

LEGAL RESOURCES FOR GEORGIA PUBLIC LIBRARY DIRECTORS

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DISCLAIMER

- ❖ These materials are provided as general information only.
- ❖ No legal advice is being given by the Georgia Public Library Service, the Board of Regents of the University System of Georgia, or any other person.

HOW DO I KNOW LIBRARY DIRECTORS NEED LEGAL RESOURCES?

- *Legal Issues in Georgia Public Libraries*, First Ed. 2010, Second Ed. 2013
 - Access to Information
 - Physical Access
 - Employment
 - Premises Liability
 - Children
 - Irrational litigation
 - Guns
 - Animals



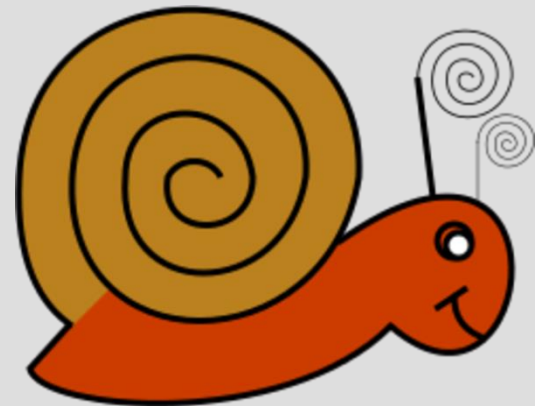
**WHAT RESOURCES ARE
AVAILABLE TO GET
ANSWERS TO LEGAL
QUESTIONS?**

LEGAL PROFESSIONALS

- Retained Counsel



- County/City Attorneys
- Board of Regents Legal



DIY LEGAL RESEARCH





**LEGAL RESOURCES FOR
EVERY HAT YOU WEAR**



EMPLOYER

FEDERAL EMPLOYMENT LAWS

- DOL's *Employment Law Guide*
Updated Dec. 2016
<http://webapps.dol.gov/elaws/elig/index.htm>
- eLaws Advisors: interactive tool
<https://webapps.dol.gov/elaws/>
- *Employer's Guide to the Family & Medical Leave Act*: **free download**
<https://www.dol.gov/whd/fmla/employerguide.htm>
- EEOC: resources for employers on preventing discrimination in your workplace
<https://www.eeoc.gov/employers/index.cfm>
- Job Accommodation Network: provides **free** info and resources to local government employers about job accommodations and ADA compliance
<https://askjan.org/empl/index.htm#sta>

STATE EMPLOYMENT LAWS

- Ga. DOL's *Employer Handbook* **free to print**

https://dol.georgia.gov/sites/dol.georgia.gov/files/related_files/document/dol224.pdf

- *What Georgia Employers Need to Know*—created by Ga. Bar

http://sos.ga.gov/index.php/corporations/what_georgia_employers_need_to_know

- Ga. DOL collection of resources including a state law section:

http://www.dol.state.ga.us/em/employment_laws_rules.htm

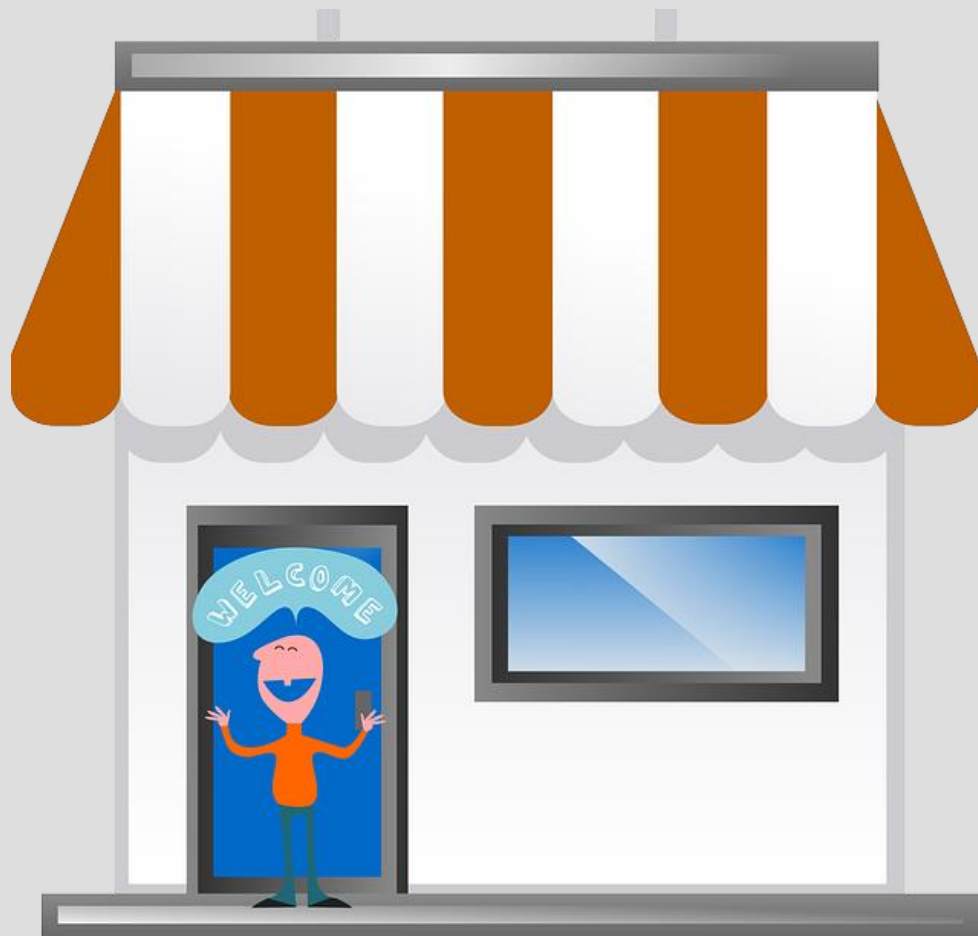
- Ga. Security & Immigration Compliance Act
- Unemployment Insurance
- New Hire Reporting

MAKING YOUR OWN RULES

- *Personnel Policies for Georgia Public Libraries, 2nd Ed.* 2017
http://www.georgialibraries.org/dir_mtg/09_2017/Minor_Documents/Marti_Minor-Personnel-Policies-for-Public-Libraries-2ed-2017.pdf

- Tips for writing an Employee Handbook:
<https://www.thebalance.com/need-to-know-what-goes-in-an-employee-handbook-1918308>

Guerin, L., & DePo, A. (2017). *Create your own employee handbook: A legal & practical guide for employers.* (Available in PINES, AFPLS, Cobb Co.)



**STORE
FRONT
SERVICE
PROVIDER**

LAWS PROTECTING “CUSTOMER” RIGHTS

■ Complying with ADA

- ALA tools: <http://www.ala.org/tools/ada-and-libraries>
- State of Ga. ADA Coordinator: <https://ada.georgia.gov/>

■ Confidentiality:

Library Confidential (2016) Georgia Learning Ctr.

<http://learning.georgialibraries.org/?s=marti&search-type=default>

■ Privacy

- <http://www.ala.org/pla/resources/tools/circulation-technical-services/patron-privacy>
- List of considerations for privacy policy
<http://www.ilovelibraries.org/get-involved/key-issues/privacy>
- *Privacy in the Surveillance Age: How Librarians Can Fight Back* (2015)
GLA Carterette Series Webinar: Strategies for allowing patrons to use public computers privately
<https://vimeo.com/georgialibraryassociatio/review/148410758/4a4270ea71>



**INFORMATION
POLICY
PLAYER**

FIRST AMENDMENT RIGHT OF ACCESS

■ Censorship

- <http://www.ala.org/advocacy/intfreedom/censorship>
Intellectual Freedom Manual, 9th Ed.; Link to report challenges
- *Censorship: It's Not Just for Books* 2017 GLA Carterette Series Webinar <https://vimeo.com/232563280>

■ Self-Censorship

- Take the Test! NY Library Association's one-page checklist <https://www.nyla.org/images/nyla/files/Self-Censorship.pdf>

■ First Amendment Rights of Minors

- <http://www.ala.org/advocacy/intfreedom/webinar/minors> free webinar by General Counsel of Freedom to Read Foundation

COPYRIGHT/INTELLECTUAL PROPERTY

- *Emerging Issues in Copyright & Intellectual Property* (2016) GLA Carterette Series Webinar
<https://vimeo.com/162745730>
- ALA Tools: <http://www.ala.org/advocacy/copyright-tools>



GOVERNMENT

LAWS APPLYING TO THE PUBLIC SECTOR

Open Records/Meetings

- *Georgia's Open Meetings & Open Records Laws: A Guide for County Officials 2016*

<https://www.accg.org/library/legal/Open%20Meetings%20and%20Open%20Records%20Laws%202016.pdf>

- *The Red Book: Citizens Guide to Open Gov.*

<http://gfaf.org/files/2014/02/GeorgiasSunshineLaws2014WebEdition.pdf>

Religion

- *Religion in American Libraries, FAQs*
<http://www.ala.org/advocacy/intfreedom/religionfaq>
- *The Library's Legal Answers for Meeting Rooms & Displays 2016*
Ebook, \$25 from the ALA Store

REMEMBER LOCAL LAWS!

- MuniCode.com
 - Access to more than 3,100 local codes available for **free**





EMPLOYEE

LAWS/RULES ABOUT TRUSTEES & FRIENDS

- Constitution & Bylaws (2012)
http://www.georgialibraries.org/lib/publiclibinfo/Constitutions_Bylaws-ga-pub-libs-02-2012.pdf
- GPLS Trustee Manual (2016)
http://www.georgialibraries.org/trustees/Trustee_Manual-2016.pdf
- *Libraries Need Friends: A Toolkit to Create Friends Groups or Revitalize the One You Have* United for Libraries 2012 (info re: Formal Operating Agreement)
<http://www.ala.org/united/sites/ala.org.united/files/content/friends/orgtools/libraries-need-friends.pdf>

FINAL THOUGHTS ABOUT DIY LEGAL RESEARCH

- Up-to-date?
- Reliable resource?
- Corroborated?

