

**CHESTER COUNTY LIBRARY
1012 EAST MAIN
HENDERSON, TENNESSEE 38340
731-989-4673
library@chestercountylibrary.net**

I. Non-Discrimination Policy Statement:

It is the policy of Chester County to be an equal opportunity employer. Employment will be based upon consideration of the qualifications of all employees or applicants for employment. Discrimination based upon an applicant's or employee's race, color, sex, religion, national origin, age or disability will not be tolerated. It

If an employee believes that he/she been subjected to illegal discrimination or harassment, related to employment with Chester County, the employee should report the incident promptly to the county official or department head under whose direction the employee works. If the problem is not resolved within a reasonable time, or if for any reason the employee feels uncomfortable reporting the problem to the county official or department head, then the problem should be reported to the County Executive. The County Executive may act as a mediator between the affected employees and the county official or department head.

It is the policy of Chester County to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in undue hardship.

II. Title VI Compliance Policy Statement:

Pursuant to its policy of non-discrimination, the Chester County Library does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/ Affirmative Action inquiries or complaints should be directed to Chester County Mayors Office, Madalyn Quarles, PO Box 296, Henderson, TN 38340, 731-989-5672.

III. Applicability:

This policy applies to the administration of all programs, services, or activities that receive assistance from the federal government.

IV. Title VI Coordinator

The library director is the individual responsible for maintaining records and submitting reports.

V. Record Keeping

The library director, as established in section IV above, is charged with maintaining permanent records and submitting required Title VI reports. These records shall include but are not limited to written complaints, tracking of usage within the library, non-elected boards and all correspondence to complaints.

VI. Title VI Information Dissemination

- a. Title VI information posters, including the name of the local coordinator shall be prominently and publicly displayed.
- b. Title VI information shall be disseminated to library employees at least once per year. This not only reminds employees of the library's policy statement, but also reminds employees of their Title VI responsibilities in their daily work and duties.
- c. New employees shall receive training on Title VI upon hire.
- d. All employees will receive yearly training on Title VI.
- e. Whenever possible, the Chester County Library will take positive and specific actions to advise minorities of program availability by using such means of communication as newspaper articles, radio, town newsletters, brochures, bulletins, and leaflets to relevant service area minority organizations.

VII. Public Interaction & Policy

- a. All library owned materials, services, and facilities (i.e. restrooms, conference rooms, TN room, etc.) shall be provided to citizens without regard to race, color, or national origin.
- b. The library will not deny any person services, assistance, or any other benefit for which the person is qualified.
- c. The library will not provide any person with a service different from that provided to others under the same program.
- d. The library will not subject any person to separate treatment in any manner related to services, aid, or other benefits.
- e. The library will not limit any person in any way in the use of services, facilities, or any other advantages, privileges or benefits provided under any program.
- f. The library will not treat any person differently from others in deciding whether the person meets requirements to receive aid, care, or service or other benefit.
- g. The library will not deny any person, or offer an opportunity different from that offered to others, in any program or service.
- h. The library will not adopt methods that limit participation by any group of recipients or subject them to discrimination.

- i. The library will not refer any person to agencies that do not obey civil rights laws.

VIII. Complaints and Investigations

- a. The Chester County Library treats Title VI violation complaints very seriously. Appendix B provides sample forms for correspondences regarding complaints filed against the library.
- b. If you believe that you or others protected by Title VI have been discriminated against, you may file a written, signed and dated complaint with the Title VI Coordinator of the Chester County Library within 180 days of the alleged discrimination. A complaint form can be requested at the library or found in Appendix B of this policy.
- c. Complaints can be sent to:

Chester County Mayors Office
Attn: Madalyn Quarles
PO Box 296
Henderson, TN 38340

- d. If you disagree with the determination of the Title VI Coordinator, you may appeal to the agency that provides funds to the Chester County Library. If you do not know which agency provides funds to the Chester County Library, you may contact the Chester County Library at 731-989-4673 or by email at library@chestercountylibrary.net

Title VI Coordinator

Chester County Mayors Office
Attn: Madalyn Quarles
PO Box 296
Henderson, TN 38340
(P) 731-989-5672

Appendix A
Chester County Library
Title VI Training Confirmation

Please go to <https://tsla.libguides.com/titlevi> and watch the 23 minute video on the homepage. Please complete the following form as confirmation that you have completed your Title VI training for the year.

Employee Name (please print):

Date of Training:

Time of Training:

I acknowledge receipt and understanding of the Chester County Library Title VI Nondiscrimination Statement and Policy.

Employee Signature

Date

Title VI Compliance Policy Statement:

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Appendix B

**Chester County Library
1012 East Main Street
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Discrimination Complaint Form

1. Complainant's Name:

Street Address: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____
Email Address: _____

2. Person Discriminated against (if someone other than the complainant).

Name _____
Street Address: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____
Email Address: _____

3. Which of the following best describes the reason you believe the discrimination took place? Was it because of your

Race (specify): _____
Color (specify): _____
National Origin (Specify): _____

4. What date did the alleged discrimination take place?

5. In your own words, please describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use additional sheets of paper if necessary.

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Discrimination Complaint Form

6. Have you tried to resolve this complaint through the Chester County Library?

Yes No

If yes, what did you do and what is the status of your complaint?

Name and title of the person to which you have complained.

Name:

Title:

7. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? Yes No

If yes, check all that apply:

Federal Agency

Federal Court

State Agency

State Court

Local Agency

Local Court

Please provide information about a contact person at the agency/court where the complaint was filed:

Name

Street Address:

City:

State:

Zip:

Telephone Number:

Email Address:

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Discrimination Complaint Form

8. Do you intend to file this complaint with another agency?

Yes No

If yes, when and where do you plan to file the complaint?

Date:

Agency:

Name:

Street Address:

City:

State:

Zip:

Telephone Number:

Email Address:

9. Has the complaint been filed with this agency before?

Yes No

If yes, when? Date:

10. Have you filed any other complaints with this agency?

Yes No

If yes, when? Date:

Please sign and date below. You may attach any written materials, additional comments, or other information that you think is relevant to your complaint. By signing this complaint form, you agree and acknowledge that all statements and information provided are true and correct.

Complainant's Signature

Date

Appendix C

**Chester County Library
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Non-Elected Library Board

Year:

	# of Members	# of White Members	# of Non-White Members	Appointed By	Term of Office	Est. Minority Population in Service Area
Library Board						

Completed By

Date