the Meeting Room Policy and Guidelines is completed, signed and returned to the Library.**

I further agree that I will be held financially responsible for any damage to facilities, appliances, furniture, and equipment, including all associated costs of repairing any damage to Library property, while my group is using the Meeting Room during the above date(s) / time(s).

I further agree that I will be held personally responsible for the behavior of the Group/Organization's membership and other participants while they are using the Meeting Room or any other area of the Library. I understand that the Library Director may cancel our use of the reserved area if I or any member of the group refuses to comply strictly with any term contained in the *Meeting Room Policy and Guidelines*.

I agree to indemnify and hold harmless Williamson County, Williamson County Public Library, or any of its employees or agents from any judgments, claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of any group, its members, employees, participants and/or agents, in connection with the use of the Library's Meeting Room or the activities of the group.

Responsible User's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Information for Responsible User: Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please Print:**

Name of Group Using Meeting Room \_\_\_\_\_

Purpose of this Group Meeting: \_\_\_\_\_

Number of participants, estimated \_\_\_\_\_

Special Requirements (microphone, projector, or kitchen): \_\_\_\_\_

What items will be brought into the Meeting Room and/or Kitchen? \_\_\_\_\_

This form should be returned to the Library as an email attachment, fax to 615-595-1245, in person, or by mail to:

Williamson County Public Library  
ATTN: Meeting Room Reservation  
1314 Columbia Ave.  
Franklin, TN 37064

**The contact person is the Director's Administrative Assistant; phone 615-595-1250, ext. 1**

**LEARNING CENTER USER REQUEST FORM**

I have read the *Meeting Spaces Policy and Guidelines* and the Computer Acceptable Use Agreement and agree that I and my group members/participants will comply with all terms included therein.

I, \_\_\_\_\_, ("User") hereby declare that I have fully read, understood and agree that every participant shall be subject to all terms included in this *Learning Center User Request Form*, the *Computer Acceptable Use Agreement*, and all other applicable policies. No participant shall use the Learning Center before they have read and agree to be subject to all terms contained in the above-referenced policies. Use of the Learning Center by participants shall evidence compliance with the policies. I understand that I have reserved the use of the Learning Center for the date(s)/time(s): \_\_\_\_\_

I understand that my Group/Organization's reservation is not final until the Library approves the Application and provides the User with a scheduled time for use of the Learning Center. Any scheduled times for use of the Learning Center may be canceled at any time and for any reason by the Library Staff should there be a reasonable need for use by the Library. The library will try to provide another time for use of the Learning Center.

I further understand and agree that I will be held financially responsible for any damages made to facilities, appliances, furniture, and equipment including all associated costs of repairing any damage to Library property whether the damage was caused directly or indirectly by myself or any other participants.

I agree to indemnify and hold harmless Williamson County, Williamson County Public Library, or any of its employees or agents from any judgments, claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from any act or omissions of any group, its members, employees, participants and/or agents, in connection with the use or the Library's Learning Center or other activities of the User or group.

Responsible User's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Group Using Meeting Room: \_\_\_\_\_

Purpose of this Group Meeting: \_\_\_\_\_

What items will be brought into the Learning Center and note any equipment needed? \_\_\_\_\_

Phone Number for Responsible User: \_\_\_\_\_ (Email) \_\_\_\_\_

This form should be returned to the Library by fax to 615-595-1247, email or by mail to:

Williamson County Public Library  
ATTN: Reference Department  
1314 Columbia Avenue  
Franklin, TN 37064  
**reference.library@williamsoncounty-tn.gov**

Do Not Write Below This Line

Date Application Received: \_\_\_\_\_ Date Application Approved/Notified: \_\_\_\_\_