

Title 16: History, Humanities and Arts - Mississippi Library Commission

Part 120: ORGANIZATION AND OPERATIONS OF AGENCY

Part 120 Chapter 1: Overview

The Library Commission is organized into units that support programs and services of the agency, including administrative, networking, library, consulting, and grants services.

- A. Contact Information. The public may obtain information or make submissions or requests by mail, phone, fax, email, or personal visit to the Library Commission's Jackson offices.

The mailing address is: Mississippi Library Commission, 3881 Eastwood Drive, Jackson, Mississippi 39211.

The agency's phone number is (601) 432-4111 and fax number is (601) 432-4480. The agency wide area telephone service (tollfree) line number is (800) 647-7542 or 1-800-MISSLIB.

The agency email address is: mslib@mlc.lib.ms.us

The agency website address is: www.mlc.lib.ms.us

- B. Physical Location. Location and Office Hours. The Library Commission is located in Jackson, Mississippi, at 3881 Eastwood Drive. The offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m., except legal state holidays.
- C. Accessibility. The Library Commission facility is physically accessible to persons with disabilities.

Part 120 Chapter 2: Public Meeting Facilities

Rule 120.2.1 Use of Public Meeting Facilities.

- A. The Library Commission's public meeting facilities are primarily intended for functions sponsored by the Library Commission. When not needed for Library Commission functions, the public meeting areas may, at the discretion of the Library Commission, be used by other state agencies.
- B. Reservations. Reservations shall be made by completing and submitting an application to the Executive Director's Office or a designee of the Executive Director no more than three (3) months in advance of the meeting. The Library Commission has the right to determine if the request for space shall be honored and, if so, to determine the meeting area that shall be reserved for the requesting agency. In the event of an emergency, the Library Commission may cancel a reservation giving the requesting agency as much notice as possible.

- C. Accessibility. The Library Commission facility is physically accessible to persons with disabilities. Other accommodations needed for persons with disabilities shall be the responsibility of the agency scheduled to use the facility.
- D. Smoking and Other Tobacco Products. The use of tobacco products is not permitted inside the Library Commission facility. A specific area outside the building shall be designated as a smoking area.
- E. Special Arrangements. The Library Commission has limited equipment that may be used for meetings. The scheduled group may request the use of and reserve this equipment when making reservations for a meeting area. Any other special arrangements should be requested and arranged for when reserving the meeting area.
- F. The scheduled group must adhere to usage guidelines and must allow the Library Commission to present, at the beginning of the meeting, a brief (five [5] to ten [10] minutes) welcome and overview of library services available to attendees.
- G. The scheduled group is responsible for cleaning up after the meeting; failure to return the meeting room to the former condition may prevent the group from using Library Commission meeting rooms in the future.
- H. Liability. The scheduled group shall assume responsibility for any theft and/or damage to meeting area or contents.
- I. Disclaimers. Use of Library Commission meeting facilities does not constitute an endorsement of the beliefs of the group, or the actions of the group by the Board or the Library Commission. The Library Commission shall not be responsible for any equipment, supplies, materials, clothing, or other items brought by any agency or individual attending a meeting in the Library Commission. The Library Commission assumes no liability for agencies or individuals attending a meeting at the Library Commission.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).

Rule 120.2.2 Displays and Informational Materials in Public Areas.

- A. The Library Commission may, at its own discretion, provide exhibits to be viewed by the general public. The Library Commission may make space available in the building for the display of brochures, informational material, and other materials of general interest provided by other state agencies.
- B. Requests to display materials must be made to the Executive Director's Office or a designee of the Executive Director. No poster, pamphlet, brochure, leaflet, or booklet, shall be exhibited, displayed, or placed in the Library Commission without prior permission.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).