

Jefferson County Public Library Library Staff Political Activities Policy

In order to ensure an unbiased working environment, the library limits the type of involvement staff may participate in regarding political activities at work. Neither work time nor resources will be used to promote any personal political opinion. Staff will remain neutral and present factual information in regard to political issues. Staff in supervisory positions will be especially careful not to let political bias interfere with the supervisory relationship. Any political activity will be done only on personal time.

Political activities include, but are not limited to:

- Distributing campaign literature or petitions
 - Working on campaigns
 - Displaying bumper stickers or posters or other electioneering material
 - Advocacy or discussion of election issues or campaigns
 - Activity in support of or in opposition to any candidate or ballot issue
1. The Library staff may not advocate and/or support any political opinion or proposal during working hours, or use work resources (paper, copiers, personal computers, telephones, or mail services) for Political Activities.
 2. During working hours, information provided by library staff to the community or patrons shall be limited to providing information that is found as a result of answering a reference question. This same information shall be provided without bias or promotion of specific sources or materials for the purpose of bias.
 3. Staff and other employees shall not wear clothing, buttons or other articles or items promoting a political position during working hours.
 4. Political bumper stickers, posters and advertising material shall not be posted or display in public access, working areas or other areas that are the property of the library. A staff member may have/display political bumper stickers on their personal cars if they are not used for library purposes.
 5. All campaign activities will be restricted to personal time.
 6. The Library staff cannot volunteer political opinions during working hours that would speculate about the anticipated effects of passage or defeat of a ballot issue. This does not preclude staff and employees from responding to direct questions from patrons for personal opinions on such issues. Staff and employees must make clear, however, that they are not speaking on behalf of the public library.
 7. Library staff shall not solicit or accept cash or any other contributions for use in any political campaign or effort while on public property.
 8. Supervisory staff should take great care not to promote a political agenda that might interfere with the supervisory relationship nor take any action that might unduly influence any subordinate or make that subordinate feel pressured to assume any particular position on any political issue.
 9. No member of the Library staff or employees will be required to contribute cash, gifts, gratuities, time or anything else of value to support any political activity.