

WHITE HOUSE PUBLIC LIBRARY
Policy Committee Meeting Agenda
October 22, 2024
6:00pm

- I. Call to order
- II. Welcome Visitors
- III. Public Comments
- IV. Policy Review
 - a. General policies
 - b. Interlibrary loan
- V. New Business
- VI. Adjourn

INTERLIBRARY LOAN POLICY

The White House Library will request items to borrow from other libraries as well as send items to requesting public, school, academic and special libraries. Patrons may request, through interlibrary loan, material not found in the collection. The White House Library will not loan through ILL titles in high demand, less than one year in publication, or specialty items. ~~Materials not available for interlibrary loan include those titles in high demand and/or less than one year in publication.~~ There will be no charge for ILL service. ~~There is one exception, if unless the lending library charges a fee, . the~~ That fee may be passed on to the borrowing patron. Borrowers must be patrons in good standing, having had their card for a minimum of 30 days. They must have no overdue materials, lost items, fines, or unpaid fees for replacement of damaged items against their account. ~~Patrons should have no more than four items checked out on ILL at one time. Patrons may order no more than four items at one time.~~ Patron may only request and checkout 4 items on ILL at one time. The library director will have discretion to limit patrons' access to ILL service if a patron is excessively late in returning materials or fails to pick up ordered materials when notified by staff.

Revised by library board on March 10, 2022

A. Hours and Holidays

1. The library hours of operation are:

Monday, Tuesday, and Thursday	9:00-8:00
Wednesday	9:00-5:00
Friday	Closed
Saturday	9:00-4:00
Sunday	Closed

Hours of individual work by the staff will be set by the librarian

2. Holidays to be observed are:

New Year's Day	January 1 st
Martin Luther King, Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4 th of July
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

The library follows the city's policy for legal holidays.

~~3. The library shall not store material of any organization except the White House Public Library.~~

~~4. Any exhibits or displays sponsored by the library must be authorized by the board.~~

~~5. Standing committees shall be appointed annually by the chairman.~~

~~6. New members of the Library Board shall be appointed by the Board of Mayor and Aldermen. The Library Board shall consist of the mayor or his designee, and six citizens, four of which must be city residents (Ord. No. 2-201 of The White House Municipal Code.).~~

~~*Revised by library board on September 8, 2022*~~

~~**B. POWERS AND DUTIES OF THE LIBRARY DIRECTOR**~~

~~1. The librarian shall keep accurate records of:~~

~~a. Circulation of all items by patrons.~~

~~b. Public computer usage by patrons and visitors.~~

~~c. Registration of borrowers.~~

- ~~d. Notification of borrowers regarding overdue books and materials.~~
- ~~e. Funds collected from overdue fines, donations, services fees, etc. as well as any waived fines for system errors, human errors, or other special reasons that are approved by the library director.~~
- ~~f. Record of memorial books and sending written acknowledgments.~~
- ~~g. All materials holdings, including acquisitions and withdrawals.~~

2. The librarian:

- ~~a. Attends meetings of the Library Board and makes regular bi-monthly reports on circulation, finances, activities, etc. to the board~~
- ~~b. Makes recommendations to the board on ways to improve the Library's service to the community and implements decisions made by the board.~~
- ~~c. Attends in-service training programs and state professional meetings when possible.~~
- ~~d. Makes a monthly report on circulation to the Regional Director and city.~~
- ~~e. Sees that the disruptive behavior policy is enforced in the library.~~
- ~~f. Sees that materials on the shelves are in good order and shelves are periodically read and weeded.~~
- ~~g. Sees that all materials purchased for the White House Public Library are classified, catalogued and processed.~~

Revised by library board on September 12, 2024

C. ADULT BORROWERS

1. Patrons 18 years of age and older must submit a library card application and provide the following to receive a library card
 - A valid legal ID (Driver's License, State ID, Military, Passport) with current address, OR
 - A valid legal ID and proof of address to include current utility bill, pay stub ~~or~~ tax return, lease agreement, mortgage bill, or house deed.
 - And a secondary contact of phone number or email address

Patrons are responsible for returning items on time and in the condition it was checked out. Patrons will agree to pay any fee for damaged, missing or late items. Patrons should alert staff immediately if after checkout they find an item damaged or missing a piece. Failure to do so may result in the patron being charged for the item. The WHL does not endorse the items in its collection. It is the patrons' responsibility to review the content of the material they checkout. By clicking submit and accepting the library card, patrons agree to accept all the library rules and policies.

2. Library cards are issued free of charge to Tennessee residents residing in Robertson, Sumner and adjacent counties. Individuals residing outside the state or surrounding counties are eligible for an out of state card, which has a 1-year validation and an annual fee of \$10 for adults.
3. Local teachers may apply for a special teacher's card. In addition to meeting the general library card application requirements, individuals must show their most recent pay stub. All teacher cards will automatically expire on September 1. Individuals will have to show their most recent pay stub to renew their teacher status. A teacher's card will be eligible to check out up to 40 items, but the limits on specific item type will be the same as regular cardholders. Teacher items will checkout for 3 weeks (excluding technology devices) and will be eligible for 2 two week renewals if the items are not on hold.
4. Adult patron residing in Robertson, Sumner or the adjacent counties may apply for an electronic library card. This type of card will allow patrons to checkout eBooks, downloadable audiobooks, or use library databases. Patrons will not be allowed to check out any physical items with this type of card. Patrons do not have to come into the library to obtain an e-library card, but must fill out our application online. If a patron wants full checkout privileges, they must come into the library and show proof of address. Juveniles cannot apply for e-library cards.
5. Library cards shall be issued with an expiration date of 2 years to be updated bi-annually in the computer.
6. Patrons may update their library privileges by phone or in person.
7. Borrower identification may be requested at the discretion of the library staff.
8. All cards unused for 3 years will be discarded.