J. Robert Jamerson Memorial Library

Policy & Procedures Manual

Certified by the
Library Board of Trustees
J. Robert Jamerson Memorial Library
Originally Authored June 15, 2017

Policy & Procedures Manual

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Mission

1.1 Mission Statement

Mission Statement

The mission of the J. Robert Jamerson Memorial Library is to provide the citizens of the county with access to knowledge, ideas, and creative expression by collecting and offering print resources, audio-visual materials, and electronic information services which are of interest to the community, which corresponds to the historical tradition of Appomattox County; to assure ease of access to these materials; and to provide programs to stimulate the awareness and use of these resources by establishing access to human informational and creative resources of Appomattox County and Beyond. The J. Robert Jamerson Memorial Library offers a welcoming traditional library environment conducive to reading, research and study within an inspiring environment for learning, individual enlightenment and community enrichment throughout the region.

Library Purpose

The J. Robert Jamerson Memorial Library has four primary roles. These roles reflect the objectives of the individual patrons of the Library:

1. *Popular Materials Library* - Makes available current materials of high interest in a variety of formats for individuals of all ages.
2. *Education Support and Independent Learning Center* - Supports the educational goals of all Commonwealth citizens by providing resources which correspond to their educational and academic needs.
3. *Preschool and School-Age Children's Library* - Encourages young children to develop a love of reading, learning, and libraries by providing age-appropriate materials and programs for children, as well as for their parents and caregivers.
4. *Adult and Senior Outreach Center* - Encourages community development, cultural enrichment, and establishes the foundation for increased adult learning and adult circulation.

Serving students of all ages the Library is an important part of the educational structure of the community. The Library serves residents as well as government, clubs, organizations, businesses, industry, social services, artistic and religious institutions, providing information service to the entire community

The J. Robert Jamerson Memorial Library serves people of all ages, backgrounds, and persuasions, respecting their individual educational and academic library needs. Proudly upholding the public's freedom of access to information, the Library does not restrict access to facts, ideas, and creative expression, unless restricted by law, to any member of the community.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on November 9, 2000, revised on April 16, 2021, revised on March 17, 2026.

Governing Structure

2.1 Government Officials

Federal Government Representatives:

- United States Senator - Mark Warner
- United States Senator - Tim Kaine
- United States Representative District 5 – John McGuire

State Government Representatives:

- Virginia Governor – Abigail Spanberger
- Virginia Lieutenant Governor – Ghazala Hashmi
- Virginia Attorney General – Jay Jones
- Virginia Senator – Luther Cifers, III
- Virginia Delegate – Tom Garrett

County Government Representatives:

- Appomattox County Administrator - Susan Adams
- Appomattox River District Supervisor – Ken Wolfskill
- Courthouse District Supervisor – Nathan Simpson
- Falling River District Supervisor – John F. Hinkle, Chairman
- Piney Mountain District Supervisor – Reverend Al Jones
- Wreck Island District Supervisor – Trevor L. Hipps

Town Government Representatives:

- Town of Appomattox Mayor – Richard C. Connor
- Town of Appomattox Vice Mayor – Timothy Garrett
- Council Member – McKinley Cardwell
- Council Member – Jack Hensley
- Council Member – James Boyce Sr.
- Council Member – Danielle Ulmer
- Council Member - Mary Lou Spiggle

Updated January 2026

Governing Structure

2.2 Library Officials

Federal Library Officials:

- Librarian of Congress - Carla Hayden

State Library Officials:

- Librarian of Virginia – Dennis T. Clark
- Procurement Officer I - Paranita Carpenter
- Library Development and Networking Division Director – Diana Price
- Public Library Consultant – Reagen Thalacker
- Continuing Education Consultant - Cindy Church
- Children & Youth Services Consultant – Sue La Paro
- Grants and Data Coordinator – Kim Armentrout

Region Two Library Directors:

- Franklin County Public Library Director – Rebecca Ventola
- Campbell County Public Library Director - Jordan Welborn
- Central Virginia Regional Library Director (Farmville, Dillwyn & Cumberland) – Richard Ewing
- James L. Hamner Public Library Director – Katrina Spears
- J. Robert Jamerson Memorial Library Director – Cindy Scheu
- Lunenburg County Public Library System, Inc. Director – J.B. Crenshaw
- Lynchburg Public Library Director - Beverly Blair
- Bedford Public Library System Director - Jenny Novalis
- Mecklenburg County Public Library Director – Robert Rosenthal
- Amherst County Public Library Director – Jacob Etter
- Halifax County-South Boston Library Director – Jenna Austin, Interim
- Pittsylvania County Public Library Director – Rhonda Griffin
- Meherrin Regional Library Director - Becky Walker
- Blue Ridge Regional Library Director - Richard Ward
- Charlotte County Library Director – Margaret Albee
- Danville Public Library Director - Russell Carter
- Nottoway County Public Library Director - Jackie Zataweski

Updated July 2026

Governing Structure

2.3 Board of Trustees

2.3.1 Members

- Appomattox River District Trustee – Susan Williams
- Courthouse District Trustee – Amanda Scott
- Falling River District Trustee – Neil Selz
- Piney Mountain District Trustee – Paul Raymond

- Wreck Island District Trustee – Hope Adams
- Non-voting Member & Secretary – Cindy Scheu, Director

Updated July 2026

2.3.2 By-laws

Article I: Name

The name of the Board shall be the J. Robert Jamerson Memorial Library Board, existing by virtue of the provisions of Chapter 42 of the Laws of the State of Virginia and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II: Purpose

The Board of Trustees shall be established as an administrative entity to manage and control the free public library system, as established by the Board of supervisors for the use and benefit of the residents of Appomattox County. This Library Board shall have the right to accept or reject donations and bequests of money, personal property or real estate for the establishment and maintenance of the free public library system or endowments for the same. The Library Board can either adopt or refuse programs and/or practices that the State Library Board requires for State Grant or State funding or aid.

Article III: The Board

1. The Board of Trustees shall be appointed by the Appomattox County Board of Supervisors and shall consist of five members; one from each voting district. Except for the initial term, Trustees shall fill staggered four-year terms. To provide staggered terms the initial terms shall be as follows: one year, one member; two years, one member; three years, one member; four years, two members. Except for 1986 a Trustee's term shall expire on June 30. A Trustee may serve only two consecutive four-year terms.
2. When a vacancy occurs in the office of any administrative member appointed by the Board of Supervisors, it shall be filled by the Board of Supervisors for the unexpired term. In no event, however, shall a member appointed by the Board of Supervisors be eligible to serve more than two successive full four-year terms.
3. No member of the J. Robert Jamerson Memorial Library Board shall receive a salary or other compensation for services as a member, but necessary expenses actually incurred shall be paid from the Library Board's appropriations, subject to prior approval by the Chairperson.
4. A member of the J. Robert Jamerson Memorial Library Board of Trustees may be removed for misconduct or neglect of duty by the Appomattox County Board of Supervisors.

Article IV: Officers

1. The officers shall be a Chairperson and a Vice Chairperson, elected from among the appointed trustees at the meeting of the Board in July. The Chairperson and Vice Chairperson shall hold their respective office until June 30, at which time their term as an officer will expire. The Librarian shall serve as the Secretary.
2. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.
3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are fully elected.

4. The Vice Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform duties and functions of the Chairperson.
5. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Article V: Meetings

1. The regular meetings shall be held bimonthly, (i.e. every two months) the date and hour to be set by the Board at its annual meeting. Meetings are generally held on the second Tuesday of the month at 4:15 pm. Meetings will be held in January, March, May, July, September, and November. The board has decided that there will not be a limit to how many meetings they cannot attend.
2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in July of each year.
3. The order of business for regular meetings shall include (but is not limited to) the following items, which shall be covered in the sequence shown so far as circumstances will permit.
    a. Roll call of members
    b. Disposition of minutes of previous regular meetings and any intervening special meeting
    c. Report of the Librarian
    d. Financial Report
    e. Committee Reports
    f. Communications
    g. Unfinished Business
    h. New Business
    i. Adjournment
4. Special meetings may be called by the Secretary at the direction of the Chairperson, or at the request of three members, for the transaction of business as stated in the call for the meeting.
5. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.
6. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article VI: Library and Staff

The Board shall appoint a qualified librarian who shall be the executive and administrative officer of the library on behalf of the Board and under its oversite, review and direction. The librarian shall recommend to the Board the appointment of all potential employee candidates where the Board will either confirm or deny the employment by a majority vote. The library will be responsible for the specification of all the duties of library employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The librarian shall make monthly and annual reports to the Board.

Article VII: Committees

1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

2. All committees shall make a progress report to the Library Board at each of its meetings.
3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VIII: General

1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been emailed to all members at least 30 days prior to the meeting at which such action is proposed to be taken.
3. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which four-fifths (4/5) of the members of the Board shall be present and three-fourths (3/4) of those present shall so approve.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on October 18, 2011, Time of meeting revised November 5, 2012, Reviewed July 17, 2020.

2.4 Levels of Responsibility

2.4.1 Organizational Chart

1. Board of Trustees
2. Library Director
3. Technical Services Specialist
4. Public Services Specialist
5. Library Assistants

2.4.2 Division of Responsibility

Under the Code of Virginia, Section 42.1-35, the Library Board of Trustees "shall adopt such bylaws, rules, and regulations for their own guidance and for the government of the free public library system as may be expedient. They shall have control of the expenditures of all bequests of money, personal property, or real estate for the establishment and maintenance of such free public library systems or endowments for same." Thus, in defining and delineating the division of responsibility between the Board and the Library Director, the Board recognizes that the ultimate responsibility to the community rests with the Board. Policy determination is the Board's power and duty. Management is the Library Director's responsibility, for which they are responsible to the Board. The division and sharing of these responsibilities fall into several categories.

1. Goals and Objectives for the Library
   a. Responsibility of Board - It shall be the duty of the Board to determine the goals and objectives of the Library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.
   b. Responsibility of Library Director - The Library Director shall provide assistance and direction in setting goals and objectives, according to the stated policy of the Administrative Board, and in determining means of evaluation.
   c. Joint Responsibility - The Board shall relate the Library and its program to the community and its needs through systematic study of the community and through systematic analysis of library

service with the assistance of the Library Director, who shall participate fully and shall prepare regular reports on current progress and future needs.

2. Written Policies
   a. Responsibility of Board - The Board shall determine and adopt written policies to govern operation, use, resource criteria, resource assessment, and programs of the Library and shall adopt by-laws for Board procedures.
   b. Responsibility of Library Director - The Library Director shall recommend needed policies to the Board and supply samples and sources of information. The Library Director shall carry out the policies as adopted by the Administrative Board and shall administer the Library within the framework of the Library's goals, objectives, policies, and budget.
   c. Joint Responsibility - Both the Board and the Library Director shall know local, state, and federal laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the state library system and make use of the consultants of the Library of Virginia; shall attend regional, state, and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries and shall study library publications.

3. Governance and Policy-Making
   a. Responsibility of Board - The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of the library board. Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.
   b. Responsibility of Library Director - The Library Director shall prepare all needed library reports to the government and the Library of Virginia and shall provide copies to the Board. The Library Director shall attend all Board and committee meetings.
4. Finance
   a. Responsibility of Board - The Board shall remain aware of the financial status of the Library. The Board shall present the Library's budget to the general public, shall explain and defend it, shall help to secure adequate funds, and shall explore all ways of increasing the Library's income.
   b. Responsibility of Library Director - The Library Director shall provide a report of budget status and expenditure at each Board meeting. The Library Director shall supply facts and figures to the Board to aid in interpreting the Library's financial need.
   c. Joint Responsibility - The Board and the Library Director shall make certain that complete and accurate records concerning finances, personnel, and annual reports are on file at the Library. The Library Director shall work with the Board in interpreting budget and financial needs to public officials and the public. The Library Director shall work with the Board in formulating an annual budget which will be adequate to carry out the Library's goals and objectives.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on December 14, 2000, Updated November 05, 2012, Reviewed, July 17, 2020.

Personnel

3.1 Personnel Policies

3.1.1 Introduction

Personnel policies listed are taken in whole or part from the Appomattox County Personnel Policies and Procedures Manual (Chapter 6 of the Code of Appomattox County). The County's manual should be used as the primary reference for these matters, as it is updated frequently.

3.1.2 Recruitment and Selection

All positions will be recruited openly and competitively. The recruitment criteria should be based on the requirements contained in the position description. Positions which need to be filled on an emergency basis will be recruited as openly as the situation permits. Temporary positions may, at the discretion of the Library Director, be filled without an open recruitment.

3.1.3 Classification

The Library Director is responsible for developing a position description for every position.

3.1.4 Pay Plan

All salary ranges and hourly rates shall be approved by the Board of Supervisors. Only the Board of Supervisors shall have authority to make changes in salary ranges or scales. Subject to the availability of funds, the Board of Supervisors may establish compensation increases based on merit and cost of living.

3.1.5 Work Hours, Holidays, Leave, Benefits

Normal Hours of Operation

Day	Hours
Monday	9:30 a.m. – 5:00 p.m.
Tuesday	9:30 a.m. – 8:00 p.m.
Wednesday	9:30 a.m. – 8:00 p.m.
Thursday	9:30 a.m. – 8:00 p.m.
Friday	9:30 a.m. – 5:00 p.m.
Saturday	9:30 a.m. – 1:00 p.m.
Sunday	Closed

Unless otherwise established, all offices must be fully staffed during normal hours of operation. Employees are expected to work their assigned schedules and are compensated for forty (40) hours per week. The duration of a lunch break shall not be less than thirty (30) minutes under any circumstances.

Employees may not deviate from their scheduled work hours without prior approval from their supervisor. General or blanket authorizations that allow unrestricted scheduling flexibility are not permitted.

Hours Not Scheduled to Work

Hourly employees who are present in the library during hours they are not scheduled to work are required to remain in public areas of the building. Employees may enter work areas no more than fifteen (15) minutes prior to the start of their scheduled shift.

Exceptions to this policy may be granted by the Library Director on a case-by-case basis. Blanket exceptions will not be approved.

Compensatory Time

In accordance with the Fair Labor Standards Act (FLSA), the County provides compensatory time in lieu of cash overtime for eligible employees. Wage employees and non-exempt salaried employees who work more than forty (40) hours in a workweek will accrue compensatory time at a rate of one and one-half (1.5) hours for each hour, or portion thereof, worked beyond forty (40) hours.

Breaks

Part-Time Employees
Part-time employees who work six (6) or more consecutive hours are entitled to one unpaid thirty (30) minute lunch break.

Examples:

- An employee working from 9:00 a.m. to 3:00 p.m. will receive one 30-minute break and accrue 5.5 hours of paid time.
- An employee working from 1:00 p.m. to 8:00 p.m. will receive one 30-minute break and accrue 6.5 hours of paid time.

Salaried Employees
Salaried employees are entitled to one fifteen (15) minute break and one thirty (30) minute lunch break. At the employee's discretion, these breaks may be combined.

Time Sheets

All employees are required to accurately complete time sheets reflecting actual hours worked, including meal and break periods. Employees are responsible for the accuracy of their time sheets. Completed time sheets must be submitted to the employee's supervisor for approval and forwarded to Human Resources.

Holidays

The following holidays are observed annually:

- New Year's Day — January 1
- Martin Luther King Jr. Day — Third Monday in January
- Memorial Day — Last Monday in May
- Juneteenth — June 19
- Independence Day — July 4
- Labor Day — First Monday in September
- Railroad Festival — Second Saturday in October
- Columbus Day — Second Monday in October
- Election Day — First Tuesday in November
- Veterans Day — November 11

- Thanksgiving — Fourth Thursday and Friday in November
- Christmas — December 25 (and the preceding Friday if it falls on a weekend)

If a holiday falls on a Saturday, it will be observed the preceding Friday in addition to the Saturday. If a holiday falls on a Sunday, the following Monday will be observed. Employees may also be eligible for additional holidays designated by special proclamation of the Board of Supervisors or the Governor.

Inclement Weather

In the event of inclement weather, the Library shall adhere to the policies established by Appomattox County Administration as outlined in the Appomattox County Personnel Policy Manual. As with County policy, it is the responsibility of each employee to confirm whether the Library is open or closed. County closings are generally announced through local news outlets.

Because the Library operates during hours when other County offices may be closed, the authority to close the Library or delay opening during those times rests with the Library Director. This authority applies to weekday evenings after 5:00 p.m. and to weekends.

Benefits

Group Life Insurance

The County provides a group life insurance plan, which may be amended by the Board of Supervisors when deemed appropriate. This benefit is available to all employees who meet eligibility requirements.

Group Hospitalization and Surgical Insurance

The County offers health insurance benefits to eligible employees. The plan and contribution rates may be amended by the Board of Supervisors. The pro-rata contribution of the County and the employee, if any, shall be established annually.

Retirement Provisions

The County's retirement plan is administered through the Virginia Retirement System (VRS). Contributions to VRS are made by the Board of Supervisors on behalf of each full-time employee at no cost to the employee.

Social Security

In accordance with federal law, the County withholds required contributions for Social Security and Medicare.

Unemployment Insurance

All full-time and part-time employees who meet the statutorily established minimum number of work hours are covered under the Virginia Unemployment Compensation Act. This benefit is provided at no cost to the employee. Employees who resign voluntarily or are terminated for cause may not be eligible for benefits.

Leave

Accrual

1. **Full-Time Employees:** Full-time employees accrue general leave for each completed calendar month of service, based on years of service.
2. **Part-Time Employees:** Part-time employees do not accrue general leave.

Use

1. General leave is intended to be used during the year in which it is earned to support the employee's mental and physical well-being.
2. General leave may be used for vacation, personal reasons, illness, bereavement, or other purposes, subject to approval by the Library Director or Assistant Library Director.
3. Upon termination of employment, employees shall be compensated for accrued general leave, up to a maximum of thirty (30) days.

Educational Leave

With approval from the County Administrator, an employee may be granted an unpaid leave of absence for up to one (1) year to pursue education or training that benefits the performance of County duties.

Civil Leave

Employees shall be granted civil leave with full pay for time spent serving on a jury, attending court, participating in administrative proceedings as a subpoenaed witness, or participating in a grievance involving a County employee. Reasonable travel time associated with such service is included.

Military Leave

An employee who is absent due to service in the armed forces of the United States, or under orders of the Governor pursuant to applicable sections of the Code of Virginia, may be granted a leave of absence without loss of seniority, accrued leave, or performance rating, provided such absence does not create undue hardship for the County.

Family and Medical Leave

Eligible County employees are entitled to benefits provided under the Family and Medical Leave Act (FMLA).

Leave Without Pay

After all applicable paid leave has been exhausted, an unpaid leave of absence of up to two (2) calendar months may be granted with the approval of the County Administrator.

Workers' Compensation

The Virginia Workers' Compensation Act provides benefits for employees who experience compensable job-related injuries, illnesses, or death. All work-related accidents, regardless of severity, must be reported to the supervisor as soon as possible.

Unauthorized Leave

An employee who is absent from work without supervisory approval shall receive no pay for the period of absence and may be subject to disciplinary action.

3.1.6 Discipline

General

Employees may be subject to disciplinary action for failure to comply with established rules or for unsatisfactory performance. While employees are typically warned following an initial infraction, such warning is not required. Serious misconduct or performance deficiencies may result in immediate suspension, demotion, or termination.

Suspensions

A suspension is a temporary separation from service for disciplinary purposes when dismissal is not warranted. An employee may be suspended without pay for a period not to exceed thirty (30) days. All suspensions require approval from the Library Director.

Demotions

A demotion in pay or position may occur when dismissal is not deemed appropriate, at the discretion of the Library Director.

Dismissals

Dismissal may occur due to serious misconduct or continued unsatisfactory performance when continued employment is not appropriate.

Code of Conduct

1. County employees serve the public interest and are entrusted to act for the good of the public at all times.
2. Employees are expected to uphold the highest ethical standards and perform their duties faithfully, recognizing that the public's interest is paramount.
3. Employees must uphold the Constitutions and laws of the Commonwealth of Virginia and the United States.
4. Employees shall adhere to established rules, regulations, and performance standards and shall not exceed their authority or compromise County responsibilities.
5. Employees shall prioritize the needs of citizens in the performance of their duties.

Causes for Discipline, Suspension, Demotion, or Dismissal

Disciplinary action may be taken based on the severity of the conduct for, including but not limited to, the following:

1. Conviction of a felony or misdemeanor involving moral turpitude;

2. Falsification of County records or misuse of County property;
3. Violation of workplace rules or County policies;
4. Rude, threatening, or violent behavior;
5. Failure to follow lawful orders or directives;
6. Use or impairment by drugs or alcohol while on duty;
7. Unsatisfactory performance or neglect of duties;
8. Theft or misuse of County property;
9. Inducing unlawful acts by others;
10. Acceptance of bribes or improper gifts;
11. Absence without notice;
12. Excessive absenteeism or tardiness;
13. Unauthorized disclosure of confidential information;
14. Failure to obtain approval for secondary employment;
15. Acceptance of loans or gifts (valued at $10 and over) from residents or vendors;
16. Violation of Equal Employment Opportunity policies;
17. Failure to maintain professional conduct or appearance;
18. Violations of Standards of Conduct;
19. Other serious misconduct.

Pre-Suspension or Termination Procedure

Prior to suspension, demotion, or termination, the employee shall be provided with a summary of the charges and supporting information. Except in compelling circumstances, the employee shall be given an opportunity to respond before the action becomes effective. When notice cannot be provided in advance, the employee shall receive notice and an opportunity to respond within two (2) business days.

3.1.7 Grievance Procedure

Coverage

1. Employees may present complaints through the grievance procedure unless excluded below.
2. Excluded employees include:
    - Probationary employees
    - Employees appointed by the Board of Supervisors
    - Temporary, limited-term, or seasonal employees
    - Employees who have voluntarily resigned
    - Deputy or Assistant County Administrator
3. Employees who are terminated may grieve the termination only.
4. A list of grievable and non-grievable issues is available in the Code of the County of Appomattox.

Management Steps

First Step

An employee should present a grievance orally to their immediate supervisor (Library Director) within thirty

(30) calendar days of the event giving rise to the grievance. If the grievance involves discrimination or retaliation by the supervisor, the employee may proceed directly to the second step.

Second Step
If unresolved, the grievance must be submitted in writing within five (5) working days. The written grievance shall include the date, description of the issue, requested relief, and the employee's signature. The grievance shall be submitted to the County Administrator, who shall meet with the employee within five (5) working days. A written response shall be provided within three (3) working days following the meeting.

3.1.8 Personnel Records

The official personnel file is maintained by the County Administrator or designee and contains employment-related information. This file is the sole official record for matters including compensation, hiring, promotion, discipline, evaluation, and leave.

Access to personnel records is governed by the Privacy Protection Act. Authorized access is limited to:

1. The Board of Supervisors, County Administrator, and immediate supervisor;
2. Grievance panel members;
3. Virginia Employment Commission;
4. Law enforcement agencies conducting official investigations.

Personnel files may only be reviewed in the presence of the County Administrator or designee. No personal information shall be released without a signed Voluntary Release of Information form.

Approved by the J. Robert Jamerson Memorial Library Board of Trustees on October 12, 2000, revised on October 5, 2020, revised March 17, 2026.

3.2 Position Descriptions

3.2.1 Library Director (Full time)

FLSA: Exempt

Description:

The J. Robert Jamerson Memorial Library is the public library of Appomattox County, a rural community in central Virginia with a population of just over 16,000. The library is operated from one location on Main Street in downtown Appomattox. Lead by the Library Director, a staff of 7 maintain a collection of over 30,000 physical items and provide educational, cultural, and recreational programs to the Appomattox community.

To learn more about the J. Robert Jamerson Memorial Library, visit www.JRJML.org.

Responsibilities:

Under the direction of the Library Board, the library director is responsible for overseeing all aspects of the library's daily functions. The director is responsible for acquisitions, cataloging, circulation, budgeting, finance, staffing, training, planning, technology, programming, public relations, and advocacy. With the guidance of the library board, the director develops policy and procedures to guide each of these functions.

Due to the nature of this position, the library director will be the library's direct liaison with the rest of the county departments. This includes the County Board of Supervisors, the County Administrator, the County Treasurer, maintenance, information technology, and other departments. Throughout their work, the library director is expected to maintain excellent oral and written communication, excellent organization, and the willingness to learn and adapt to changing circumstances.

Education and Experience:

Required:

- ALA Accredited MLS/MLIS
- Must either hold a Professional Librarian Certification in the Commonwealth of Virginia or be eligible to hold one.
- Must have an understanding of current best practices in libraries and a willingness for continuing education.
- A minimum of two years of library experience with supervisory and budgetary duties. Five years is preferred.

Preferred:

- Experience working with a governing board of trustees.
- Experience working with a local government.
- Familiarity with Excel and the TLC integrated library system.

3.2.2 Assistant Library Director (Full time)

FLSA: Exempt

Job Purpose

The Assistant Director's main goal is to assist in the operations of the library through the use of proper marketing techniques, grant-writing and library management. In addition to social media marketing, grant-writing and library management, the Assistant Director may also do clerical work, shelve and straighten books, monitor patrons, monitor the condition of library collections, and assist other staff as needed in achieving the goals set forth by the library's mission statement.

Duties are performed under the general direction of the Library Director.

Tasks Performed

All Library Personnel:

1. Customer Service Tasks
    a. Understand, use and help others use computer hardware peripherals, mobile devices, the Internet, operating system functions, common software programs, word processing operations, and printing operations.
    b. Assist patrons with choosing popular and recreational reading, viewing, and listening material
    c. Facilitate library users' requests for information
    d. Connect children and their families and caregivers with resources that encourage reading
    e. Understand and performs basic circulation operations
    f. Apply customer service skills and techniques to enhance the level of user satisfaction and address difficult situations with users
2. Personal/Interpersonal Requirements
    a. Work effectively in team with strong team-building skills and attitudes
    b. Understand and act in accordance with the basic values and ethics of library service
    c. Demonstrate leadership qualities and behavior
    d. Anticipate and adapt to change and challenges effectively
    e. Demonstrate critical thinking and problem-solving abilities
    f. Use creative and innovative approaches
3. Community Relations
    a. Create displays of library materials.

b. Help to maintain the library's information resources including bulletin board, and information table.
c. Work with local organizations and businesses to encourage use of the library and to maintain positive public relationships.
d. Demonstrate the impact and value of the library to the community through ongoing evaluation and assessment of library services.

Assistant Library Director Duties:

1. Marketing and Social Media
    a. Use online tools to create marketing materials such as flyers, signage, social media images and other graphics as needed for the Jamerson Memorial Library's social media accounts.
    b. Use Social Pilot to monitor, schedule and publish to the Jamerson Memorial Library's social media platforms, including Facebook, Instagram, BlueSky, and YouTube.
    c. Write newspaper articles and press releases for library events.
    d. Prepare statistical and financial reports for the various social media platforms and website.
    e. Maintain current knowledge of trends, policies, methods and technologies in the marketing and community relations field.
2. Grant-Writing
    a. Research grants that are applicable to the Jamerson Memorial Library
    b. Prepare and apply for grants
3. Participate in library-wide planning and decision making as a member of the Library Management Team.
4. Identify issues, concerns or challenges with staffing and program operations for the library.
5. Coach and support employees with developing their skills and improving job performance.
6. Serve as the Library Director in his/her absence.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is typically sitting at a desk or table and intermittently standing or walking. In carrying out duties, the employee will occasionally be required to lift light and heavy objects up to 50 pounds. Employee will also be frequently required to reach with hands and arms, and operate objects, tools, or controls. Employee should possess hand-eye coordination necessary to operate computers and other office equipment.

Employment Standards

Education, Experience, and Training:

- Bachelor's Degree, Preferred
- Two years of library experience or similar

Knowledge, Skills, and Abilities

- Customer service
- Ability to work under minimal to no supervision
- Ability to interact courteously and effectively with all library patrons
- Knowledge of Dewey Decimal Classification
- Proficient at project management

Position at J. Robert Jamerson Memorial Library

- Hours: 40 hours per week

Approved by Library Board of Trustees on January 21, 2025.

3.2.3 Technical Services Specialist (Full time)

FSLA: Exempt

Job Purpose

The Technical Services Specialist's main goal is to process, catalog, and prepare library materials for circulation to the public. The Technical Services Specialist also evaluates the condition of the library collection on an ongoing basis and works to ensure collections are maintained. In addition, the Technical Services Specialist may also do clerical work, shelve and straighten books, monitor patrons, and assist other staff as needed in achieving the goals set forth by the library's mission statement.

Duties are performed under the general direction of the Library Director.

Tasks Performed

All Library Personnel:

1. Customer Service Tasks
    a. Understand, use and help others use computer hardware peripherals, mobile devices, the Internet, operating system functions, common software programs, word processing operations, and printing operations.
    b. Assist patrons with choosing popular and recreational reading, viewing, and listening material
    c. Facilitate library users' requests for information
    d. Connect children and their families and caregivers with resources that encourage reading
    e. Understand and performs basic circulation operations
    f. Apply customer service skills and techniques to enhance the level of user satisfaction and address difficult situations with users
2. Personal/Interpersonal Requirements
    a. Work effectively in team with strong team-building skills and attitudes
    b. Understand and act in accordance with the basic values and ethics of library service
    c. Demonstrate leadership qualities and behavior
    d. Anticipate and adapt to change and challenges effectively
    e. Demonstrate critical thinking and problem-solving abilities
    f. Use creative and innovative approaches
3. Cataloging and Processing
    a. creates and edits MARC records for library materials
    b. screens book donations for possible additions to collection

   c. prepares library materials for circulation
   d. maintains and upgrades item records
   e. checks shipments of library materials for accuracy and works with vendors to ensure accuracy
4. Collection Maintenance
   a. prints overdue lists and sends overdue notices
   b. creates measures to assure return of library materials
   c. determines the usefulness of worn and older items in collection
   d. works with library director to select and evaluate items to be included in the library's collection
   e. works with the library director to ensure that the collection is current, useful, and in good condition
5. Public Services
   a. creates and maintains patron records
   b. oversees patron application review
   c. maintains patron application files
   d. is available to assist the Public Services Specialist when necessary

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is typically sitting at a desk or table and intermittently standing or walking. In carrying out duties, the employee will occasionally be required to lift light and heavy objects up to 50 pounds. Employee will also be frequently required to reach with hands and arms, and operate objects, tools, or controls. Employee should possess hand-eye coordination necessary to operate computers and other office equipment.

Employment Standards

Education, Experience, and Training:

- Bachelor's degree, MLS preferred
- Two years of Library experience, preferably in cataloging or technical services

Knowledge, Skills, and Abilities

- Customer service
- Knowledge of Dewey Decimal Classification
- Proficient at cataloging
- Ability to work under minimal or no supervision
- work with a public library catalog preferred

Position at J. Robert Jamerson Memorial Library

- Hours: 40 hours per week

Approved by Library Board of Trustees on July 21, 2016, Revised November 17, 2016, Revised May 11, 2021.

3.2.4 Youth Services Specialist (Full time)

FLSA: Exempt

Job Purpose

The Youth Services Specialist's main goal is to direct Children and Young Adult programming and outreach activities of the library. In addition to directing programming and outreach, the Youth Services Specialist may also do clerical work, shelve and straighten books, monitor patrons, monitor the condition of library collections, and assist other staff as needed in achieving the goals set forth by the library's mission statement.

Duties are performed under the general direction of the Library Director.

Tasks Performed

All Library Personnel:

4. Customer Service Tasks
    a. Understand, use and help others use computer hardware peripherals, mobile devices, the Internet, operating system functions, common software programs, word processing operations, and printing operations.
    b. Assist patrons with choosing popular and recreational reading, viewing, and listening material
    c. Facilitate library users' requests for information
    d. Connect children and their families and caregivers with resources that encourage reading
    e. Understand and performs basic circulation operations
    f. Apply customer service skills and techniques to enhance the level of user satisfaction and address difficult situations with users
5. Personal/Interpersonal Requirements
    a. Work effectively in team with strong team-building skills and attitudes
    b. Understand and act in accordance with the basic values and ethics of library service
    c. Demonstrate leadership qualities and behavior
    d. Anticipate and adapt to change and challenges effectively
    e. Demonstrate critical thinking and problem-solving abilities
    f. Use creative and innovative approaches

Youth Services Duties:

1. Community Relations
    a. Create displays of library materials.

   b. Help maintain the library's information resources including bulletin board, and information table.
   c. Work with local organizations and businesses to encourage use of the library and to maintain positive public relationships.
   d. Demonstrate the impact and value of the library to the community through ongoing evaluation and assessment of library services.
2. Programming
   a. Design and implement library services to engage and meet the needs of the Children and Young Adults in the community, providing opportunities for information, entertainment, and lifelong learning.
   b. Plan, develop and implement programs such as Story and Craft Time for pre-school aged children.
   c. Plan, development, and implement programs for school aged children, including offsite outreach programs, such as story time and book talks.
   d. Plan, develop and implement programs for young adults that promote lifelong learning.
   e. Plan, develop and implement annual Summer Reading Program.
   f. Plan, develop and implement outreach services for the library community to increase use of library services and to reach underserved populations.
   g. Use online tools and communities to engage with and provide services to users. Examples of these are the library's social media platforms including, Facebook, Twitter, Instagram, and YouTube.
   h. Consult with Friends of the Library to coordinate program development and raise funds for future programming and projects.
3. General Work
   a. Research and select children's and young adult books and materials to present to Library Director for possible addition to the collection.
   b. Use proper weeding protocol to create lists of items to be weeded from the collection to present to the Library Director.
   c. Collaborate with schools and after-school/summer camps as a representative of the library.
   d. Meet and communicate regularly with Library Director to clarify expectations.
   e. Research and report on Grant opportunities relating to children's and young adult programming.
   f. Oversee volunteers during children's and young adult programs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is typically sitting at a desk or table and intermittently standing or walking. In carrying out duties, the employee will occasionally be required to lift light and heavy objects up to 50 pounds. Employee will also be frequently required to reach with hands and arms, and operate objects, tools, or controls. Employee should possess hand-eye coordination necessary to operate computers and other office equipment.

Employment Standards

Education, Experience, and Training:

- Bachelor's Degree, Preferred
- Two years of library experience or similar, preferably working with children

Knowledge, Skills, and Abilities

- Customer service
- Ability to work under minimal to no supervision
- Ability to interact courteously and effectively with all library patrons
- Knowledge of Dewey Decimal Classification
- Proficient at project management

Position at J. Robert Jamerson Memorial Library

- Hours: 40 hours per week

Approved by Library Board of Trustees on January 21, 2025.

3.2.5 Library Assistant (Part time)

FSLA: Non-Exempt

Job Purpose

The Library Assistant's main goal is to assist patrons in finding materials and using Library information access technology. In addition to these tasks, the Library Assistant also does clerical work, shelves and straightens books, monitors patron behavior, monitors the condition of the collection, and assists other staff members in achieving the goals set forth in the Library's mission statement.

Duties are performed under the direct supervision of the Library Director, when the library Director is not present, the Public Services Specialist will be the acting supervisor.

Tasks Performed

1. All Library Personnel:
    a. Customer Service Tasks
        i. Understand, use and help others use computer hardware peripherals, mobile devices, the Internet, operating system functions, common software programs, word processing operations, and printing operations.
        ii. Assist patrons with choosing popular and recreational reading, viewing, and listening material
        iii. Facilitate library users' requests for information
        iv. Connect children and their families and caregivers with resources that encourage reading
        v. Understand and performs basic circulation operations
            1. uses the automated system to circulate library materials to the public
            2. accepts payments of fines and fees from library patrons
            3. creates and maintains patron records
            4. answers telephone
        vi. Apply customer service skills and techniques to enhance the level of user satisfaction and address difficult situations with users
    b. Personal/Interpersonal Requirements
        i. Work effectively in team with strong team-building skills and attitudes
        ii. Understand and act in accordance with the basic values and ethics of library service
        iii. Demonstrate leadership qualities and behavior
        iv. Anticipate and adapt to change and challenges effectively
        v. Demonstrate critical thinking and problem-solving abilities
        vi. Use creative and innovative approaches

2. Additional Duties
    a. count daily money and balance daily money sheeting
    b. maintaining the circulation desk, the main floor of the library, and the computer area.
    c. Performs related duties as directed by the Library Director, Public Services Specialist, or Technical Services Specialist.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing duties of this job, the employee is standing or sitting at the circulation desk and will be frequently required to move. The employee will be required to bend, crouch, and stoop. In carrying out duties, the employee will occasionally be required to lift light and heavy objects up to 50 pounds. Employee will also be frequently required to reach with hands and arms, and operate objects, tools, or controls. Employee should possess hand-eye coordination necessary to operate computers and other office equipment.

Employment Standards

Education, Experience, and Training:

- High school diploma required
- Six months of library experience or similar preferred

Knowledge, Skills, and Abilities:

Knowledge of basic library procedures and practices

- Ability to work under minimal supervision
- Ability to interact courteously and effectively with all library patrons

Position at J. Robert Jamerson Memorial Library

A. Hours: 20 or 25 hours per week including Saturdays and some evenings

Approved by Library Board of Trustees on July 21, 2016. Revised November 17, 2016, Revised May 11, 2021.

3.3 Electronic Device Policy

Patron-Owned Devices

Patron-Owned Devices

Library staff should refrain from directly handling patron-owned electronic devices. When a patron requests assistance with their personal device, staff members should provide verbal guidance while encouraging the patron to perform the operations themselves.

Except in cases of documented medical necessity, staff shall not enter personal information on behalf of library patrons. Protected information includes, but is not limited to: dates of birth, usernames, passwords, financial account details, credit card numbers, tax information, and other personally identifiable data.

When patrons are unable to operate their personal devices independently, library staff may offer the following alternatives:

- Use of public access computers available at the library
- A recommendation to return with a companion who can provide more comprehensive technical assistance beyond the scope of library services

Library-Owned Devices

When assisting patrons with library-owned equipment (public computers, laptops, projectors, etc.), staff should prioritize providing instructional resources that enable patrons to complete tasks independently. If direct intervention becomes necessary, staff may operate library-owned devices to assist patrons with the following understanding: the library assumes no liability for loss or damage to patron personal files. Staff should exercise the same discretion with patron files on library equipment as they would with personal information on patron-owned devices.

While the library is committed to providing information services as part of its core mission, staff are not obligated to complete tasks on behalf of patrons. This includes, but is not limited to: tax preparation, job applications, academic assignments, photo editing, online purchasing, or other personal errands. Patrons requiring extensive assistance—particularly those unfamiliar with basic computer operation—should be encouraged to:

- Complete portions of their tasks within their comfort level

- Bring a family member or friend to provide additional support during their library visit

Portable library-owned devices (laptops, projectors, etc.) may only be checked out to patrons with valid, current library card accounts. Guest passes are not acceptable for equipment checkout, as the library requires complete patron contact information to address potential equipment damage. All portable library-owned devices must remain on library premises and shall be inspected for damage during both checkout and return procedures in accordance with standard circulation policies.

Staff-Owned Devices

Staff members may retain personal electronic devices during their shifts; however, such devices must not be visible while staff are in public service areas. All personal devices should be set to silent or vibrate mode. Staff requiring use of personal devices must do so in designated staff areas, such as the workroom. Time spent on personal devices will be deducted from staff work hours accordingly.

Approved by Board of Trustees on October 20, 2016, Updated December 2021, updated May 2026.

3.4 Facility Maintenance and Cleaning Standards

Primary Responsibility

County Facilities Management staff or County-Contracted staff serve as the primary custodial service providers for the library. The following maintenance protocols shall be implemented on a regular basis to ensure a clean, safe, and welcoming environment conducive to learning and public service.

Maintenance Schedule and Procedures

Daily Tasks

Surface Maintenance

- Dust all horizontal and vertical surfaces, with particular attention to:
    - Hard-to-reach areas and small crevices
    - Surface junctions and areas beneath equipment
    - Overhead areas, transoms, and high-traffic zones to remove cobwebs and accumulated debris

Glass and Hard Surface Cleaning

- Clean and polish all glass surfaces, including windows, mirrors, and door panels, using appropriate commercial-grade cleaning solutions
- Remove adhesive residue, tape, and persistent stains from glass surfaces
- Sanitize countertops and shelving units, removing tape residue and stains with approved solvents and scrapers as needed
- Disinfect moisture-prone areas, including kitchen facilities, restrooms, and plant containers, using EPA-registered sanitizing agents

Waste Management

- Empty and replace liners in all interior waste receptacles
- Service exterior patron waste receptacles located at building entrances

- Remove and properly dispose of debris from interior and exterior library premises

Floor Care

- Vacuum conference room flooring (schedule permitting based on room availability)
- Vacuum administrative offices, circulation areas, and entry foyer during non-public hours

Restocking Supplies

- Maintain adequate inventory of essential supplies, including paper towels, toilet tissue, hand soap, and sanitizing products
- Report on low stock levels to library administration as needed

Semi-Annual Tasks

Deep Cleaning Services

- Perform comprehensive carpet cleaning a minimum of twice annually
- County Facilities Management may contract specialized third-party vendors for professional carpet extraction and maintenance services as required

Quality Assurance

Library administration will conduct periodic inspections to ensure compliance with these maintenance standards and will communicate any deficiencies or special requirements to County Facilities Management in a timely manner.

Approved by Library Board of Trustees on July 21, 2016, Updated September 4, 2020, updated May 2026.

General Library

4.1 Copying and Faxing

The Jamerson Library offers print, copy, fax and scan services to the public using the Sharp All-in-One print center located near the computers. Scanning can be done to USB drives as well as email.

Service	**Price**
Print	25¢
Copy	25¢
Fax	$1.00
Scan	Free

Pricing is per sheet & per side. Therefore, double sided copies count as twice as many pages as single sided. Patrons are asked to request assistance for all fax services.

4.2 Disposal of Surplus Library materials

Library property (i.e., print and non-print materials, equipment, supplies, and/or personal property), which in the judgment of the Library Director is no longer necessary or useful for Library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the Library's collection, or gift materials, may be discarded, sold, or, upon the approval of the Library Board of Trustees, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other surplus items having an individual current value of less than $100 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than $100 but less than $1,000 the Library Board of Trustees may authorize a trade-in of such items on new equipment or sale of such items.
4. No favoritism shall be shown to members of the Library Board of Trustees or members of their immediate families, who make bids on or purchase any Library item declared surplus.
5. Any property having a unit value of more than $1,000 but less than $2,500 will be displayed at the Library, and public notice of its availability and the date and terms of the proposed sale shall be posted.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on May 21, 2002, Revised November 5, 2012

4.3 Exhibits and Displays

Goals of the exhibits

- To broaden horizons by presenting a wide range of arts, collections, and displays.

- To support and to nourish intellectual, aesthetic, and creative activities and growth.
- To strengthen partnerships between the Library and the wider community.

Criteria for Selection

All exhibits, whether generated by Library staff or the public, will be considered in terms of the standards listed below. Not all exhibits will meet all standards. Responsibility for the selection of exhibits rests with the Library Director. Criteria include:

- Subject, technique, and style are suitable for intended audience
- Vitality, originality, and artistic expression
- Appropriateness to special events, anniversaries, holidays, etc.
- Historical or regional relevance
- Relation to other events or exhibits in the community
- Ease of installation

Exhibits of discriminatory nature will be refused. If elements of a display are judged inappropriate by members of the Library Board and/or the Library Director, the sponsoring individual will be required to remove those elements immediately.

Guidelines for Exhibits

1. Library-initiated exhibits will be given priority.
2. Exhibitors must submit an Application for Exhibition to the Library Director and include a descriptive list of works with monetary value/price of each item.
3. Exhibits are scheduled for the period of several months.
4. Transporting, unloading, hanging, arrangement, and dismantling of exhibits shall be the responsibility of the artist under the supervision of the Library staff.
5. J. Robert Jamerson Memorial Library does not carry insurance to cover the loss of items included in an exhibit. All reasonable precautions will be taken to protect exhibits, but the Library cannot be responsible for reimbursement or replacement of lost, stolen, or damaged materials. Exhibitors must sign a waiver of liability holding the Library, its employees and trustees, and the County harmless for any damage to loaned material.
6. The exhibitor is responsible for publicity except when the exhibit is Library-sponsored.
7. Exhibitors may not schedule special opening or other events without the permission of the Library Director. All arrangements must be approved by the Library Director at least two weeks prior to the event. The event must be open and free to the general public.
8. No prices may be posted on the items in the exhibit, but a price list may be discreetly placed in the exhibit. Transactions for the purchase of an exhibit item shall be directly between the purchaser and the exhibitor. No sales may be made on the premises. No exhibit material which is sold during its display in the library may be removed before the end of the exhibition period.
9. Granting of permission to use Library facilities does not constitute an endorsement by the Library staff, the Library Board of Trustees, or the County of Appomattox, of the content of the Exhibit, the materials exhibited, or the Exhibitor(s).
10. Failure to fulfill these requirements could result in denial of future Library exhibits.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on December 14, 2000. Revised November 05, 2012.

Application for Exhibition

Exhibitor's Name: _____

Home Address:_____

Home Phone: _____ Work Phone: _____

Number of items: _____ Requested Exhibit Area: _____

Date Installed: _____ Removal Date (before 5pm): _____ Length of Exhibit: _____

- I agree to exhibit my hobby, craft, or artwork in the J. Robert Jamerson Memorial Library during _____ (month, year). I will contact the library two weeks before the scheduled exhibit time in order to arrange the exact time for setting up the exhibit.
- I have read the J. Robert Jamerson Memorial Library Exhibit Policy and agree to abide by the stipulations listed there.

Signed: _____ Date: _____

If the collection/materials have monetary value, please list items and approximate cost on the reverse side. A separate price/valuation list may be attached. Please date and sign any attached lists.

Exhibit Agreement Waiver of Liability

This Agreement is made the ____ day of _____ by and between the J. Robert Jamerson Memorial Library and _____ (Lender).

1. That Lender wished to loan to the Library _____ (i.e., artwork, maps, etc.) to be exhibited for a period of _____ days.
2. That the Lender understands that his/her materials are loaned and exhibited at his/her own risk and that neither the Library Director or Library staff, the Library Board of Trustees, nor the County of Appomattox shall be responsible for theft, vandalism, fire, or other damage to the exhibit.
3. That the Lender will not bring any action against and shall hold the Library employees, the Library Director, the Library Board of Trustees, the County of Appomattox, and its agents and/or employees, harmless for any damage to the material loaned.

Lender Signature _____ Date _____

Library Director _____ Date _____

Release and Hold Harmless Agreement

This Release and Hold Harmless Agreement is made this _____ day of _____ between Appomattox County Library and Appomattox (Collectively "LIBRARY") and _____ ("Owner").

The OWNER is the owner of the following personal property:

_____
_____
_____
_____

OWNER would like to display the above item(s) for a period of time at the LIBRARY. As an essential element of this request, the OWNER does hereby agree as follows:

As full and complete consideration for the LIBRARY to provide the opportunity for the OWNER to display the personal property listed above at the LIBRARY, OWNER hereby fully and finally releases, remises, acquits, and discharges the LIBRARY, its agents, servants, and employees from any claim for bodily injury or property damage resulting from said display and further agrees to release indemnity and hold harmless the LIBRARY from the claim of any third person, firm, or corporation which might be made as a result of any injury or damage sustained by any person as a result of the display of any items owned by the OWNER, including all claims, costs, expenses, damages, settlements, awards, and legal costs of any kind arising from or related in any way to the use of the above item(s).

Owner warrants that he/she is the sole owner of the property listed above and as such has the right to enter into this Agreement.

This release and Hold Harmless Agreement shall include any claims, known or unknown, foreseen or unforeseen, for damages or injuries which might occur as a result of participation in this display.

OWNER fully understands the risks involved with this display and has read and understands the terms of this Release and Hold Harmless Agreement and further does hereby agree that the terms of this Agreement shall be binding on OWNER, his/her heirs and assigns.

OWHER also understands that the execution of this Release and Hold Harmless Agreement is an essential element of the display and without this Agreement, such display would not be permitted.

WITNESS my signature this ____ day of _____.

Signature: _____

Print Name: _____

WITNESS: _____

4.4 Information Center

The J. Robert Jamerson Memorial Library provides a bulletin board and a table in the building for the posting of public notices and information. The Library has only a limited amount of space available for the distribution of announcements and literature by organizations engaged in educational, cultural, intellectual, or charitable activities in Appomattox County and surrounding communities. Priority, when space is at a premium, must go to Library materials and County events. All materials for posting and distribution should be submitted to the Library Director for approval.

Regulations Concerning the Use and Control of Library Bulletin Boards

Materials will be accepted for posting under the following conditions:

1. Material from not-for-profit organizations in Appomattox County, or directly involving Appomattox County residents (i.e., Appomattox County Schools)
2. Notices of jobs/employment located in Appomattox County or the surrounding counties
3. Notices of services to/for Appomattox County residents
4. Notices of programs or lectures which are not of a denominational nature from local churches
5. Town and County notices
6. Material relating to governmental services (Social Security, Postal Service, etc.)

Materials which will NOT be accepted include:

1. Commercial notices
2. Campaign materials for any elections
3. Personal expressions on any topic
4. Religious or political tracts
5. Group or organizational newsletters

Regulations Concerning the Distribution of Material in the Library

Announcements and literature for distribution should be submitted to the Library Director. Because space is limited, it may not always be possible to distribute all announcements and literature that are acceptable under the above guidelines.

Priorities for Posting or Distribution of Material in the Library

The following priorities will be used to determine which items will be distributed in the Library or posted on Library bulletin boards.

1. Materials produced by the County of Appomattox and its agencies, including the Library
2. Announcements of events to be held in Appomattox County
3. Materials produced by organizations headquartered in Appomattox County
4. All other materials

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on December 14, 2000, Revised July 16, 2020, Revised July 16, 2020.

4.5 Meeting Room

General Policy

The J. Robert Jamerson Memorial Library Meeting Room is primarily for the use of Library functions and Library programs have first priority. This priority is to supersede any other commitments. If not in use for Library functions, the room may be used by public, non-profit organizations with the following qualifications:

1. The Library's Meeting Room is available to local organizations engaged in educational cultural, intellectual, or charitable activities.
2. All groups must register by completing a Meeting Room Application form before their initial meeting. Once this form is completed and approved by the Library Director, users may schedule additional meeting times. Groups must re-register annually. The person or organization responsible for the meeting is responsible for any damages incurred.
3. The Meeting Room may not be used for commercial purposes; admission may not be charged nor private enterprise be directly promoted.
4. No fees, dues, or donations may be charged or solicited by the user for any program. All programs must be free and open to the public. The Library Board may make exceptions for seminars, lectures, and programs held in cooperation with the Library, or for adult education courses, sponsored by an established educational or non-profit institution.
5. The Library's Meeting Room is defined as public forum space, and there will be no exclusion from use based on the points of view, beliefs, or affiliations of the sponsors or participants. No group using the Meeting Room may discriminate on the basis of race, color, age, sexual orientation, disability, gender, religion, national origin, or citizenship status in the provision of services.
6. Activities in the Meeting Room may not disrupt the ability of the Library to conduct its business in a normal and orderly manner. All activities must be legal.
7. The Meeting Room will be assigned as requested, if space is available. The Library reserves the right to move meeting locations as necessary and the right to revoke Meeting Room privileges at any time.
8. Fire regulations prohibit more than 29 persons in the Meeting Room.
9. Tobacco, alcoholic beverages, and illicit substances are prohibited in all areas of the Library.
10. Light refreshments are permitted only upon prior approval by the Library Director. Groups receiving permission to bring refreshments into the Library must supply their own coffee, cups, utensils, etc.
11. Groups using the Meeting Room will be responsible for setting up the rooms according to their own needs. The Library staff will bear no responsibility. The group using the room must restore the furniture and the room to the order in which it was found.
12. No parents/guardians attending a meeting or a program in the Meeting Room may leave any child under the age of twelve (12) unattended in the library. Any child over the age of twelve (12) who

does not comply with Library rules while the parent or guardian is in the meeting will have to join the adult.

13. While not in use, the Meeting Room is available for tutoring on a walk-in sign-up basis. Tutors should check-in at the Circulation Desk and request access to the room.
14. The Library reserves the right to cancel any meeting during inclement weather or for any reason that would make the Meeting Room unavailable.
15. A group that fails to comply with these regulations and the Library's Code of Conduct will be asked to leave and may be denied further use of the Meeting Room.

Guidelines and Procedures

1. Registration Guidelines
    a. Registration via a Facility Use Permit must be filed/renewed every calendar year.
        i. This does not include walk in patrons who need one time use of the conference room
    b. Registration begins January 1 of each calendar year.
2. Reservation Guidelines
    a. Patrons may reserve the meeting room up to one calendar year (365 days) in advance.
    b. Patrons that are more than 15 minutes late, without prior notice, for their scheduled reservation time may forfeit use of the conference room.
    c. The Library's regularly scheduled events may be reserved by the Library Director, as a courtesy to patrons, at least one calendar year in advance.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on December 14, 2000; Revised December 18, 2001, April 18, 2006, November 05, 2012, Updated December 2021. July 13, 2022.

4.6 Outreach Services

4.6.1 Library Promotion:

Appropriate library promotion is essential for the community to gain interest in the library and all it has to offer. Promotion of the library can occur directly during events and programs but also through flyers, social media, and the news. Strong promotion allows the library to better serve its patrons and community.

Social Media

One of the largest means of promotion currently in use for the J Robert Jamerson Memorial Library is social media, especially Facebook. The following policy should be followed in order to better use the available social media platforms as well as platforms that J Robert Jamerson Memorial Library may choose to use in the future.

1. Social Media Platforms in Use by J. Robert Jamerson Memorial Library:

Facebook - @JamersonLibrary
Twitter - @JamersonLibrary
Instagram - @JamersonLibrary
YouTube - @JamersonLibrary
Pinterest - @JamersonLibrary
Hootsuite

2. Staff accessibility:

I. All social media is accessible to staff on library staff terminals. Permission from the Director must be given to use the J. Robert Jamerson Memorial Libraries social media accounts.

II. To access Facebook: staff can choose to connect their personal Facebook account or, log in via JamersonStaff. The Facebook account JamersonStaff has the sole purpose of being used to post to the J. Robert Jamerson Memorial Library Facebook page.

III. To access Twitter: staff can log directly onto the Jamerson Library Twitter account to post 'real-time' during an event, or log into Hootsuite to schedule posts.

1. To access Instagram: staff can log directly onto the Jamerson Library Instagram account via their personal mobile device, or log into Hootsuite to schedule posts.

3. Creating Posts for Social Media

I. Style: Posts should be kept impersonal and should use the pronouns our and we. The library, JRJML, Jamerson Library, and J. Robert Jamerson Memorial Library are also appropriate. Pronouns such as me, my, and I should not be used on the library accounts unless in a direct quotation. All words should be spelled out and not abbreviated, if possible, contractions should be avoided.

II. Time and Date: Time and Date should always be formatted as follows: December 30, 2019, 9:00 AM – 8:00 PM

III. Post Structure:

a. Facebook: Explanatory text introducing program or event. Dates and times spelled out and properly spaced. Single photo, photo album, or flyer created in Canva should accompany all posts. If another organization or business is mentioned they should be tagged.

b. Twitter: Twitter provides 280 characters per post. Posts should be simple, explanatory text of upcoming programs or events. Dates and times can be abbreviated if necessary (Ex. Dec. 30, 2019, 9-10AM). Single photo, or Canva flyer can be used if applicable. If another organization or business is mentioned they should be tagged. This includes books and authors when they have an account. Use one or two hashtags per post when appropriate.

c. Instagram: Instagram allows one to ten images to be added per post. Posts should include only relevant photos and simple explanatory text describing what is in the posted photo(s). Dates should be spelled out and times should be properly spaced. Canva flyers can be used here to promote events or programs. If another business or organization is mentioned they should be properly tagged. Because Instagram is an image-based platform, photos should be kept clear, relevant, and on brand. Hashtags should be used on every Instagram post. One to twelve hashtags per post is acceptable and should include #JRJML #JamersonLibrary #LocalLibrary, and others that are relevant to the content of the photo(s) being used.

IV. Where to Create Posts:

a. Canva: A uniform flyer should be created in Canva for each social media platform for programs and events.

Note: Canva is a free graphic design platform that provides free access to photos, graphics, fonts, etc. to be used in the creation of marketing materials. Canva also allows the user to upload their own photos for use. Canva provides pre-sized templates for: flyers, Facebook posts, Facebook event covers, twitter photos, twitter covers, Instagram posts, and other marketing materials. Therefore, flyers and other materials made using Canva are optimal size to be used and viewed on our current social media platforms.

b. Hootsuite: can be used to create and schedule posts on Twitter and Instagram.

c. Facebook: posts can be created directly in Facebook and scheduled to post at a later date and time.

d. Twitter: when posting 'real-time' or during an event, posts can be created directly in Twitter.
e. Instagram: when posting 'real-time' or during and event, posts can be created directly in Instagram.

4. When to post:

I. When posting to promote a program or event
   a. 5-6 weeks out Create a flyer in Canva
   b. 4-5 weeks out create a Facebook event
   c. 3 weeks out create Facebook, Twitter, and Instagram upcoming event post
   d. 1 week out post a 'don't forget...' on Facebook and Twitter
   e. Day Of post a 'join us today..." on Facebook and Twitter
   f. During If appropriate post to Twitter/Instagram
   g. Day After Post photos to Facebook and Instagram

V. Other updates: post as needed, one post per platform per day is sufficient for nonevent/program related posts.

VI. Follow best post times in analytic on each platform. Posts should be appropriately spaced out (Ex: post at 9:00 AM, 1:00 PM, and 6:00 PM) Do not post while the library is closed unless it is to report an unforeseen library closure.

VII. All posts should be scheduled ahead of time unless otherwise noted.

Flyers:

1. All flyers should include the following when appropriate:
   a. What is going on with a concise title
   b. Where it is being held
   c. When: Date and time
   d. Age recommendation, if necessary
   e. Library logos/sponsor logos
   f. Library address
   g. For more information visit… or call…
   h. First come first served, if necessary
   i. As long as supplies last, if necessary
   j. Refreshments provided, if necessary
2. Flyers should be created in Canva and labeled: done-Program Title-Month Year. When a flyer has been accessed an asterisk (*) will be added to denote completion and approval for posting in the library and on social media.

4.6.2 Social Media

Library Social Media

The library's social media platforms should be used to assist in the promotion of the J. Robert Jamerson Memorial Library using standards discussed in 4.6.1. Social media is to be used to further the Library's mission
to both educate and entertain. Social media includes but is not limited to social networking sites, wikis, instant messaging, and blogs.

For Patrons:

- All current library policies regarding parental responsibility for the internet use of minors, collection of personal information, and Internet Acceptable Use apply.

- Members of the community are encouraged to interact with the Library through social media, however, the posts/ comments/ messages made by non-Library staff members are not a reflection of Library views and are subject to editing, modification, and/ or deletion.
- Users may become a "friend" or a "fan" or a "member" of various Library social media sites. Both Users and the Library have the ability to end that relationship at any time.
- All posted content becomes the property of the Library and can be reproduced at will.
- The Library is not responsible for any real-life events that may occur as a result of a social media interaction on a Library sponsored site.

For Staff:

1. Library staff responsible for creating content on social media sites must comply with Federal and State laws, as well as County policies regarding neutrality in relation to politics, religion, etc.
2. All social media is accessible to staff on library staff terminals. Permission from the Director must be given to use the J. Robert Jamerson Memorial Libraries social media accounts.
3. Style: Posts should be kept impersonal and should use the pronouns our and we. The library, JRJML, Jamerson Library, and J. Robert Jamerson Memorial Library are also appropriate. Pronouns such as me, my, and I should not be used on the library accounts unless in a direct quotation. All words should be spelled out and not abbreviated, if possible, contractions should be avoided.
4. Posts to the library's social media accounts should be kept appropriate at all times and should reflect the public library at all times. Items that are appropriate to post/share using the library's social media are:
    a. Library events, news, and updates
    b. County and Town of Appomattox sponsored events
    c. Events from public entities, i.e. rescue squad, fire department, health department
    d. Non-Profits that the library is engaging in active partnership with.
    e. Posts from the Appomattox County Library Association that deal directly with the library.
5. Items that are not appropriate to post/share using the library's social media are:
    a. Posts that relate directly to one Religion and are not of a strictly educational nature,
        i. Posts about a food donation box that is set up at the library to benefit all community members would be acceptable.
    b. Posts that relate directly to one political opinion and are not of a strictly educational nature.
        i. Posts about where and when to vote would be considered educational in nature

4.7 Reference Services

4.8 Review of Policies

The J. Robert Jamerson Memorial Library Board of Trustees shall review all policies yearly and at such time as deemed necessary by the Library Board and/or the Library Director.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on December 14, 2000, Revised November 05, 2012.

4.9 Service to Disabled

Service to Disabled/Service Animals

The J. Robert Jamerson Memorial Library offers the same services to patrons with disabilities as to all others in our community.

The J. Robert Jamerson Memorial Library welcomes service animals that aid patrons with disabilities. In doing so we follow the Code of Virginia: § 51.5-44. Rights of persons with disabilities in public places and places of public accommodation, as well as definitions and guidance from the ADA (Americans with Disabilities Act).

Fear of animals, allergies, presumed outcomes, or annoyance on the part of other patrons are not permissible reasons for denying access or refusing library service to people with a service animal.

Only service animals, service animals in training, or animals that are part of library programs are allowed in the library. Owners of pets will be asked to remove them from the library. Animals are not to be left unattended outdoors on library grounds.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on December 14, 2000 Revised November 05, 2012, Revised December 2021.

4.10 Budget Proposal

Required Documents

At the start of the calendar year, the County of Appomattox issues the following documents to the departments:

- Five-year expenditure summary
- Request for the next Fiscal Year's annual budget.

At around September the Library of Virginia posts the following document to the Extranet:

- Upcoming Fiscal Year State Aid Estimate

The Proposal

At the start of each calendar year, it is the responsibility of the Library Director to create a line-item budget proposal. The budget proposal must be officially approved by the Library Board before being delivered to the County Administrator. At minimum, the budget calculation shall take into account:

- The five-year expenditure summary
- Any predicted increases or decreases in expenditure
- Any upcoming increases or decreases in state aid

The exact calculation should be, roughly:

- average expenditure + (predicted expenditure increase - predicted expenditure decrease) + (upcoming year's state aid - outgoing year's state aid) = upcoming year's budget

At minimum, the budget proposal shall include:

- Cover letter summarizing the calculation at which the bottom line was reached, highlighting the importance of state aid requirements where applicable.
- A copy of Appomattox County's State Aid Estimate (just one page is fine)

- The five-year expenditure summary with the upcoming year's line-item figures entered in the appropriate column
- Any documentation justifying any increase or decrease in total budgeted amount over-and-above that which occurs due to an increase or decrease in state aid

State Aid Requirements

In order to receive these vitally important state aid grants the Library must satisfy all State Aid Requirements.

Requirement one is fairly straight-forward and ensures that each Library systems receives only one grant.

Requirement two is the primary requirement for documentation. Each year the Director is responsible for submitting up-to-date documentation. These are to be submitted according to the Documentation Schedule

Requirement three has to do with the budget. Particular attention must be paid to Requirement 3 to ensure that the appropriate starting budget is tallied. The Director must ensure to account for any increase or decrease in State Aid. For example, when applying for "level-funding", the Library must actually ask for more if their state aid goes up, or ask for less if the state aid goes down, in order to comply with state aid requirements.

The rest of the requirements are a variety of programming, scheduling, procedural, and coverage criteria.

Failure to comply with any one of the requirements could easily result in the Library losing State Aid. Libraries may submit a waiver to the Library of Virginia's Library Development and Networking Division along with evidence of effort/progress toward meeting the requirement. The State Library Board may elect to approve or deny such a waiver based on said evidence, and enact remediation or penalty.

*Created April 2018. Updated May 2018. **

Patrons

5.1 Conduct Policy

Conduct Policy J. Robert Jamerson Memorial Library's

5.1.1 Patron Conduct

1. Library use is allowed in compliance with the following policy.
2. Patrons must be civil and not boisterous or loud.
3. Patrons may not engage in obscenity, profanity, harassment, or abusive language.
4. Patrons may not consume food in the main library. Beverages will be allowed in a closed/lidded container. Food will be allowed in the meeting room with the permission of the library staff.
5. Patrons may not use tobacco, alcohol, or illegal substances.
6. Patrons may not be under the influence of alcohol or illegal substances.
7. Patrons may not engage in illegal activity.
8. Patrons may not commit vandalism, defacement, or property damage.
9. Patrons must wear appropriate attire including shirt, shoes, pants, or similar while in the library.
10. Patrons must maintain a proper, non-offensive level of bodily hygiene.
11. Patrons must not bring animals into the library, other than service animals.
12. Patrons may not engage in solicitation.
13. Patrons may not interfere with Library business or engage in behavior that is disruptive to library use.
14. Any materials removed from the Library must be checked out or otherwise taken through standard library procedures.
15. Each patron shall be responsible for any fines, fees, or other charges due in accordance with the Library's standard schedules.
16. Borrowing privileges will be suspended if the patron accrues more than $5.00 in fines/fees.

5.1.2 Children Policy

Library use is allowed in compliance with the following policy.

1. The Library assumes no responsibility for children left unaccompanied.
2. Patrons ages 0 - 12 must be accompanied at all times.
3. Patrons ages 13 - 17 may be unaccompanied.
4. Patrons under the age of 18 may be permitted to wait for their ride in the lobby after closing.

5.1.3 Acceptable Internet Use

Technology use is allowed in compliance with the following policy.

1. Patrons ages 0 - 9 must be accompanied when using the internet.

2. Patrons ages 10 - 12 must be accompanied when using the internet unless parents opt to allow unaccompanied internet use.
3. Patrons ages 13 - 17 may use the internet unless parents opt to disallow it.
4. Patrons may not send, receive, view, or download illegal material via the internet.
5. Patrons may not access pornography via the internet.
6. The Library will use filters to block pornography, obscenity, and material deemed harmful to juveniles.
7. The Library may bypass filters upon individual patron request for legitimate research or other lawful purpose.

5.1.4 Cellphone Policy

Cellphone use is allowed in compliance with the following policy.

1. When you enter the library, we ask that you turn the ringer on your cellphone to vibrate or off.
2. Be considerate of those around you and keep your conversations short and your voice lowered when using your cell phone.
3. If you need to have an extended conversation, please exit the building or move to the foyer to do so.
4. Please refrain from using your cell phone at the service desks.

Adopted by J. Robert Jamerson Memorial Library Board of Trustees, May 2019. Revised December 2021.

5.2 Conduct Violations Procedure

General Information

Any person not abiding by Library policies, regulations, or applicable laws shall be subject to penalty including, but not limited to, verbal warnings and restrictions. In such incidents involving minors, identification shall be requested and the incident brought to the attention of the parent or guardian. If, following a request, the patron fails or refuses to comply with a penalty, or responds to the request in an abusive fashion, he or she shall be subject to restriction. All serious incidents should be reported to the Director and recorded in an Incident Report. A patron's penalty(s) should be levied according to the severity of the incident, the number of previous Incident Reports involving said patron, and applicable laws. For most offenses try to give a verbal warning before considering further penalties. Critical incidents such as viewing pornography, fighting, and threats will result in immediate restriction without verbal warning. Report all critical incidents to the Director and file an Incident Report immediately.

Possible Penalties

- Verbal Warning – Patron is informed that they are in violation of policy and informed of the consequences of further violations.
- Asked to leave – Patron must immediately exit the premises and not return until the next day.
- Temporary Ban – Patron is not allowed to enter or access Library premises for a period not to exceed two months. If patron refuses to leave, law enforcement will be summoned.
- Permanent Ban – Patron is banned and a No-Trespass order is filed with the County Sheriff. If patron refuses to leave, law enforcement will be summoned. Permanent Bans may be lifted at the Director's discretion.

Specific Instructions

- If a patron attempts to circumvent a ban, law enforcement will be summoned.
- Temporary Bans must be authorized by the Director
- Permanent Bans must be authorized and enacted by the Director and subsequently ratified by the Library Board of Trustees.
- Any banned patron whose privileges have been denied may, upon written appeal, have the decision reviewed by the Board of Trustees.

Responsibility

- The Director is responsible for levying restrictions on patrons in response to violations.
- Staff may ask a patron to leave if the incident warrants immediate restriction, but only upon direct instructions to do so from the Director, or if the Director is unavailable (inform the Director as soon as possible.)
- Staff may summon law enforcement, but only if the Director is unavailable and the situation requires law enforcement intervention to eject or subdue a patron for a serious or critical offense. The Director must be given copies of any reports filed or statements taken. Staff will not:
- Threaten to call the police on a patron
- Announce to have called the police
- Call the police for any reason other than absolutely requiring law enforcement intervention.

Patrons

5.3 Incident Report

Date of incident: _____

Time of incident: _____

Subject: _____

Place: _____

Persons Involved: _____

Details:

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Signature of Person completing form: _____

Printed name of Person completing form: _____

Date form filled out: _____

Circulation

6.1 Library Card Registration Policy

To obtain a library card and full borrowing privileges, applicants must complete a library card registration form and present valid photo identification bearing a current Virginia mailing address.

Identity and Address Verification

A state-issued photo identification card displaying a current Virginia mailing address satisfies both the identification and proof-of-address requirements. If the address on the identification does not reflect the applicant's current Virginia mailing address, supplemental proof of address must be provided through one of the accepted documents listed in Section 2 below.

Name Consistency Requirement

The legal name on all submitted documents must match exactly. Applicants whose documents reflect a legal name discrepancy must provide official documentation of the name change. Acceptable documentation includes:

- A marriage certificate issued by a U.S. state, jurisdiction, territory, or municipality;
- A divorce decree that explicitly documents the restoration of a former name; or
- A court order granting a legal name change.

Minor Applicants

Applicants who are minors under Virginia law (under the age of 18) must have a parent or legal guardian present at the time of registration. The parent or guardian must provide their own qualifying photo identification and proof of current Virginia mailing address, and must sign the registration application. If the parent or guardian holds an existing library account, that account must be in good standing at the time of the minor's application. Legal guardians must present a court order establishing guardianship.

Section 1 – Acceptable Forms of Photo Identification

Photo identification must display the applicant's legal name (first and last) and date of birth. The following documents are accepted:

a. Unexpired U.S. passport or a U.S. passport expired within the past five years. (Temporary passports are not accepted.)
b. Unexpired Permanent Resident Card (Form I-551) valid for two years, issued to a conditional resident alien.
c. U.S. Citizen Identification Card (Form I-179 or I-197).
d. State-issued driver's license, commercial driver's license, or learner's permit that is current or expired by no more than one year.
e. State-issued identification card that is current or expired by no more than one year. (Child identification cards must have been issued on or after September 21, 2001.)

Section 2 – Acceptable Proof of Current Virginia Mailing Address

All documents submitted as proof of address must be original (not photocopies), display the applicant's legal name (first and last) and current Virginia mailing address as listed on the registration application, and include a printed or postmarked date. The following documents are accepted:

f. Monthly mortgage statement issued within the past two months.
g. Utility bill (e.g., gas, electricity, water, sewer, cable, or landline telephone) issued to the applicant within the past two months. (Cellular/mobile phone bills with a current address are accepted.)
h. Current homeowners' insurance policy or billing statement.
i. Current automobile or life insurance billing statement. (Insurance cards and policy documents without a billing statement are not accepted.)
j. U.S. Postal Service change-of-address confirmation form, or postmarked U.S. mail bearing a forwarding address label dated within the past two months.
k. Current Virginia Voter Registration Card or Virginia Voter Information Card mailed by the applicant's local registrar.
l. Monthly bank or credit union statement issued within the past two months.
m. Payroll earnings statement issued by an employer within the past two months.
n. Certified copy of official school records or transcript issued by a currently enrolled, U.S.-accredited institution. (Report cards are not accepted.)
o. Unexpired federal- or state-issued identification card displaying a current Virginia address.
p. Any other piece of delivered U.S. mail postmarked within the past two months.

6.2 Account Renewal and Expiration

1. Patron accounts are valid for one (1) year from the date of creation or most recent renewal.
2. The library's staff management system will generate an expiration notice thirty (30) days prior to the account's expiration date.
3. When a patron is notified of an impending expiration, staff shall confirm whether the patron's address and telephone number remain current and update the account as needed.
4. Accounts renewed within two (2) years of expiration require verbal confirmation of the patron's current address; staff shall update the account record accordingly.
5. Accounts that have been expired for more than two (2) years require the patron to present new documentary proof of a current Virginia mailing address before the account may be reinstated.

6.2 Confidentiality of Library Records

The J. Robert Jamerson Memorial Library is committed to protecting the privacy and confidentiality of all patron information to the fullest extent permitted by law. Patron records are maintained solely for the purpose of facilitating library services and safeguarding library property. This policy applies to, but is not limited to, borrower registration information, interlibrary loan requests, internet use transactions, and any other records that identify a patron's use of library resources.

Staff Obligations

Library personnel are prohibited from disclosing patron-specific circulation records, the nature or content of reference inquiries, the frequency of a patron's visits, or any personally identifiable information (including name, address, or telephone number) to any individual, corporation, institution, or government entity, except as provided under Section 3.1.7 of this policy manual.

Patron Access to Personal Records

Patrons have the right to access information contained in their own library account upon providing satisfactory personal identification. Acceptable forms of identification include a library card, a government-issued photo ID, or verbal verification of account information on file. When a patron contacts the Library by telephone, staff may disclose only the number of items currently charged to the account and any outstanding fee balance, provided the patron has supplied their full name and library card number.

Patrons requesting to pay fees on behalf of a family member may be informed of the outstanding balance only; no additional account details will be disclosed.

Legal Authority and Statutory Basis

This policy is established by the Library Board of Trustees in accordance with the Code of Virginia, Section 2.1-342(b)(7), which exempts library records from disclosure under the Virginia Freedom of Information Act. Specifically, records that can be used to identify both (1) any library patron who has borrowed materials from the Library, and (2) the materials such patron borrowed, are exempt from public disclosure.

Such records shall not be made available to any agency of state, federal, or local government, or to any private individual, except pursuant to a lawfully issued process, order, or subpoena authorized under applicable federal, state, or local law governing civil, criminal, or administrative discovery, or legislative investigative authority.

Upon receipt of any legal process, order, or subpoena seeking access to library records, the Library Director shall consult with the Commonwealth's Attorney for Appomattox County to determine whether such process is legally sufficient and in proper form before any disclosure is made.

Parental and Guardian Access

Parents and legal guardians may access the library account records of their minor children (individuals under the age of 18) upon presenting appropriate identification and documentation of their parental or guardianship status.

6.3 Borrowing Regulations

Registration and Borrowing Eligibility

1. Any resident of the Commonwealth of Virginia is entitled to free library services and may apply for a library card in person at the J. Robert Jamerson Memorial Library. (See registration requirements in Section 6.1.)
2. On the date of initial registration, patrons may borrow up to three (3) library items. Full borrowing privileges will be activated upon the return of those initial materials.
3. The library card issued in the patron's name must be presented when borrowing materials. A replacement card may be obtained for a fee of $1.00. This fee may be waived at the discretion of library staff when ordinary wear renders the card unusable.
4. In the absence of a library card, patrons must present valid photo identification. Acceptable identification must display the patron's photograph and full legal name (first and last).
    a. **Accepted forms of photo identification include:**

i. Government-issued identification (e.g., driver's license, passport, military ID, or state ID card);
ii. School-issued student identification card; or
iii. Employer-issued employee identification card.

b. **The following will not be accepted as valid identification:**
i. Identification documents of any kind that do not include a photograph;
ii. Photocopies or reproductions of identification documents;
iii. Credit or debit cards bearing a photograph;
iv. Expired identification of any type; or
v. Identification documents that have been voided.

5. A patron's borrowing privileges will be suspended once their outstanding fine balance reaches $5.00. Privileges will be reinstated upon resolution of the outstanding balance.
6. Each adult cardholder is responsible for all materials checked out on their account.
7. For patrons under the age of 18, a parent or legal guardian assumes full responsibility for all materials borrowed on the minor's account, for any charges accrued, and for the appropriateness of all materials accessed, including electronic resources.
8. No person shall damage or fail to return any book, periodical, DVD, audiobook, or other library material borrowed from the Library, in accordance with the Code of Virginia, Sections 42.1-72 and 42.1-74.
9. No person shall misuse a library card issued by the Library. Misuse of a library card includes any of the following:
   a. Obtaining or attempting to obtain a library card through false or fraudulent identification or misrepresentation of address;
   b. Using or attempting to use a library card without the authorization of the cardholder; or
   c. Using or attempting to use a library card that has been revoked.

Loan of Library Materials

Circulation Limits

1. Patrons may borrow up to fifty (50) books, audiobooks, and/or magazines at any one time.
2. Patrons may borrow up to ten (10) DVDs or Blu-ray discs at any one time.
3. Patrons may borrow up to three (3) items designated as "New" at any one time.
4. Reference materials and current issues of periodicals do not circulate and must be used within the Library.
5. At initial registration, a patron's first checkout is limited to three (3) items total, of which no more than one (1) may be a DVD or Blu-ray disc.

Loan Periods

1. Books, magazines, and audiobooks circulate for twenty-one (21) days.
2. Items designated as "New" circulate for seven (7) days.
3. DVDs and Blu-ray discs circulate for seven (7) days.

Renewals

1. Items may be renewed in person or by telephone.

2. Books, magazines, and audiobooks may be renewed up to two (2) times.
3. DVDs and Blu-ray discs may be renewed once (1).
4. Items with active patron holds may not be renewed.
5. Items designated as “New” may be renewed once for an additional seven (7) days.

Holds

1. Patrons may place holds on library materials in person, by telephone, or through the Library’s online catalog.
2. Patrons will be notified by telephone or email when a requested item becomes available.
3. Requested items will be held at the circulation desk for one (1) week from the date of notification.
4. Items not retrieved within the designated hold period will be returned to the general collection or transferred to the next patron on the hold list.

6.4 Fees for Library Materials

1. Responsibility for Borrowed Materials

Patrons are responsible for all library materials checked out on their account, including any costs associated with damage or loss. For patrons under the age of 18, the parent or legal guardian bears full financial responsibility for all charges incurred on the minor’s account.

Damaged Items

If a borrowed item is returned in a damaged condition, the borrower may be assessed a charge up to the full replacement value of the item, at the Library’s discretion.

Lost Items

A patron who is unable to locate a borrowed item upon receiving an overdue notice may formally declare the item lost. If the item is not subsequently recovered and returned, the patron will be assessed the replacement cost of the item plus a $3.00 processing fee per item. Replacement charges, once paid, are non-refundable.

Default Replacement Costs

When the current market price of a lost or damaged item cannot be determined, the following default replacement costs will apply:

Material Type	Default Replacement Cost
Adult Nonfiction — Hardcover	$30.00
Adult Nonfiction — Softcover	$15.00
Adult Fiction — Hardcover	$22.00
Adult Fiction — Softcover	$18.00
Large Print (Adult and Juvenile)	$35.00

Material Type	Default Replacement Cost
Juvenile Nonfiction — Hardcover	$18.00
Juvenile Nonfiction — Softcover	$12.00
Juvenile Fiction — Hardcover	$15.00
Juvenile Fiction — Softcover	$10.00
Easy Reader	$12.00
Picture Book	$15.00
DVD	$15.00
Blu-ray Disc	$25.00

2. Overdue and Collection Notices

The Library will issue overdue notices according to the following schedule:

1. First Notice: Issued when library materials are thirty (30) days overdue.
2. Second Notice: Issued when library materials are sixty (60) days overdue.
3. Third and Final Notice: Issued when library materials are ninety (90) days overdue. This notice will include applicable provisions of the Code of Virginia. The patron will be afforded thirty (30) additional days to return the materials and resolve any outstanding balance before further action is taken.

The Library reserves the right to pursue recovery of unreturned materials and outstanding balances through all lawful means, including prosecution under applicable Virginia statutes governing library offenses and/or referral to the Commonwealth of Virginia Department of Taxation Set-Off Debt Collection Program.

3. Payment of Fees

The Library accepts the following forms of payment for fees, and replacement charges:

1. Cash
2. Personal check (made payable to the J. Robert Jamerson Memorial Library)
3. Credit card (Visa and Mastercard only)

The following payment methods are **not** accepted:

1. American Express
2. Diners Club
3. Prepaid cards of any type

Credit Card Processing Fees

A third-party processing fee applies to all credit card transactions, as follows:

Payment Amount	Processing Fee
$0.01 – $44.50	$2.00 flat fee
$44.51 and above	2.25% of transaction total

Processing fees are assessed by the payment processor and are non-refundable. Patrons wishing to avoid processing fees are encouraged to pay by cash or check.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on December 4, 2000; revised on November 20, 2001; revised on April 16, 2002; revised on September 17, 2002; revised on March 18, 2003; revised on September 15, 2020; revised on July 14, 2022; revised on March 17, 2026.

Collection

7.1 Collection Development Policy

1. Statement of Purpose

The purpose of the Collection Development Policy is the growth and maintenance of an outstanding, well-balanced collection of the best and most useful materials available to meet the needs of the community within the limits imposed by funds and space. A comprehensive range of interests, tastes, viewpoints, values, and levels of ability will be represented. This policy will guide the library staff and inform the public of the principles upon which selections are made.

2. Library Mission & Collection Development

The J. Robert Jamerson Memorial Library of the County of Appomattox provides public library services to groups and to individuals of all ages in the community. Books and other materials shall be chosen for the purposes of education, information, interest, and recreation. The Collection Development Policy is to provide resources that enable the Library to fulfill its roles as:

1. Popular Materials Library - Supplying fiction, nonfiction, films, tapes, and other material in popular demand for leisure time and personal enlightenment
2. Reference Library - Providing timely, accurate information and reference services and employing highly qualified staff who provide the link between library materials
3. Education Support and Independent Learning Center - Supporting the educational goals of all citizens of Appomattox County by providing the resources which correspond to their diverse needs
4. Preschool and School-Age Children's Library - Encouraging young children to develop a love of reading, learning, and libraries by providing materials and programs for children, as well as for their parents and caregivers.

3. Description of Community Served

Appomattox County is an active and growing rural community of just over 15,000 residents. The J. Robert Jamerson Memorial Library serves Appomattox County residents of all ages as well as individuals who work and vacation in Appomattox.

4. Responsibility for Selection

The responsibility for selection lies with the Library Director of the J. Robert Jamerson Memorial Library. The general public and staff members may also recommend materials for consideration.

5. Criteria for Selection

1. Present and potential relevance to community needs
2. Relevance of subject, format, and reading level for the intended audience
3. Reputation and significance of author, publisher, or producer
4. Quality and accuracy of work
5. Balances existing materials in the collection
6. Enhances a specific collection
7. Insufficient materials available on the subject
8. Not available from other lending sources
9. Popularity with library patrons
10. Within limits of budget for materials

6. Selections Sources

- Selection Aids
    - It is not possible to read or view personally the large number of books and audiovisual materials published annually. Reviews found in professional library and general periodicals and in standard bibliographies are used to determine the degree to which a particular title meets the selection criteria. Selection aids currently in use include Library Journal, Booklist, and the New York Times Bestseller lists.
- Recommendations
    - Recommendations for materials to add to the collection are always welcome and are considered according to the adopted selection criteria and needs of the Library.

7. Materials Selection

Suitable library materials include books, periodicals, and other printed matter, works of art, audio, video, and digital media, reference aids that facilitate patron access to these materials, and programs that encourage and enhance patron utilization and enjoyment of the Library. Subject to budgetary and space constraints, materials chosen will be of sufficient variety and scope to serve all residents and age groups of the County. Patron suggestions will be solicited and welcomed.

1. Formats
    a. Print - Includes books, newspapers, periodicals, paperbacks, vertical file, government documents, maps
    b. Non-print - Includes videocassettes, audio cassettes, compact discs, microforms, educational games, and toys.

c. Electronic - Includes computer software, online services, Internet, CD-ROMs programs, and databases.

2. Special Collections
    a. Audiovisual
        i. The Library attempts to supplement rather than duplicate the selections available at local video stores. The video collection includes travel, documentaries, instructional, juvenile, and feature film videos.
        ii. The audio cassette collection includes fiction, self-help, and instructional tapes. Unabridged versions of fiction titles are preferred.
        iii. Microforms are acquired to augment the newspaper, periodical, and reference collections, to save space, to provide specialized materials not otherwise available, and to make the most cost-effective use of library resources.
3. Juvenile
    a. The children's collection aims to instill in children an enjoyment of reading for pleasure and information by selecting materials to meet their particular and potential needs, interests, and abilities from infancy through age 12. A collection of fiction is separately organized for young adults of approximately 13 to 18 years of age. The specific aims of this collection are to recognize the needs and interests of young adults and to provide books in concert with their needs and interests of young adults and to provide books in concert with their needs and interests on a recreational level. The Library provides nonfiction for this age group within the general collection.
    b. Selections for inclusion in the children's and young adult collections are based on the following additional criteria:
        i. Usefulness and appeal for age group
        ii. Quality of illustrations and graphics
        iii. Appropriateness of format, content, and style
        iv. Suitability of subject matter or story for the intended users.
        v. School Curriculum Support
    c. The Library staff does not serve in loco parentis. Decisions concerning children's use of specific library materials and/or electronic resources are the responsibility of their own parents or guardians
1. Large Print
    d. Popular fiction titles and selected nonfiction titles are purchased in large print format for patrons with diminished visual capabilities.
2. Local History and Genealogy
    e. The Library strives to attain a fair degree of comprehensiveness in printed materials related to Appomattox history. Materials are collected which contribute to a body of knowledge of Appomattox's social, cultural, religious, economic, and political life. Kinds of material collected include books, newspapers, pamphlets, periodicals, public documents, maps, atlases, diaries, correspondence, business and organizational records, photographs, calendars, scrapbooks, family histories, school annuals, cemetery records, and other primary research materials. Non-print items such as furniture, personal possessions, art objects, household objects, and natural history specimens are not collected.
3. Periodicals Retention

f. The most recent issue of each periodical, including magazines and newspapers, are kept on display in their respective locations. Newspapers cannot be checked out. Magazines, with the exception of the newest issue, can be checked out. When replaced by a newer issue, periodicals are kept in a secondary location for a period of time before being discarded:
    i. Magazines - 1 year
    ii. Newspapers - 1 month

8. Weeding

I. The collection is systematically weeded to eliminate unnecessary items such as outdated or superseded materials, items no longer of interest or demand, duplicates and worn or damaged materials.
II. Criteria used to remove materials from the collection are the same as those used to select materials (i.e., items which no longer meet the selection criteria are removed). Additional guidelines are outlined in the book "Evaluating and Weeding in Small and Medium Sized Public Libraries: the CREW Method", by Joseph Segal.

9. Intellectual Freedom

The J. Robert Jamerson Memorial Library recognizes the pluralistic nature of its community and varied backgrounds and needs of all citizens. It also recognizes that many library materials are controversial and may offend some patrons. However, it is not the library's responsibility to practice censorship. No library materials will be excluded from the collection because of the race, nationality, gender, sexual orientation, political, social, or religious views of the author. The library holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.

In its selection of books and other materials, the J. Robert. Jamerson Memorial Library subscribes fully to the principles adopted by the American Library Association in its Library Bill of Rights and endorses its stand that freedom to read is essential to our democracy. It is the function and the duty of the public library to provide means, whenever possible, through which all persons may have free access to thinking on all sides of all issues. Copies of the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement are attached to this document.

Selection is based on the criteria given throughout this policy document and does not represent endorsement by the library of any theory, idea, or lifestyle. Processing and shelving materials in no way reflects a value judgment of the materials.

Responsibility for materials selected and read, heard or viewed by children and adolescents' rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that materials may be accessible to minors.

Individuals or groups objecting to any portion of the library's collection may initiate a formal request for reexamination by filling out a Request for Reconsideration of Library Material. The final decision for retention or removal rests with the Library Director and the Library Board of Trustees.

Updated January 2022

10. Reconsideration of Materials

1. If a patron objects to the Library's ownership of a particular item or items, the patron will be offered the opportunity to complete a "Request for Reconsideration of Library Material" form.
2. The item(s) in question will be reviewed by the Library Director, and a recommendation will be made. The challenger will be notified in writing of the recommendation within fourteen (14) days, and a copy will be sent to the Library Board of Trustees.
3. If the challenger is not satisfied with the recommendation, written appeal must be made to the Library Board of Trustees within thirty (30) days. The appeal will be added to the agenda of the next regularly scheduled meeting of the Library Board of Trustees.
4. At this time, the Library Board of Trustees is free to form a committee who will review the material to be reconsidered and make a recommendation to the board to keep the item or to remove it from circulation.
5. A final determination will be made in writing to the challenger within thirty (30) days of the Library Board of Trustees meeting. The challenged material will remain in the collection until a determination is made.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on June 19, 2001, Updated December 2021.

7.2 Request for Reconsideration of Library Materials

Author _____

Publisher (if known) _____

Title _____

Form of material (e.g., book, video, recording, etc.) _____

Request initiated by _____

Address _____

City _____

State _____

Telephone Number _____

Whom do you represent?

☐ Myself
☐ Organization (Please specify)
☐ Other (Please specify)

Did you read, see, listen to, or otherwise use the material in its entirety?

☐ Yes
☐ No (if not, then which parts?)

Have you seen or heard reviews of this material?

☐ Yes (if yes, please name the source)
☐ No

What do you think the material is about?

_____
_____
_____

To what in the work do you object? (Please be specific.)

_____
_____
_____

What do you feel might be the result of reading, viewing, or hearing this work?

_____
_____
_____

For what age group would you recommend this work?

_____
_____
_____

Is there anything good about the work?

_____
_____
_____

What would you like your library to do about this material?

_____
_____
_____

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subjected treated?

_____
_____
_____

Signature _____

Date _____

Thank you for your interest in the Library. Your comments will be forwarded to the Library Director.

7.3 Inter-library Loan

Requirements

1. Patron must:
    a. Have a regular Appomattox County Library card in good standing.
    b. Be at least 18 years old.
    c. Have no fines on your library record.
    d. Must have an ILL Policy form on file, signed by the borrower.
    e. Has not previously abused the ILL service by habitually returning materials late, damaged, or failing to pick up material without notification.
    f. Has not borrowed the same title in the last 3 months.
2. Once the policy form is on file, future ILL requests may be placed in person, via telephone or e-mail.
3. College students are referred to their school or college for course-related ILL requests.
4. You are limited to three requests in process.
5. We do not borrow new books, which are less than 6 months old.
6. We do not borrow audio-visual materials at all.
7. We do not borrow books published before 1930.
8. We charge $2.75 per ILL request to cover our postage costs for books. If you request microfilm, we will charge you whatever the postage costs. If we cannot fulfil your request, you will not be charged.
9. Although we apply to free lenders first, some libraries charge. Please specify the maximum amount you are willing to pay for loan/copies. Loan charges may range from $2.50-$20.00. Genealogical materials may require pre-payment of fees. If the lending library charges such a fee, it must also be paid before the material is picked up. We accept checks or money orders made out to the lending library. We cannot accept cash or credit/debit cards.
10. Library cards must be present to pick up materials. Returns must be made to a member of staff only. Do not return the book in the book drop.

11. The overdue fine is $1.00 per day. All ILL items must be returned to Library on or before the day they are due. Any book left in the book drop will be charged a late fee for that day.
12. Borrowing privileges will be suspended for six months for three late items in 24 months, or one return more than five days late.
13. You are responsible for replacing damaged or lost items. The lending library sets the cost for replacement of their materials.
14. All interlibrary loan fines and fees are recorded on your library record.

I have read the above policies and will comply with them.

Patron Signature _____ Date _____

Patron Printed Name _____

Staff Printed Name _____

Technology

8.1 Technology Plan

Preface

Vision for Technology

The J. Robert Jamerson Memorial Library will be the community's link to ideas, information, and resources, utilizing current technologies and high-speed Internet access to improve an information portal where residents will be able to access the Library 24 hours a day, 7 days a week, through its website and electronic resources.

Technology Mission Statement

To serve as the center of enrichment for the Appomattox community providing free and convenient access to information, literature, culture, and the arts through a variety of media and technologies. To fulfill this promise, the Library will provide:

- Free and convenient access to a diverse and growing collection.
- Knowledgeable and responsive staff.
- Devices to connect people with the global information world.

Current Equipment

Patron-Use Equipment

Patron Personal Computing workstations are available by checkout for public use. Persons without a Library card must present valid ID to staff and may checkout a workstation on a guest pass (staff will ensure this patron does not have an account before issuing a guest pass).

1. Personal computing workstations: 6
2. Card catalog workstations: 1
3. Printing stations: 1
4. Scanners: 2

Staff-Use Equipment

Staff workstations are used for public services functions, such as checking out materials, cataloging materials, placing reserves, and Interlibrary Loans, updating Library websites, answering Reference queries and e-mails, and Reference searching.

1. Office-Use workstations: 3
2. Patron Checkout workstations: 2
3. Laptops: 4
4. Printing stations: 3

Server Equipment

The Library maintains its own circulation records, email service, website, and archiving.

1. Cable Modems: 1
2. Router CPU: 1
3. Wireless antenna: 1
4. Switches: 3
5. Integrated Library System (ILS) CPU: 1
6. Backup, Email, and Shared Hard Drive CPU: 1
7. Server rack: 1

Other

The Library employs a variety of other devices as well.

1. UPS: All staff-use equipment and server equipment are equipped with smart uninterruptable power supplies (Smart UPS) to prevent data corruption and loss of service during power loss.
2. Speakers: All staff-use equipment use speakers to enable the use of audio prompts from the ILS.
3. Keyboards and mice: All workstations
4. USB, SD, Micro-SD, CD, DVD readers: All workstations
5. Paper shredder: 1

Productivity Software

1. Operating System: Ubuntu Linux v.16 by Canonical Ltd.
2. Integrated Library System: TLC
3. Office Suite: Libreoffice v.5 by The Document Foundation
4. Web Browser: Firefox v.56 by Mozilla

5. Email client: Thunderbird v.52 by Mozilla

Technology Support (IT)

1. Little Works Studio - Paid service to upgrade, repair, and maintain Ubuntu, the workstations, and the server
2. Lynchburg Business Machines - Paid service to repair, supply, service, and maintain the Patron Printing Station

Service Providers

1. Telephone: Verizon
2. Internet: Shentel

Training

1. All new applicants should be highly computer literate.
2. Regular technology training should be a priority for all staff.
3. The Director should attend events and/or review publications on software news, particularly open-source solutions.

This plan is intended to guide technological development in the Library for the next five years. It will support the minimal needs of the Library's mission statement, stimulate thought and discussion about the technological needs of our community, provide structure for planning and budgeting in the next five years, provide a base to plan for technology in building expansion and finally, meet the criteria of the FCC for application for the E-rate discount for telecommunications.

1. GOAL: Routine Repair and Replacement
    a. Maintain the current equipment and devices, replacing and repairing as necessary.
    b. Objective: Equipment Replacement - Review Annually
        i. Since low-performance workstations can easily run Ubuntu, workstations should be on a 5–10-year replacement plan unless a given workstation is performing at a reasonable performance measured by user experience (number of complaints recorded) which could extend this limit to 15 years. Workstation components should be replaced as necessary. Printers should be replaced as needed.
    c. Objective: Budget - Review Annually
        i. Budget for the purchase and maintenance of all equipment.
2. GOAL: Printing and Media
    a. Enable patrons to print, scan, fax, and manage personal media seamlessly on all patron terminals.
    b. Objective: Print Job Management - End of 2020
        i. Do a cost-savings report on print management services. Would holding print jobs for payment actually save money or would it simply be an inconvenience for patrons and staff members compared to simple Patron policy enforcement?
    c. Objective: Scanning availability - End of 2019
        i. Currently only two computers have access to the scanners. Do a feasibility report and implement any measures allowing all computers to connect with scanners on the network. Replacing the old USB scanners with networked scanners would be a moderate one-time investment.

3. GOAL: Website
    a. Promote, maintain, and improve the Library website, expanding usefulness, functionality, and access to current information.
    b. Objective: Local Hosting - End of 2020
        i. Currently the Library uses Wix for webhosting. This is far from ideal. Wix's webtools are slow and overly complicated. The Library's server is more than suited to hosting the website locally. The site design is also very outdated. The website could integrate completely with the Library's OPAC, the public event calendar, etc. The website should embrace Web 2.0 with tagging, dynamic content, user generated content, and Apps.
    c. Objective: Social Media - End of 2021
        i. Currently the Library uses Facebook, Twitter, Instagram, the Library website, and email to promote Library events and services. It is an impossible task to keep up with everything when using separate platforms for everything. Research into unified publishing platforms such as Hootsuite and Tweet deck would greatly simplify and streamline publishing.

Evaluation

This plan will be reviewed yearly by the Library Board. Since technology is constantly evolving, this plan is considered framework which will guide, but not limit, the Library's use of technology.

Adopted by J. Robert Jamerson Memorial Library Board of Trustees, November 2011. Revised November 2017.

8.2 Security Camera Policy

To complete the Library's mission of providing a safe and welcoming environment for all, security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

1. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the Library's Code of Conduct. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, such as shelving areas.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms and private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.

5. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The J. Robert Jamerson Memorial Library is not responsible for loss of property or personal injury.
6. Video recordings will be stored for at least 30 days and those retained for criminal, safety, or security investigations may be retained for considerably longer than 30 days.
7. Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.
8. Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

USE/DISCLOSURE OF VIDEO RECORDS

1. Access to security camera footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is limited to the *Library Director, Library Board of Trustees*, and *Other County personnel*, including law enforcement staff, and the County Attorney.
2. *The Library Director* may also have access to real-time images, viewable on desktop monitors placed in staff areas to ensure private access.
3. Video records and still photographs may be used by the *Library Director*, *Library Board of Trustees* and *Other County personnel,* including law enforcement staff, and the County Attorney to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

1. Security camera video shall be disclosed if a Freedom of Information Act request is made, unless the disclosure is exempt under such Act or unless another law prohibits disclosure.
2. An employee's breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach shall immediately inform the Library Director of the breach.

ACCESS TO AND QUESTIONS ABOUT POLICY

A copy of this policy will be posted in public view at the library and a copy shall be shared with any patron or staff member upon request. Questions from the public may be directed to the Library Director.

Gifts and Donations

9.1 Gifts and Donations

The J. Robert Jamerson Memorial Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the Library has been able to acquire materials which could not have been purchased otherwise.

1. Monetary Donations

1. Projects - The Library accepts monetary donations without conditions on their use or for projects previously approved by the Board. Such money is deposited in the Special Library Fund for future expenditure by the Library.
2. Library Materials - The Library accepts monetary donations for the purpose of purchasing library material consistent with the objectives of the Library collections. Such money is deposited in the appropriate line item for expenditure by the Library Director.
3. Gift Book Program - The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the Library can properly honor the generosity of the donor, a special form to record the information is used and should be completed by the donor. All materials purchased with monetary donations shall be in accordance with the Library's policies and procedures. Undesignated gift funds may be used to purchase materials or other items.

2. Donation of Library Materials

Books or other library materials purchased by the donor for presentation to the Library will be accepted provided they meet the Library's selection criteria. The decision to add a particular item to the collection rests with the Library Director. Materials which do not meet the Library's selection criteria shall be disposed of at the discretion of the Library. Means of disposing of items not added to the collection include sale,

donation to other institutions, and when necessary, destruction. Proceeds from materials offered at the Library book sale benefit the Library collection in general and/or other Library projects and services.

The Library Director can supply, upon request, a list of needed materials for consideration by the donor. The Library issues a receipt for items donated upon request but does not establish a monetary value for the donation. Receipt shows total items donated, not an inventory. If appropriate, gift book plates will be affixed to donated materials in order to satisfy a donor's request. Patrons wishing to receive a gift acknowledgment should leave his/her name, address, and description of donation.

3. Donations of Decorative or Display Objects

1. Criteria for Accepting Gifts

In its mission, the J. Robert Jamerson Memorial Library has stated responsibility for providing knowledge, ideas, and creative expression. These responsibilities are reflected in Library services, collection, programs, and the utilization of decorative and display objects within the Library.

The following points must be considered by the Library before accepting a gift of this kind:

1. Evaluation of the object itself will be based upon several considerations:
    a. Does it conform to the general architecture of the building?
    b. Will it fit comfortably into the space available?
    c. Does the object make optimum use of the space available?
    d. Is the object appropriate to Library objectives, or would it be better elsewhere?
    e. Will it cost more to accept the gift than it is worth to the Library?
        1. Cost of insurance
        ii. Cost of restoration
        iii. Cost of display
        iv. Cost of material and labor maintaining the gift
        v. Cost of disposing of it or storing it
    f. Is it generally acceptable to the Library Board of Trustees?
2. No gift will be accepted by the Library unless it is freely given to the extent that the Library may:
    a. Dispose of the gift as it sees fit (selling it, discarding it, or giving it away, etc.)
    b. Store the gift or move it to various locations.
3. Procedure for Accepting Gifts of Art

Initial evaluation of the gift to determine its usefulness to the Library will be made by the Library Director. The Library's Gift Policy will be explained. If both the Library and the donor wish to continue negotiations, authorities may be consulted to determine the merit of the gift. The donor may be required to obtain professional appraisal of the donation. The Library is not an authority which can place a monetary value on any gift. The final determination of the acceptability of all such gifts lies with the Library Board of Trustees.

4. Accepting Gifts and Donations

1. The Library will not accept donations with restrictions unless the Library Board of Trustees has specifically adopted an agreement to do so. Gift plates and letters of acknowledgment are appropriate stipulations by a donor.
2. All gifts may be used, sold, or disposed of in the best interest of the Library.

3. For donations of equipment, art, or valuable collection of library materials, a Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and by the Library Board of Trustees for restricted gifts.
4. Donations of materials worth more than $5,000 must be approved by the Library Board of Trustees.

5. Processing Accepted Materials

1. Storage - Stored books should be put in any available boxes until they can be cataloged, sold, donated, or trashed. Boxes should be clearly labeled, along with the current date, as “donate”, “sale” or “keep”. The boxes should be stored according to their label. For instance, “sale” might be kept on top of a table, Donate might be kept beneath, etc.
    a. Keep - books which meet the library’s selection criteria, subject to available space. These materials can be cataloged.
    b. Sale/donate - books which do not meet the library’s selection criteria, or which would not fit in available space can be sold or donated
    c. Discard - books which do not meet the library’s selection criteria and are deemed of little to no value. These materials should not be stored.

There should be a strict limit on the amount of books stored at any time. Avoid excessive storage of boxes such as when:

1. Boxes would interfere with library services by cluttering the meeting room or circulation area.
2. Boxes would impose a safety hazard.
3. Boxes would exceed the recommended weight limits of storage furniture.

If in danger of exceeding storage, materials should be donated, cataloged, and/or disposed of as soon as possible if not immediately.

2. Cataloging

Books to be kept should be cataloged in the order they were received, only after purchased items.

3. Sale

Discard books should be put on the sale shelf as required. Discard books can be saved for the annual book sales. After sales, remaining unsold discard books should be put on sale shelf, donated or disposed of and not stored again.

4. Donation

Discard books should also be donated to local Goodwills, schools, churches, veterans’ hospitals, or other organizations.

5. Disposal

Materials may be disposed of in a way that is as environmentally neutral as possible.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on December 14, 2000; Revised November 05, 2012; Revised October 1, 2018.

9.2 Gift Book Program

I/We would like to contribute $_____ for book(s) to be placed in the Library as a

Memorial for: _____, or

In Honor of: _____.

The subject matter I/we prefer for this book is (please specify if you have a preference)
_____.

Donor information

Name of donor: _____

Address of donor: _____

Do you wish to be notified when your donation is available for circulation? ____

Do you wish to have a gift plate added to the book purchased with your donation? ____

Signature _____

Date _____

Please make checks payable to the J. Robert Jamerson Memorial Library.

Please return this form to:

J. Robert Jamerson Memorial Library

157 Main Street, P.O. Box 789

Appomattox, Virginia 24522

For Office Use Only

Request received on _____ (date) by _____ (staff initials)

Title(s) selected _____

Acknowledgement sent _____

Book plate(s) added _____

Reserved for donor _____

9.3 Gift Agreement Form

Date: _____

Name: _____

Address: _____

Description of Material Donated:

_____

_____

_____

The Gift Agreement transfers legal title of the gift to the J. Robert Jamerson Memorial Library:

____ Unrestricted gift

____ Restrictions (Please specify)

_____

_____

_____

I have read the Gift Policy provisions of the J. Robert Jamerson Memorial Library and agree that they are acceptable.

Signature of Donor _____ Date _____

Signature of Library Director _____ Date _____

Signature of Board Chairperson _____ Date _____

Freedom of Information and Records

10.1 FOIA Policy and Procedure

These rules and regulations are established to implement the provisions of the Virginia Freedom of Information Act (Code of Virginia, Chapter 37). The purpose of these rules is to support the policy of providing public access to public records in the possession of the J. Robert Jamerson Memorial Library while, at the same time, protecting the legitimate privacy interest of residents and maintaining administrative efficiency. These rules and regulations are filed in accordance with the Virginia Freedom of Information Act.

Definitions

The following definitions shall be used:

"VFOIA" means the Virginia Freedom of Information Act

"Freedom of Information Officer" means an individual responsible for receiving and responding to requests for public records. The Library Director, or designee acting in the Library Director's absence, will be responsible for responding to requests.

"Requester" means a person who submits a request for public records in accordance with these rules and regulations.

Procedures for Requesting Public Records

Requests for public records shall be submitted to:

Freedom of Information Officer
J. Robert Jamerson Memorial Library 157 Main Street,

J. Robert Jamerson Memorial Library

P.O. Box 789
Appomattox, Virginia 24522

Form and Consent Request

Section 1

Except as set forth in Section 2, requests in accordance with the VFOIA and these rules shall be made in writing. Such requests shall be submitted on VFOIA Request Forms provided by the J. Robert Jamerson Memorial Library. Requesters who mail their request in may have the VFOIA Request forms sent to him/her for completion before their request can be granted.

Section 2

Routine oral requests will be handled at the discretion of the Freedom of Information Officer. Examples of the routine oral requests that will be handled at the discretion of the Freedom of Information Officer include requests for accident reports, minutes of public meetings, and copies of Library ordinances. Denial of an oral request does not prohibit an individual from filing a written request. However, a written request shall be a condition precedent to appealing a denial to the head of a public body.

Section 3

The requester shall provide the following information in a request for public records:

- The requester's full name, address, and phone number.
- A brief description of the public record sought, being as specific as possible
- Whether the request is for inspection of public records, copies of public records, or both

Procedures for Library Response to Request for Public Records

Timeline for District Response

Section 1

The Library shall respond to a written request for public records within five (5) working days after the receipt of the written request.

Section 2

The Library may give notice of an extension of time to respond which does not exceed an additional seven (7) working days. Such an extension is allowable only if written notice is provided within the original five (5) working day time. Such notice of extension shall state the reasons why the extension is necessary

Types of Library Responses

The Library shall respond to a request for public records in one of three ways

- Approve the request
- Approve in part and deny in part
- Deny the request

Section 1

Upon approval of a request for public record so, the Library may either provide the materials immediately, give notice that the materials shall be made available upon payment of reproduction and postage costs, or give notice of the time and place for inspection of records

Section 2

A denial of a request for public records shall be made in writing. It shall state the reasons for denial and the names and titles of individuals responsible for the decision. It shall also give notice of the requester's right to appeal to the Chairperson of the Library Board of Trustees.

Section 3

Categorical requests creating an undue burden upon the Library shall be denied only after extending to the request or an opportunity to confer in an attempt to reduce the request to manageable proportions.

Procedures for Appeal of a Denial

Section 1

A requester whose request has been denied by the Freedom of Information Officer may appeal the denial to the Chairperson of the Library Board of Trustees. The notice of appeal shall be made in writing and sent to:

Chairperson of the Library Board of Trustees
Attn: VFOIA Appeal
J. Robert Jamerson Memorial Library
157 Main Street, P.O. Box 789
Appomattox, Virginia 24522

Section 2

The notice of appeal shall include a copy of the original request, a copy of the denial received by the requester and a statement of the reasons why the appeal should be granted.

Chairperson of the Library Board of Trustees Response to Appeal

The Chairperson of the Library Board of Trustees shall respond to an appeal within five (5) working days after receiving notice thereof. The Chairperson of the Library Board of Trustees shall either affirm a denial or provide access to the requested public records.

Procedures for Providing Public Records to Requesters

Inspection of Records at the Library

Section 1

Unless otherwise arranged, public records will be made available for inspection during normal working hours of the Library

Section 2

Documents which the requester wishes to have copied shall be segregated during the normal course of the inspection. All copying shall be done by Library employees.

Section 3

An employee of the Library may be present throughout the inspection. A requester may be prohibited from bringing bags, briefcases, or other containers into the inspection room.

Copies of Public Records

Section 1

Copies of public records shall be provided to the requester upon payment of any copy or postage charges which are due. In the event that the charges for copies of public records is more than $3.00, the Freedom of Information Officer shall require that advance payment be made in full. Written confirmation from the requester will be required for charges over $25.00.

Section 2

The requester will be charged twenty cents ($.20) for each copy of requested materials. In order to provide certified copies of the requested materials, the Library will charge an additional $2.00 per copy

Section 3

Charges shall be waived if the requester is a State Agency, a Constitutional Officer, or a member of the General Assembly. Charges may be waived in any other case where the Freedom of Information Officer determines that the waiver serves the public interest.

General Materials Available from the Freedom of Information Officer

The Freedom of Information Officer shall make available to the public at no charge the following materials:

- A brief description of the organizational structure and budget of the J. Robert Jamerson Memorial Library
- A brief description of the means for requesting information and public records.
- A list of types and categories of public records maintained by the J. Robert Jamerson Memorial Library.

*Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on May 21, 2002. * Revised November 05, 2012. **

10.2 Retention of Records

LVA - Records Management and Services Division

Records Retention and Disposition Schedule

General Schedule No. 02 - County and Municipal Governments - Fiscal Records

Records Series Title and Description	Type of Record	Series	Scheduled Retention and Disposition	Disposition method
Accounts Payable	Invoices, receipts, bills, checks	010143	3 Years after end of state fiscal year.	Non-confidential destruction
Accounts Receivable	Deposit receipts, invoices, orders	010144	3 Years after end of state fiscal year	Non-confidential destruction
Budget Records: Working files	Budgeting working files	010151	5 Years after end of state fiscal year	Non-confidential destruction
Financial Accounting Reports	Income and expenditures	010162	3 Years after end of state fiscal year.	Non-confidential destruction
Payroll records	Leave, time, attendance	200105	5 Years after end of state fiscal year.	Confidential destruction

General Schedule No. 03 - County and Municipal Governments - Personnel Records

Records Series Title and Description	Type of Record	Series	Scheduled Retention and Disposition	Disposition method
Accident/Illness Reports	Non-payroll occupational illness/injury	010220	5 Years after event.	Confidential destruction
Affirmative Action/EEOC Plans	Plans	010221	3 Years after superseded, obsolete, or rescinded	Non-confidential destruction

J. Robert Jamerson Memorial Library

Affirmative Action/EEOC Progress Reports	Reports	010222	3 Years after submission.	Non-confidential destruction
Applications and Resumes: Unsolicited	Unrequested applications and Resumes	010253	0 Years after no longer administratively useful	Confidential destruction
Attendance Records: Education/Training	Class, meeting, seminar attendance	010224	0 Years after no longer administratively useful	Non-confidential destruction
Criminal History / Background Check Records	Criminal history for hiring purposes	001762	0 Years after event	Confidential destruction
Discrimination Complaint Cases	Discrimination Investigations	010227	1 Year after closed	Confidential destruction
Drug & Alcohol Screening/Test Records: Negative result	Applicant/employee tests/screenings	200387	1 Year after event	Confidential destruction
Drug & Alcohol Screening/Test Records: Positive result	Applicant/employee tests/screenings	010228	5 Years after event	Confidential destruction
Educational Assistance Program	Tuition Assistance	010229	3 Years after closed	Non-confidential destruction
Employee Directories, Rosters, or Indexes	Assignments, titles, numbers, addresses	010231	0 Years after superseded, obsolete, or rescinded	Non-confidential destruction
Employee Health Certificates	Certificates and reports of health	010239	3 Years after event	Confidential destruction
Employee Health Records	Assessments, clearance, release, other	010232	30 Years after separation	Confidential destruction
Employee Personnel Records: Long Term	Dates, contact, history, termination	010233	50 Years after separation	Confidential destruction

General Schedule No. 19 - County and Municipal Governments - Administrative Records

Records Series Title and Description	Type of Record	Series	Scheduled Retention and Disposition	Disposition method
Agenda and Supporting Documentation files	Materials reviewed; items presented	010024	3 Years after end of calendar year.	Non-confidential destruction
Citizen complaint files	Investigations, finding, responses	010004	1 Year after last action.	Confidential destruction
Citizen petitions	Petition, research, responses	010005	Permanent	In Agency
Drafts	Drafts created composing records	200102	0 Years after superseded, obsolete, or rescinded	Non-confidential destruction
E-Rate Program (After June 30, 2015)	Documentation, reports, bills, receipts	200426	10 Years after last action	Non-confidential destruction
Grant Records: Funded	Approval, completion, conformance	010051	5 Years after project completion	Confidential destruction
Grant Records: Unfunded	Application, budget, denial	000182	1 year after decision	Non-confidential destruction
History files	Scrapbooks, photos, articles, histories	010064		Permanent, Archives
Investigative reports	Investigations	010058	3 Years after last action	Non-confidential destruction
Minutes (Governing Board)	Minutes, indexes to minutes	010029		Permanent, In Agency

J. Robert Jamerson Memorial Library

Photographs (Not historically significant)	Photos, images, slides	010075	0 Years after no longer administratively useful	Non-confidential destruction
Surveys: Administrative	Surveys	010105	2 Years after end of calendar year	Non-confidential destruction
Vacation or work schedules	Time off	010109	2 Years after end of calendar year	Non-confidential destruction

General Schedule No. 22 - County and Municipal Governments - Public Library

Records Series Title and Description	Type of Record	Series	Scheduled Retention and Disposition	Disposition method
Collection Catalog	Creation, circulation records	005638	0 Years after superseded, obsolete, or rescinded	Non-confidential destruction
Control logs	Signups for SRP, computers, etc	005642	0 Years after superseded, obsolete, or rescinded	Confidential destruction
Facility Use Records	Meeting room calendars, signup forms	005643	0 Years after superseded, obsolete, or rescinded	Non-confidential destruction
Interlibrary Loan Records	Request, response, documentation	200154	0 Years after superseded, obsolete, or rescinded	Non-confidential destruction
Patron records	Card applications, borrowing History	005653	3 Years after last action	Confidential destruction
Public Access Restrictions	Internet use policies, banned patrons	005654	3 Years after superseded, obsolete, or rescinded	Confidential destruction
Usage Statistics	Bibliostat, other usage statistics	005657	1 Years after end of calendar year	Non-confidential destruction

10.3 Request for Public Records

Patron_____ Date_____

Address_____

Phone Number_____

Description of Requested Record(s)

_____
_____
_____

Please indicate that if you wish to inspect the above records or wish a copy of them

☐ Inspection ☐ Copy ☐ Both

Do you wish to have copies certified?

☐ Yes ☐ No

This request is being made in accordance with the provisions of the Virginia Freedom of Information Act and the undersigned agrees to abide by the Rules and Regulations, and to pay all charges* involved with the copying of the documents including postage costs

Signed_____ Date_____

Submit request to:

Freedom of Information Officer

J. Robert Jamerson Memorial Library
157 Main Street, P.O. Box 789
Appomattox, Virginia 24522
Telephone: (434) 352-5340
Fax: (434) 352-0933

The requester will be charged twenty cents ($.20) for each copy of requested materials. In order to provide certified copies of the requested materials, the Library will charge an additional $2.00 per copy. Copies of public records shall be provided to the requester upon payment of any copy or postage charges, which are due. In the event that the charges for copies of public records is more than $3.00, the Freedom of Information Officer shall require that advance payment be made in full. Written confirmation from the requester will be required for charges over $25.00.

For office Use Only

Date Received_____ Date Response Due_____

☐ Request Approved ☐ Request Partially Approved

☐ Request Denied ☐ Request Deferred

10.4 Approval of Request for Public Records

Patron_____ Date_____

Address_____

Phone Number_____

Description of Requested Record(s)

_____

_____

_____

Your request dated _____ for the above records has been approved.

_____ The documents you requested are enclosed.

_____ The documents will be made available upon payment of copying and postage costs in the amount of _____.

_____ You may inspect the records at _____ on _____ (date).

Signed_____ Date_____

Freedom of Information Officer

Submit request to:

J. Robert Jamerson Memorial Library
157 Main Street, P.O. Box 789
Appomattox, Virginia 24522

J. Robert Jamerson Memorial Library

Telephone: (434) 352-5340
Fax: (434) 352-0933

For office Use Only

_____ Amount Deposited

_____ Amount Due

10.5 Denial of Request for Public Records

Patron_____ Date_____

Address_____

Phone Number_____

Description of Requested Record(s)

_____
_____
_____

Your request dated _____ for the above captioned records has been denied:

_____ The request creates an undue burden on the public body, and we were unable to negotiate a more reasonable request.

_____ The materials requested are exempt under the Virginia Freedom of Information Act for the following reasons:

_____
_____
_____

The individuals who were responsible for the denial are:

_____
_____

You have the right to appeal the denial of the records you have requested to the Chairperson of the Library Board of Trustees by submitting a written notice of appeal to:

Chairperson of the Library Board of Trustees
Attn: VFOIA Appeal
J. Robert Jamerson Memorial Library
157 Main Street, P.O. Box 789
Appomattox, Virginia 24522
Telephone: (434) 352-5340
Fax: (434) 352-0933

In submitting your notice of appeal, you should include copies of your original request and this denial, and state any reasons why your appeal should be granted.

Signed_____ Date_____
Freedom of Information Officer

10.6 Partial Approval of Request for Public Records

Patron_____ Date_____

Address_____

Phone Number_____

Description of Requested Record(s)

_____
_____
_____

Your request dated _____ for the above captioned records has been partially approved:

_____ are enclosed.

_____ will be made available upon payment of copying and postage costs in the amount of _____.

_____ may be inspected at _____ on _____ (date).

The following portions of request have been denied for the reasons cited:

_____
_____

The individuals who were responsible for the denial are:

_____
_____

You have the right to appeal the denial of the records you have requested to the Chairperson of the Library Board of Trustees by submitting a written notice of appeal to:

Chairperson of the Library Board of Trustees
Attn: VFOIA Appeal
J. Robert Jamerson Memorial Library
157 Main Street, P.O. Box 789
Appomattox, Virginia 24522
Telephone: (434) 352-5340
Fax: (434) 352-0933

In submitting your notice of appeal, you should include copies of your original request and this denial, and state any reasons why your appeal should be granted.

Signed_____ Date_____
Freedom of Information Officer

10.7 Deferral of Response to Request for Public Records

Patron_____ Date_____

Address_____

Phone Number_____

Description of Requested Record(s)

_____
_____
_____

Your response to your request dated _____ for the above captioned records must be delayed. The delay in responding to your request is for the following reason(s):

_____
_____
_____

You will be notified by _____ as to the action taken on your request.

Signed_____ Date_____
Freedom of Information Officer

J. Robert Jamerson Memorial Library
157 Main Street, P.O. Box 789
Appomattox, Virginia 24522
Telephone: (434) 352-5340
Fax: (434) 352-0933

10.8 Virginia Freedom of Information Act Appeal

Patron_____ Date_____

Address_____

Phone Number_____

Description of Requested Record(s)

_____
_____
_____
_____

Noted below is the action I have taken on your appeal from the denial of your request for the above captioned records:

_____ I hereby approve your appeal for the following extent and for the following reasons:

_____
_____

_____ I affirm the denial of your request made by the Freedom of Information Officer.

You are entitled to a judicial review of any denial.

Signed_____ Date_____
Chairperson of Library Board of Trustees

J. Robert Jamerson Memorial Library
157 Main Street, P.O. Box 789
Appomattox, Virginia 24522
Telephone: (434) 352-5340
Fax: (434) 352-0933

Volunteers

11.1 Volunteers

The J. Robert Jamerson Memorial Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff and/or work on special projects. Volunteers learn more about the Library and its place in the community and observe first-hand the way the Library serves the community's needs. Volunteers provide a valuable service and aid in stretching limited resources by assisting staff and completing tasks that would otherwise linger. They also become strong advocates for the library. Volunteers do not replace library staff.

These are some kinds of work which have been done by library volunteers: program assistance (craft and story time, Summer Reading Program), inspecting and mending library materials, shelving returned materials, display design and maintenance, clerical work and shelf-reading. Volunteers do not handle book transactions or money transactions.

1. Volunteers are selected based upon their qualifications and needs of the Library at any given time.
2. Volunteers must fill out an application, participate in an interview process that includes a reference check and possible criminal background check.
3. Volunteers will be trained by Library staff to perform specific duties and are expected to take directions from the Library staff.
4. Work schedules and specific time commitments will be arranged by each volunteer and the Library Director. Volunteers are asked to commit to a service period of at least three months. Volunteers who cannot meet a scheduled work assignment must inform the Library Director in advance.
5. Volunteers are welcome to bring any concern, problem, or suggestion to the Library Director and to ask for any information needed to do the job more effectively.

6. The volunteer should keep an accurate record of the hours worked, recording them on the Library's volunteer Record form.
7. Expenses directly related to volunteer service are generally deductible from state and federal income taxes. Therefore, volunteers may wish to keep an on-going record of transportation, parking, and other relevant expenses. (For more specific information, see IRS Publication 526, Charitable Contributions)
8. Volunteer performance will be evaluated by the Library Director once a year.
9. Volunteers may be removed from the Volunteer Program for poor performance, lack of available work, or violation of the Library's policies and procedures.
10. The Library Director will ask each volunteer for an evaluation of the volunteer program periodically and also upon completing volunteer services. Comments are welcome at other times as well.
11. Volunteers must notify the Library Director as soon as possible when wishing to discontinue service to the Library.
12. Volunteers are expected to operate within the stated policies and procedures of the J. Robert Jamerson Memorial Library.
13. Volunteers are expected to have a good knowledge of the goals and purpose of the J. Robert Jamerson Memorial Library.

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on December 14, 2000. Updated 7/9/2024

Appomattox County Library Association

12.1 Association Information

Officers

(**Currently on hiatus**)

- Chairperson
- Vice-Chairperson
- Secretary/Treasurer

Donors

- Under construction

Fundraisers

- Under construction

Contact information

- Under construction

12.2 Membership Application

Give a Hoot, Join ACLA Today!

Reasons YOU should be part of ACLA

- Community involvement
- Volunteer opportunities
- SHARE program participant
- Promote literacy
- Helping to enhance our public library
- Help to raise awareness of the library and its many services

Mission Goals:

- To promote and support the library
- To better serve the needs and continuing growth of library use in Appomattox County.
- To make non-users aware of library benefits
- To keep the library's presence high so that its services are never taken for granted or diminished

Knowledge is Power

MEMBERSHIP APPLICATION

Member type

☐ Student $1.00 ☐ Individual $3.00 ☐ Family $5.00 ☐ Sustaining $10.00

Name _____

Address _____

City _____ State _____ Zip _____

Phone_____ Email _____

Spouse _____

Child _____

Child _____

Child _____

Comments:

_____

_____

_____

Appomattox County Library Association
c/o J. Robert Jamerson Memorial Library
P.O. Box 789 Appomattox, VA 24522

12.3 ACLA By-Laws

Preamble

The ACLA is an organization for furthering the services of the J. Robert Jamerson Memorial Library. Its purpose is to promote and support the library to better serve the needs and continuing growth of library use in Appomattox County. To make non-users aware of its benefits, and to keep its presence high so that its services are never taken for granted or diminished.

1. Article 1 - Name

The name of this organization shall be the Appomattox County Library Association.

2. Article II - Object

To develop a cohesive group which supports and enhances services of the Library with library staff and library board approval, specific fundraising and a variety of programs are to be selected annually.

3. Article III - Membership

The membership shall consist of anyone living in the community of Appomattox County, Virginia and surrounding communities who wishes to share in support of the Library.

4. Article IV - Officers and Committee Chairpersons
    1. Section I - The officers shall be Chairperson, Vice Chairperson in charge of Programs, a Secretary/Treasurer. A Chairperson shall
    2. Section II

A - There shall be an executive committee composed of Chairperson, Vice Chairperson, Secretary/Treasurer who shall be responsible for conduct of business between meetings. All officers must concur to act in the name of the group.

B - Meetings of executive committee shall be called at the discretion of the Chairperson.

5. Article V - Appointment and Election of Officers
    1. Section I - Officers shall be elected for a term of two (2) years. Elections shall be in November of the second year. Election shall be by a majority vote of members present. Those elected shall take office at the January meeting following the election.
    2. Section II - A nominating committee shall receive nomination following the September meeting.
    3. Section III - Appointments to fill unexpired terms shall be made as promptly as possible by the Executive Committee from names by the nominating committee.
    4. Section IV - Chairpersons of committees shall be appointed annually and serve additional terms if desired.
6. Article VI - Duties of Officers
    1. Section I

A - The chairperson is responsible for achievement of the overall aim and purpose of the ACLA. He or she shall preside at all meetings, shall be an ex-officio member of all committees except the Nomination Committee. The Chairperson shall have the power to sign checks in the absence of the Treasurer, (Shall be a representative of ACLA at community functions).

B - He or she shall name members of all standing committees subject to their willingness to serve and subject to the approval of the Executive Committee.

    2. Section II

A. The Vice-Chairperson shall act in the absence of the Chairperson and shall assist whenever possible.

B. The Vice-Chairperson shall be responsible for programs which enhance the service of the library.

    3. Section III - The Secretary/Treasurer shall take minutes of meetings and be responsible for all correspondence, have charge over all monies, pay bills, and keep accurate accounts.
    4. Section IV - Duties of Committee Chairpersons shall be determined at their appointment.
7. Article VII - Meetings
    1. Section I - Full membership meetings shall be held at least twice a year.
    2. Section II - The chairperson shall call additional meetings as necessary.
8. Article VIII - Contribution
    1. Section I - Each member is asked to contribute a monetary donation, the amount to be reviewed periodically.
    2. Section II - Membership shall consist of Individuals, Families, Contributing Benefactors, Student Memberships. All checks should be made to the Appomattox County Library Association.
9. Article IX - Quorum

The presence of two (2) officers and six members shall constitute a quorum for the conduct of business at each regular meeting.

10. Article X - Parliamentary Authority

The parliamentary authority of the organization shall be Robert's Rules of Order: Revised

11. Article XI

These by-laws may be amended provided that said proposed amendment shall be read at the next meeting following its proposal and shall be voted on at the following regular scheduled meeting.

13.1 Disaster Plan

Introduction

The purpose of this plan is to provide a basic guide for response to and recovery from disasters affecting the holdings of the J. Robert Jamerson Memorial Library.

Response to emergencies

Response to emergencies is based upon the following priorities:

1. Most importantly, safeguard human life. If necessary, evacuate the building promptly and call for help.
2. Assess and contain the damage to collections if it is possible to do so safely.
3. Salvage as many library materials as possible.

Person / Organization	Telephone number
Fire	(434) 352-5212
Rescue Squad	(434) 352-5433
Police	(434) 352-8241
State Police	(800) 552-0962
Cindy Scheu, Director	(434) 390-7971
Evelyn Ford	(434) 660-4083
County Administrator's Office	(434) 352-2637

Fire emergency

If there is a fire:

- Your first priority is to ensure the safety of people in the building.

- Use common sense and do not panic. A minor contained fire (trash can fire, for example) can be extinguished with the fire extinguishers located at the entrance to the staff workroom and near the used book display.
- If a fire cannot be easily and safely extinguished, call (434) 352-5212 (Fire) and (434) 352-8241 (Police) and evacuate the building.

Evacuation procedures

- Evacuation of the building should begin immediately after the fire has been positively identified and cannot be extinguished by a staff member using a fire extinguisher.
- Begin to systematically clear the library until help has arrived.
- Be certain to check the restrooms and the meeting room.

Water emergency

- If there is a serious leak, broken pipe, or flooded area in the building, call County Administrator's Office at (434) 352-2637 and state that you are reporting an emergency water problem. After hours, notify…
- If water is leaking from the ceiling, cover the area with plastic sheeting and place buckets under the leaks.
- If there is water on the floor, remove materials from lower shelves onto higher shelves or tables well away from standing water. Do not place any material on the floor, even in seemingly dry area, as the leak may spread.
- If possible, turn off electrical circuits to the flooded area. Unplug electrical equipment in the area if you can safely do so.
- If electricity in the building needs to be turned off, call County Administrator's Office at (434) 352-2637.
- The building needs to be evacuated only in case of major water damage and when structural damage can be expected.

Natural Disasters: Tornadoes

Tornadoes may occur in Virginia from March to October. Because tornadoes move rapidly, there may be little warning if there is a tornado; consequently, there will be little time to seek shelter.

- When a tornado occurs, the building should not be evacuated. If possible, persons in the building should move to an inner hallway or small inner room away from windows. Stay away from book stacks since they may tip or collapse.
- In addition to water damage, walls, ceilings, and shelves may collapse. When structural damage occurs, the person in charge of building maintenance needs to assess the structural damage and determine when it is safe to enter the building. Then, damage to affected materials needs to be assessed.

Natural Disasters: Hurricanes

Hurricanes may occur on the Atlantic coast of Virginia between June and November. Damage from heavy rain and flooding, as well as high winds may occur. Hurricanes are slow moving, so precautions can be taken before the storm actually strikes.

- Because sufficient warning can be given in a hurricane emergency, the building can be evacuated and closed before the hurricane strikes. The following precautions should be made: rare and

valuable materials can be moved to a safe place; the power can be turned off; windows should be taped to reduce the danger of flying glass; and doors should be closed. If there are people in the building when the hurricane strikes, they should move to an inner hallway or small inner room and not leave until the storm is over. A battery powered Emergency Notification System operates on all staff computers so that weather reports can be monitored.

- Most damage from a hurricane will be water damage; however, there is a possibility of structural damage, broken windows, and collapsed shelving. If there is structural damage, the person in charge of building maintenance needs to assess the damage and determine when it is safe to enter the building. Then, damage to the affected materials needs to be assessed. The recovery operation for library materials may include surveying water damage to books and other library materials, reshelving, and deciding upon repair of broken windows.

Natural Disasters: Earthquakes

Earthquakes may occur in Virginia. The danger from earthquakes is caused by what they do to man-made structures - debris falling from damaged buildings, flying g lass from broken windows, fires caused by broken gas lines, and flooding due to broken water pipes. There is no warning before an earthquake occurs.

- If an earthquake occurs, do not attempt to evacuate the building. Persons in the building should stay in the inner core of the building away from windows. Shelter should be taken in a doorway, in a narrow corridor, or under a heavy table, desk, or bench. Also be aware that after-shocks may follow for several hours or days after the earthquake. A battery powered Emergency Notification System operates on all staff computers so that the earthquake can be monitored.
- Damage from an earthquake may include structural damage to the building, collapsed shelving, damage to equipment and furniture, water damage from broken pipes, and fire and/or smoke damage caused by broken gas lines. All damage will need to be assessed by the person in charge of building maintenance before reentering to begin recovery operations.

Bomb threats

- If a bomb threat is received by telephone, evacuate the building and notify the Police at (434) 352-8241
- If a suspicious object or package is found, notify the Police.

Recovery and Salvage

For emergency consultation, call the Northeast Document Conservation Center at (978) 470-1010, 24 hours a day, seven days a week.

Review Damage & Establish Priorities

- Rapid response is essential for an effective recovery effort. Paper-based collections begin to distort physically immediately after becoming wet. Books swell and distort paper cockles; inks and pigments run; coated papers begin to adhere.
- The Library Director should evaluate damage and establish salvage priorities.
- Archival records, rare books, records vital to the operation of the Library, and any other irreplaceable items should receive the first attention.

- Determine the kind and degree of damage that materials in each location have sustained.
- Determine whether the salvage operation can be handled by staff or if a disaster recovery specialist is required. Consult experts as needed.

After reviewing the extent of the damage, the Library Director should set up a disaster recovery team and assign personnel as needed.

Handling and removal of material

The most common emergencies (fire, flood) involve water damage. If possible, loosely sort materials according to degree of wetness (soaked, damp, dry). Pack like materials together, e.g. damp records in one box, soaked in another, etc. See also specific instructions below relating to water damage and fire damage.

- Materials must be removed from affected areas, either to a salvage/drying area within the building or to another area nearby. Likely locations are a classroom or gymnasium.
- Files: Place folders in boxes or milk crates. Place the folders vertically in boxes (standing as they would in a file drawer). Fill boxes only about 75% full to allow for swelling.
- Bound Volumes: Load unto metal book trucks or into boxes or plastic milk crates for transport. Place normal-size volumes in a spine down position. Pack large volumes flat in boxes. If time allows, loosely place sheets of freezer paper or waxed paper around every volume. Boxes should be packed only about 75% full to allow for swelling.
- To ensure inventory control and for insurance purposes, it is necessary to know the condition and disposition of materials. As materials are removed, a staff member should be assigned to label each container with a brief designation of its contents (by call number range, etc.); damage type (wet, dry, smoke, etc.) and salvage priority; and destination.
- Assign a photographer to document the damage and salvage operations.

Water Damage

Evaluate the situation and decide whether the materials can be air-dried on-site, or if they must be removed to a freezer facility. Refer to a list of consultants for outside assistance in evaluating the disaster. If the damaged materials are not too numerous or too thoroughly soaked, air-drying will be a viable option and a drying area will be required. For detailed instructions on procedures to follow, see the Northeast document Conversation Center's Technical Leaflet "Emergency Salvage of Wet Books and Records." A summary of key steps is listed below. Consult the complete document for details.

- Secure a clean, dry environment where the temperature and humidity are as low as possible. The temperature must be below 70 degrees F and the humidity below 50%, or mold will probably develop and distortion will be extreme. Keep the air moving at all times using fans in the drying area. This will accelerate the drying process and discourage the growth of mold.
- Thoroughly soaked books and books with coated paper should be frozen as soon as possible. Wrap them loosely in freezer paper or wax paper and pack them flat in boxes, preferably plastic mail crates, for transportation to a freezing facility. If they cannot be frozen before they dry, interleave the pages with unprinted newsprint or paper towels. Keep an inventory of books packed and removed to freezer facilities.
- Wet books with covers intact can be air-dried. Interleave every few pages, starting from back of the book, turning pages carefully. For interleaving use paper towels or clean, unprinted newsprint. Be careful to avoid interleaving too much or the spine will become concave and the volume distorted.

- When books are dry but still cool to the touch, they should be closed and laid flat on a table or other horizontal surface, gently formed into the normal shape, and held in place with a light weight. Do not stack drying books on top of each other. In no case should books be returned to the shelves until thoroughly dry; otherwise, mold may develop, particularly along the gutter margin.
- Air-drying is most suitable for small numbers of records that are damp or water damaged only around the edges. Single leaves can be laid out on tables, floors, and other flat surfaces, protected, if necessary, by paper towels or clean, unprinted newsprint, or clothesline may be strung close together and records laid across them for drying. If there are hundreds of single pages, or if the water damage is severe, other methods of drying will be more satisfactory and cost-effective. Once dry, records may be rehoused in clean folders and boxes, or they may be photocopied or reformatted in other ways. Dried records will always occupy more space than ones that have never been water damaged.
- Microforms subject to water damage should be professionally cleaned and dried within 48-60 hours. It will need to be sent to a processing laboratory. In most cases, the film should not be used again, but a duplicate copy should be made and the damaged one discarded. If the film is dirty/muddy, put in a bucket filled with clean cold water and agitate lightly to remove major dirt deposits. Pack for shipping. If a film cannot be salvaged within about 60 hours, it can be frozen.

Fire damage

If there is a fire, materials will suffer fire and smoke damage in addition to water damage. It is necessary to consult conservators and other experts. In absence of professional help, handling of charred items should be avoided, if possible, since handling will result in further damage. Rare, archival, or special collections must be evaluated by a conservator.

Basic Emergency Supplies

Essential supplies should be maintained in the Library. Other emergency supplies are located at the County Administration building. Obtain additional items as needed. Located in the library: Book trucks, UPS powered Emergency Notification System, extension cords, small fans, flashlight, plastic garbage bags, paper towels, plastic sheeting, tables. Located at County Administration Building, or obtained by County Maintenance: Dehumidifiers, fans, portable generator

Experts, Consultants, & Equipment

- The Library of Virginia - Contact the State Librarian as soon as possible after the disaster occurs. The LVA will provide expert advice, assistance, and support, as managed by the Code of Virginia, Sec. 42.1-91, in coordination with the state Department of Emergency Services
- Northeast Document Conservation Center Emergency telephone consultation Telephone: (978) 470-1010, 24 hours a day, seven days a week Fax: (978) 475-6021

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on January 20, 2003. Updated

13.2 Active Shooter

Guidelines

Staff members should follow the following guidelines in the event of a shooting:

Run

When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible
- Prevent others from entering the area.
- Call 911 when you are safe.

Hide

If evacuation is not possible, find a place to hide.

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.

Your hiding place should:

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

Fight

As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

911

When law Enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

Long Range Plan

14.1 Long Range Plan

Forward

The Appomattox County Library has been serving the community of Appomattox, Virginia since our very first public Library began in 1936. The growing collection of nearly five-thousand books was moved in 1940 into a space which would be large enough to house it. By 1992, a half-century later, that collection had quadrupled in size and the Library was, finally, moved into its current home on 157 Main Street as the J. Robert Jamerson Memorial Library.

The Library's collection is still growing and includes paperbacks, hardbacks, audio discs, video discs, newspapers, magazines, e-books, and fourteen public internet terminals and one public catalog terminal. We offer affordable document printing, copying, scanning, and fax from a single all-in-one terminal and two public scanning terminals. The Library's collection is maintained by a Commonwealth of Virginia Certified Librarian, two full-time staff, and two to four part-time staff. Using an open-source Library Management System, we are able to provide all these services to thousands of patrons locally and throughout the Commonwealth.

In the next five years we aim to enhance our existing community services including digital literacy, early literacy, cultural awareness and representation. We will also seek to establish new resource avenues and provide patrons with the highest standard of resources to meet their every information need.

Library Mission Statement

The mission of the J. Robert Jamerson Memorial Library is to provide the population of the county with access to knowledge, ideas, and creative expression by collecting and offering print resources, audio-visual materials, and electronic information services which are of interest to the community; to assure ease of access to these materials; and to provide programs to stimulate the awareness and use of these resources by establishing access to human informational and creative resources of Appomattox County and Beyond. The J. Robert Jamerson Memorial Library offers a welcoming and inspiring environment for learning and individual enlightenment and community enrichment throughout the region.

Library Purpose

The J. Robert Jamerson Memorial Library has five primary roles. These roles reflect the objectives of the individual patrons of the Library:

5. *Popular Materials Library* - Makes available current materials of high interest in a variety of formats for persons of all ages.
6. *Reference Library* - Provides timely, accurate information and reference services employing a highly qualified, professional staff.
7. *Education Support and Independent Learning Center* - Supports the educational goals of all Commonwealth citizens by providing resources which correspond to their diverse needs.
8. *Preschool and School-Age Children's Library's* - Encourages young children to develop a love of reading, learning, and libraries by providing materials and programs for children, as well as for their parents and caregivers.
9. *Adult and Senior Outreach Center* - Encourages community development, cultural enrichment, and establishes the foundation for increased adult learning and adult circulation.

As an institution which helps individuals develop their own convictions and pursue personal opportunities, the library plays an important role in the operation of a free and democratic society. Serving students of all ages the Library is part of the educational structure of the community. The Library serves residents as well as government, clubs, organizations, businesses, industry, social services, artistic and religious institutions, providing information service to the community as a whole. The diverse nature of the community is reflected in the collections and services of the library.

The J. Robert Jamerson Memorial Library serves people of all ages, backgrounds, and persuasions, respecting their individual library needs. Proudly upholding the public’s freedom of access to information, the Library does not restrict access to facts, ideas, and creative expression, unless restricted by law, to any member of the community.

Goals and Objectives

Listed below are the J. Robert Jamerson Memorial Library's goals and objectives for the fiscal years 2024 through 2029. They represent a variety of options of interesting and important avenues which would increase the Library's capacity to meet patrons' information needs. These objectives are a framework for achieving important goals for the Library. Specific activities and tasks will be developed around this framework using this document as a reference.

Goal 1: Professional Services

Preventative maintenance, equipment purchasing strategies, and patron enrichment can be achieved through a variety of services.

Objective 1.1 Technology Planning

There should be a comprehensive strategy for equipment purchasing. A computer life cycle and replacement schedule has been determined to be a valid avenue regarding this. More assessment is needed into our current technology situation to determine other possible opportunities for technology planning.

Objective 1.2 Patron Education

An update is needed to the library website to make it more accessible to patrons, staff, the director, and the library board. Once this is completed the library website can be used as a 'launch pad' for patron education. Many educational opportunities are provided by the Library of Virginia free to our patrons and can be accessed through our website.

Objective 1.3 Internet Resources

As is stated in Objective 1.2 an update is needed in order to make the library website more accessible. Once the website has been made more accessible to the director and staff, individual updates can be made that will allow the website to help staff better serve the community.

Goal 2: Day-to-Day Business

There are a few ways the day-to-day operations here at the J. Robert Jamerson Memorial Library could be improved. Having a direct impact on patron and staff these improvements would need to be carefully planned and based on sound assessment policies.

Objective 2.1 Job Descriptions

Job descriptions should be evaluated and modified as necessary to reflect any recent changes regarding library policy. Various options for improvement could be: more specialization, less specialization, cross-specialization, etc.

Objective 2.2 Online Training

Continue to educate staff on library specific software as well as best practices in the profession. All staff should maintain updated training for: collection development, readers advisory, reference interviews as well as job specific training.

Objective 2.3 Accounting Database

The Library should be in line with the Appomattox County accounting principles and use an accounting database that reflects that alignment.

Objective 2.4 Public Transparency

The library should strive to be more transparent with the public in regard to fines, fees, rules, and regulations. One way this goal will be approached is by adding pertinent portions of library policy to the library website for public use.

Goal 3: Programming

Library programming and other organized Library/community interaction should be done with care and be managed closely to ensure proper Library/community integration.

Objective 3.1 Outreach Opportunities

Evaluate and Explore new opportunities for outreach. Programs should reflect as closely as possible the needs of the community while also encouraging participation from unserved or underserved groups.

Objective 3.2 Outreach Promotions

Identify and evaluate new opportunities for outreach promotion as new social media and promotional sites change. Social media platforms will need to be evaluated for ease of use and whether it is beneficial to Library programming. Current use of social media platforms and local newspaper should continue as an avenue to reach the community where they are.

Objective 3.3 Digital Literacy

Identify ways in which the library can foster digital literacy within the community. One avenue that should be explored is the promotion of educational opportunities provided to the library by the Library of Virginia (Obj 1.2).

Goal 4: Equipment and Maintenance

The physical environment in which we operate, serve patrons, conduct meetings, hold gatherings, and care for materials needs to be of high standard. The current physical environment is in need of assessment to determine strategies for improvement.

Objective 4.1 General Building Interior Improvements

Continue to examine possibilities for interior building improvements. Some of these will include:

- Accessing storage options (to include reorganization of current storage capacity).
- Replacement of old, outdate and worn furniture throughout the library
- Paint touchups throughout the library

Objective 4.2 General Building Exterior Improvements

Continue to ensure maintenance of building's exterior. The building's exterior is the first thing current and possible library patrons see and should be well maintained.

- Research environmentally responsible ways to improve the area where trees around the library were removed and implement plan for improvement.

Objective 4.3 Handicapped Accessibility

Americans with Disabilities Act regulations should be assessed withing the building to ensure regulations are continuing to be followed.

Goal 5: Safety Improvement

With the knowledge that you can never plan an emergency or disaster situation, the J. Robert Jamerson needs to research, design and implement safety strategies to protect not only the physical assets of the library but also the staff and community it serves.

Objective 5.1 Disaster Plan and Kits

The current disaster plan needs to be reviewed and updated and a disaster preparedness kit needs to be developed to prepare for disaster situations within the library. The kit should include items suggested by the American Library Association for the preparation and clean-up during and after a disaster at the library.

Objective 5.2 Fire Safety

The J. Robert Jamerson Memorial Library needs to work with the local fire department to create a program for fire safety within the library that includes times for the fire department to practice rescues within the library.

American Library Association Codes

15.1 Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on November 9, 2000.

15.2 Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

   a. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In free

society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by: American Library Association & Association of American Publishers Subsequently endorsed by: American Booksellers Association American Booksellers Foundation for Free Expression American Civil Liberties Union American Federation of Teachers AFL-CIO Anti-Defamation League of B'nai B'rith Association of American University Presses Children's Book Council Freedom to Read Foundation International Reading Association Thomas Jefferson Center for the Protection of Free Expression National Association of College Stores National Council of Teachers of English P.E.N. - American Center People for the American Way Periodical and Book Association of America Sex Information and Education Council of the U.S. Society of Professional Journalists Women's National Book Association YWCA of the U.S.A

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on November 9, 2000

15.3 Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. American Film and Video Association is no longer in existence. Endorsed by the ALA Council January 10, 1990

Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on November 9, 2000.

15.4 Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to the intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We 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. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We 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. We recognize and respect intellectual property rights.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council June 28, 1995. Adopted by the J. Robert Jamerson Memorial Library Board of Trustees on November 9, 2000.