

LIBRARY MISSION AND POLICIES

The policies, rules and regulations of the Northeast Georgia Regional Library System are determined by the Regional Board of Trustees with advice from the Director. The Regional Board, composed of members appointed by the four county boards, meets quarterly to receive the Director's report, to discuss the System's activities, and to decide upon general principles and policies. The Director, as technical advisor and executive secretary of the Board, operates the libraries within the guidelines of the policies established by the Board.

The Regional Board and the Director share the task of establishing the changing regional policies. When policies are approved, the Board delegates administration to the Director. Many activities have been delegated by the Regional Board to the affiliated county boards. The affiliated library managers are responsible for the administration of their respective libraries and report to the Director and their individual boards of trustees. All have the public relations job of interpreting the Library's program to the public.

The Northeast Georgia Regional Library System (NEGRLS) does not discriminate, either in employment or public service, on any basis, including race, sex, age, color, national origin, marital status, physical disability, political affiliation, or religion.

MISSION STATEMENT

The mission of the Northeast Georgia Regional Library System Services Office is to provide support to the public libraries of Habersham, Stephens, Rabun, and White Counties. These libraries are established to provide quality information services to the citizens of their communities. The duties of management of the individual member libraries are vested with their respective boards, although the Northeast Georgia Regional Library System Services Offices is charged with providing support to complement achieving the goals of the member libraries to the extent that those goals are compatible with the mission and goals of the Northeast Georgia Regional Library System.

This support shall include but not be limited to: overseeing collections management; purchase and cataloging of materials; other technical services; compilation of financial data for reporting purposes; state and federal reporting; overseeing adult, children's, reference, outreach, and extension services; liaison services for state and federal programs; consultation; and assistance with problems.

LIBRARY USE - GENERAL GUIDELINES

The public is encouraged to:

- Ask a librarian for help
- Call or come in for reference and information service
- Expect prompt, efficient, courteous treatment from library staff
- Check out circulating books and other materials
- Make appropriate use of interlibrary loan services
- Suggest new materials and services
- Read, study, or use library materials
- Expect a clean, safe, reasonably quiet building

The public and staff are not to:

- Engage in any illegal activity or behavior, including fighting (GA Code §16-11-32) and public indecency (GA Code §16-6-8)
- Vandalize, deface, or damage library facilities, equipment, or materials (GA Code §20-5-52)
- Enter without shoes or shirt
- Bring in animals except guide dogs or as part of library-sponsored programs
- Harass library users or staff
- Sell, solicit, panhandle, or loiter on library premises
- Eat, drink, or smoke in the library
- Enter the library while under the influence of alcohol or drugs (GA Code §16-11-41)
- Leave children unattended
- Talk loudly or make noise that can disturb other library users
- Use portable phones in public service areas of the library
- Bathe, shave, or wash clothes in public washrooms
- Enter the library if bodily hygiene has been neglected so that it gives offense and constitutes a nuisance to other patrons
- Bring any weapon (as defined in GA Code §16-11-127) into the library
- Remove library materials from the building without checking them out
- Enter unauthorized areas of the building or fail to leave the building when closing is announced (GA Code §16-7-29)
- Fail to pay fines, fees or other charges due in accordance with the library's stated fine/fee schedules

Anyone violating Library Guidelines will be asked to stop the inappropriate behavior and/or asked to leave the library premises. Repeat violators may be banned from the library, as management sees fit, to protect the rights and privileges of others. Anyone violating the Georgia Code, or any local laws or ordinances will be reported to law enforcement agencies without prior notice.