# Guthrie Public Library

# General Policies

## Approved by Library Board 5-14-15; 1-19-2017

## Approved by Guthrie City Council 7-21-15; 03-07-17

(Resolution 2017-03)

## PART I: Vision – Read, Learn and Connect

## PART II: Mission Statement

To serve as resource/information hub for all.

## PART III: Circulation Policy

A. Eligibility for Library Cards

 1. Resident Card
All residents of Logan County are eligible for a Guthrie Public Library card.

1. Non-Resident Card

Any person who does not qualify for a Guthrie Public Library card but wishes to borrow material from the library may be given a non-resident card for a fee (See attached fee schedule) which entitles that person to full library service for twelve months.

 3. Institutional Card

Organizations with an educational mission may be eligible to receive an institutional card with the Library Director’s authorization. Loan maximums will be set based on the institution’s needs and the library’s ability to meet those needs without jeopardizing services or materials available for other patrons.

 4. Student Card

Students who attend school districts that serve Logan County are eligible for a library card. Proof of school enrollment or residence must be shown at the time of application and annually thereafter as applicable. Parents of minor children must sign the library card application in accordance with registration and renewal procedures.

B. Library Card Registration and Renewal

1. Library Cards for Adults

An application form must be completed for every person 18 and older wanting to borrow materials from the library. Proof of home address is required as part of the application process. Identification must include photo identification and any item showing name and current address, such as a recent utility bill, rent receipt, imprinted personal check, or valid current vehicle registration.

1. Library Cards for Children
2. The library requires that a parent or legal guardian have a personal library account and be present to sign the application form for their children 17 years or younger. This acknowledges responsibility for library materials checked out by their children and payment of any fines, fees or charges incurred by their children. Proof of custody must be shown if requested by library staff. Minor children must be attached to the parent or legal guardian’s own library account.
3. When a child reaches age 18, the patron may transition to an adult card under the adult card policy above. The account will then be detached from the parent or guardian.

 3. Renewal of Library Cards

Library cards are issued for one year from the date of the application. Resident and institutional cards will be renewed upon confirmation that the patron’s name, address, and phone number have not changed and updating the record if they have. Likewise, student cards will be renewed upon confirmation of the student’s name, address, phone number, and proof of school enrollment or residence. Non-resident cards will be renewed upon confirmation of name, address, and phone number and payment of the annual fee.

C. Lost or Damaged Library Cards

 1. Customers reporting a lost library card or change address should notify the Guthrie Public Library as soon as possible.

2. The customer will be charged a non-refundable $1.00 replacement card fee for lost or stolen cards. This fee also applies if the card is damaged and a new card is requested.

D. ~~C~~. Borrowing Records

Records of cardholders are confidential. The computer maintains records only for the current and previous borrower of a particular item.

E. Standard Loan Rules

1. A library card must be presented at checkout. A driver’s license may be used in lieu of a library card on occasion but not on a regular basis. If a patron loses his or her library card, a replacement card must be purchased according to the fee schedule.
2. Patrons are responsible for materials checked out on their library card.
3. A maximum of ten (10) items, three (3) of which may be movies, may be checked out on a card. On the day a new library card is issued, only two (2) items may be borrowed. On the return of those items, the patron will have full privileges.

Patrons may renew items that are not on Reserve for another patron. Patrons may have two consecutive renewals. If the patron wishes to keep the item(s) longer, he or she must bring the item(s) into the library to be checked in and rechecked on the patron’s card. Telephone renewals will be accepted. 5. Customers will be charged the replacement cost plus a $5 processing fee for any item damaged while checked out on a customer’s library card, regardless of who is in possession of the item, or any item damaged by a customer during in-library use. Customers who show proof of substantial financial hardship may be given the option of a payment plan, the terms of which will be determined by the Director.

1. Any patron who claims to have returned an item which cannot be located or confirmed by library staff two (2) times will be prohibited from borrowing further materials. Borrowing privileges can be restored upon replacement or payment for the item of highest value.
2. The outdoor library book return is intended as a convenience to library patrons; however, the patron makes the choice to use or not use the outdoor book return and is therefore responsible for any theft or damage to items that occurs from using the outdoor book return.

F. Loan Periods

Materials may be checked out for the period defined in the chart below. A total of ten (10) items per card may be checked out. Reference books and items designated at “Non-Circulating” do not check out to the public.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Material** | **Loan Period** | **Renewals** | **Checkout Limit** |
| Books, Audiobooks (CD or Playaway), music CDs, Multimedia Kits, Periodicals, Encyclopedias | 14 days | 2 | 10 items per card |
| High demand items as determined by the Reserve wait list | 7 days | None | 1 high demand item per card |
| Video media | 7 days | 2 | 3 videos per card |
| Downloadable eMedia | 7 or 14 days | Item dependent | 6 items per card |

G. Overdue Procedures

Library customers are responsible for tracking due dates for borrowed materials. If a customer chooses to provide a functional email address, the customer will receive courtesy system-generated emails that remind about approaching due dates and/or notify of past due items. When items are returned late, a late fee will apply. Fee schedule is attached.

## PART IV. Collection Management

1. Responsibility for Collection Management

The Director of Library Services is responsible for selection and management of all library materials within the framework of this policy. Actual selection and management activities are shared among trained library staff who shall discharge this obligation consistent with this policy and established procedures. Our books and other library resources should be provided for the interest, information and enlightenment of all people and municipalities of Logan County. Materials are not to be excluded because of origin, background or views of those contributing to their creation. Our library provides materials and information presenting all points of view on current and historical issues. Materials are not to be proscribed or removed because of partisan or doctrinal disapproval.

1. Guidelines for Selection

 1. Materials will be chosen in accordance with the stated mission of the library and the following guidelines. The order of the criteria does not indicate relative importance.

 a. Community needs, interests and demands.

 b. Relationship to existing materials in order to achieve a balanced collection.

 c. Clarity, accuracy and objectivity of information and/or presentation.

 d. Suitability of subject, style and reading level for the intended user.

 e. Positive reviews in selection aids.

 f. Artistic, literary, historic and/or scientific merit.

 g. Reputation and/or authority of the author, editor, illustrator or publisher.

 h. Price in relation to total budget, availability and demand.

 i. Format and durability.

1. Availability of shelf space.

2. Audio-Visual Media

New audio-visual media that are introduced into the marketplace are studied carefully to assess their suitability for public library use. If it is determined that they will receive lasting and wide-spread public acceptance, collections of new forms will be added to the library according to the selection criteria above.

3. Video Collection

 a. Non-fiction/Non-theatrical videos. Definition of non-theatrical videos: general interest non-fiction and short fiction works produced for the education and home video markets, including items such as documentaries, how-to, self-paced learning and instruction, travel, music, health and fitness, dance, theater, inspiration, etc. Non-theatrical videos are purchased when the format provides a useful way of presenting information to a patron. Titles are acquired in all general subjects.

 b. Entertainment/feature videos. Definition of feature videos: full-length dramatizations including foreign and U.S. produced contemporary films and classics. The library will provide entertainment feature films for adults and children that are established classics, major award winners, film versions of books, important representative films from other countries, and titles from the “Best Films” lists that are periodically published by critically-recognized journals and reviewers. Final selection will be based on judgment of the film’s overall merit, using several specific criteria. To be acquired, a film will meet at least one of the following criteria: be of present and potential relevance to community needs; provide insight into human and social needs; provide high quality performances; be produced with technical skill; or be an outstanding example of artistic expression. In addition, feature films determined to be appropriate for general family viewing may also be added to the collection.

 4. Paperback Books

Paperback books will be purchased and catalogued only if unavailable in hardback form.

1. Selection Aids

Professional reviewing media and in-library inspection are used for selection of materials.

1. Materials Not Selected

 a. Rare Books

 Since it is the public library’s function to make materials available to all users, the Guthrie Public Library does not collect rare or unusual materials that require special handling. Rare publications pertaining to Guthrie or Logan County will be given to the Oklahoma Territorial Museum or another appropriate institution for preservation and protection.

 b. Genealogy Materials

 The library collects basic materials on genealogical research but does not collect more specialized publications such as family histories.

 c. Textbooks

 The library does not buy textbooks, including those used by the local schools, colleges or universities.

1. Gifts

Gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. If they do not meet these standards, they may be conveyed to the Friends of the Guthrie Public Library for the benefit of the library or disposed of if condition warrants.

1. Deselection, Replacement and Disposal
	1. In order to maintain a vital, current collection that meets the needs of the community, examination of materials is an ongoing process performed by staff using the Continuous Review Evaluation Weeding (CREW) method. An item is considered for disposal when it is obsolete or outdated, damaged or worn beyond use, no longer circulating and/or used for reference purposes, or one of many copies of a formerly popular title.
	2. A work chosen for disposal may be replaced with another copy of the same title or another work on the same subject.
	3. The aids used for selection of materials will also be used when examining materials to be deselected.
	4. Deselected items without resale potential due to excessive damage will be disposed. All other items are donated to the Friends of the Guthrie Public Library or other non-profit organizations.

D. Patron Objections to Library Materials

Library patrons may suggest books or other materials to be removed from the collection. When a patron wishes to suggest a material to be removed from the collection, the following procedure is followed:

1. A member of the library staff explains the selection policy to the patron. If the patron wishes, s/he may submit a written request to review an item to which the patron has objections.

 2. The completed form is reviewed by one or more members of the library staff who have responsibility for materials selection and by the Director of Library Services. Library staff will objectively review the resource in question to ascertain that the selection criteria and principles stated in this policy were applied in the selection process. A written response will be provided to the library user making the request, and the Director of Library Services will notify the Library Board of each request submitted.

 3. In the event that the library user who initiated the request is not satisfied with the response of the Director of Library Services, s/he may submit a written request that the item be placed on the agenda of the next regularly scheduled meeting of the Library Board. This request must be received by the Director of Library Services no later than seven (7) work days before the board meeting in order to meet the requirements of the Open Meeting Act. The Board may handle the matter as a body or refer the question to an advisory committee for a recommendation. In either case, a letter will be sent to the library user informing him or her of the Board’s decision.

 4. Library resources are not removed from the collection during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the members of the staff and the Library Board.

## PART V. Interlibrary Loan (ILL)

1. Interlibrary Loan Service
	* + 1. If the patron requests an item that the library does not own, s/he may borrow it through Interlibrary Loan. The patron must fill out an Interlibrary Loan request and have a valid Guthrie Public Library card with no items overdue and no unpaid fines. A limit may be placed on the number of items a patron may request through Interlibrary Loan.

2. Patrons will be contacted by telephone or email when the requested ILL item is available. Requested items will be held for seven (7) days before being returned to the owning library.

1. Charges for Interlibrary Loan

The patron is charged the cost of shipping plus any fines or fees assessed by the owning library including charges for lost or damaged items. Shipping is the cost of postage, as determined by the weight of the item and current postal rates, for returning the item to the owning library. Failure to claim an ILL item within the seven (7) day hold period does not excuse the patron from ILL charges.

## PART VI. Reserves

Library materials unavailable for checkout may be placed on reserve. Patrons will be contacted by telephone, or email as soon as the requested item becomes available. Requested items will be held for three (3) days.

## PART VII. Fines and Payments

Fines and fees will be charged to patrons according to the Fee Schedule adopted by the Guthrie City Council. Fines and other outstanding charges will be brought to a patron’s attention at the checkout desk. Patrons with a fine of $5.00 or more may not borrow items or use the public access computers. Patrons with fines or fees older than 90 days will be Temporarily Barred from library services until their account is paid in full.

Fines will be waived at the discretion of library staff and can be waived up to three (3) times per calendar year, per customer. Requests to waive fines over three (3) times per calendar year must receive library director approval.

## PART VIII. Patron Behavior and Library Usage

The Guthrie Public Library adheres to the *Library Bill of Rights* and maintains that all patrons, regardless of origin, age, background or views, are free to study, read, and utilize library materials without the fear of harassment, intimidation, physical threats, or undue distractions. In order to protect these rights of the patrons, users must obey all library policies and procedures, including spoken directives from staff which constitute policy. Failure to comply may result in loss of privileges. The following activities will be monitored in the library:

1. Smoking, use of tobacco products of any kind, and electronic smoking devices are prohibited inside the library and outside on library (City of Guthrie) property.
2. Food is permitted only in the library meeting room and foyer. Proper disposal of waste is required or privileges will be revoked.
3. Beverages in spill-proof containers are permitted in the library. Proper disposal of waste is required or privileges will be revoked.
4. Soliciting will be strictly prohibited.
5. A responsible adult must accompany and actively attend young children in the library at all times.
6. Weapons, recreational wheels, and pets (with the exception of service animals) are strictly prohibited in the library and on library grounds. Bicycles are to be parked in designated racks.
7. Individuals who are disrupting other patrons will be asked to discontinue their disruptive behavior or leave the library.

8. Damaging library materials or property is strictly prohibited and will be reported to the proper authorities.

9. Any patron who violates the library’s rules may be expelled from the premises for 24 hours. The library staff will contact the Guthrie Police if necessary.

## PART IX. Computer Policy

#  The Guthrie Public Library provides computers for public use. Computers are available for document preparation and access to various electronic resources including the Internet, library catalogs, and databases.

#### **A. Conditions and Terms of Use in the Library**

1. All computer users must read the policies and procedures for library computer and Internet usage and sign an Acceptable Use Agreement. If the user is under the age of eighteen (18), his/her parent or legal guardian must also read and sign the agreement in the presence of library staff.
2. Users must treat library materials and equipment in a responsible manner in order to preserve the equipment and insure availability for other users. Users must not interfere with the operation of any computer, including altering, damaging or destroying data or computer programs or installing or downloading software to the computers.
3. Users must not use any library computer for any illegal or criminal purpose including copying resources that are protected by copyright. Such resources may include, but are not limited to, software, data, text files, images, and sounds. The library reserves the right to confiscate illegal copies that are created with library equipment.
4. Users must not access, view, upload, download, or otherwise distribute or knowingly receive materials that are pornographic or obscene. In accordance with the Children’s Internet Protection Act, and other state and federal laws and regulations, users must not access, view, upload, download, or otherwise distribute or knowingly receive visual images that are harmful to minors.
5. Users may save files to USB drive.
6. Staff will gladly assist Internet users but cannot provide extensive instruction. During certain hours of operation, staff time may be severely limited.
7. Material may be printed from the Internet or from programs installed on the public access computers using the public access printer. Fees for printing are determined by the City Council.

**B. Access to Internet Resources**

1. The Internet is an unregulated medium that offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. The Internet also enables access to some material that may be offensive, disturbing, and/or illegal. The library cannot control or monitor all material accessed by patrons and networks via the Internet; however, in accordance with the Children’s Internet Protection Act, technology protection measures will be utilized. Such measures will include filtering software and/or hardware. Individual users must accept responsibility for determining content suitability of unfiltered sites. Users are encouraged to inform library staff if visual images that are pornographic, obscene, or harmful to minors are unfiltered. Adult users may request that a staff member disable the filter for their use.

# Parents of minor children have full responsibility for their child’s use of the library’s Internet terminals. Just as parents are encouraged to discuss appropriate use of other library materials, the library encourages parents to discuss with their children the appropriate use of electronic resources available through the Internet. Parents are encouraged to discuss with their children the hazards of releasing personal information on the Internet.

# Because the library’s ability to provide Internet access is limited, the library reserves the right to allow or restrict access to selected sites to insure the most efficient use of resources. The library also reserves the right to ask users to refrain from displaying computer images that are inappropriate for public viewing.

1. **General Information Regarding Use**

# Computers are available on a first-come, first-served basis.

# Patrons with a fine of $5.00 or more may not use the public access computers. Patrons with fines or fees older than 90 days will be Temporarily Barred from library services until their account is paid in full.

# All users are invited to check in and out with library personnel. Temporary users (visitors or residents needing one-time access) will be granted Internet access upon showing a photo identification, completing a Computer Guest Pass, and signing the Internet User Agreement form.

# There is a 30 minute time limit on computer desktops unless no other users are waiting. That period may be shortened based on high usage or peak periods as determined by the library director or his/her designee. Time may be extended as circumstances allow.

# No more than two people may be seated at a computer workstation.

# Users leaving the computer for more than five minutes will be asked to give up their computer time for other users.

1. Computers may be reserved for training purposes. Advanced scheduling is required and a fee may apply in accordance with the fee schedule.
2. **Failure to Comply with Policies and Procedures**

# Failure to comply to use the computers or Internet access, as defined in this policy, will result in the loss of computer and Internet privileges and possible legal action.

# Users are financially responsible if noncompliance results in damage to library computers, equipment, and software. A bill for technical support, repair, and replacement of equipment/software will be issued to the user.

# An illegal use will be reported to the proper authorities.

# All restrictions may be appealed to the Library Board for review and consideration.

## PART X: Notices and Exhibit Space

Notices and materials for distribution for non-commercial and non-profit activities may be displayed in designated areas with prior approval by library staff. Exhibit space is available only for the display of library-sanctioned exhibits. Notices and materials displayed do not imply Library or City of Guthrie endorsement.

## PART XI: Powers and Duties of the Library Board

The Guthrie Public Library Board shall:

1. Act in an advisory capacity to the Director of Library Services on all policy matters.
2. Promote the services of the library in the community.
3. Become familiar with state and local library laws.
4. Assist in the hiring of the Director of Library Services by participating in the recruitment and interview process and making a recommendation to the City Manager.
5. Review the proposed annual program of services and capital improvement requests following preparation by the Director of Library Services.

# Guthrie Public Library

# Fee Schedule

## Revised January 2017; June 2015 (Resolution 2015-11)

A. Library Cards

1. Patrons will receive their first card free of charge.
2. A fee of $1.00 will be charged for replacing lost or stolen library cards.
3. An annual fee of $12.00 will be charged for non-resident cards.

B. Fines for Overdue Library Materials per Day

1. Books, audiobooks (CD or Playaway), music CDs, multimedia kits, periodicals, encyclopedias: $.10 per item with a maximum charge of $5.00

2. Video media: $.50 per item with a maximum charge of $10.00

C. Lost or Damaged Materials

The fee paid for the replacement of lost items is non-refundable even if the item is found and returned at a later date. Partial payment of accumulated fines and bills will be accepted.

1. Materials that are still available for replacement: $5.00 plus replacement cost
2. Materials that are no longer available for replacement: $5.00 plus the retail price at the time of purchase
3. DVD cases: $1.50
4. DVD covers: $3.00

D. Copies and Prints, per page

Photocopies, single sided, letter and legal size: $.10

Photocopies, double sided, letter and legal size: $.15

Photocopies, single sided, ledger (11” x 17”): $.20

Photocopies, double sided, ledger (11” x 17”): $.30

Computer prints: $.10

Color copies or prints, add $.40 to above fees

Photocopies and computer prints, customer provides paper: discount of $.05

Staff must inspect/approve paper and assist with copies

E. Fax

1. Sending: $1.00 per page
2. Receiving: $1.00 per page
3. Long distance faxes: $1.25 per page
4. Interlibrary Loan: Actual postage cost
5. Notary Services: Free