

Library Policies for the Waurika Public Library

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I. Mission and Goal Statements

A. The mission of the Waurika Public Library is to enrich the lives of the citizens of Waurika and the surrounding area by providing quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

B. The general library goals of the Waurika Public Library shall be:

1. To serve all residents of the community and the surrounding area.
2. To make available to all residents of the above area such books and other services that will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material.
4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To strive consistently to discover new methods and improvements for better service for the library's customers.
6. To review regularly these goals of the Waurika Public Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

A. The library will serve all residents of the community, and surrounding areas. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises. Upon registration, a new library borrower and patron will voluntarily complete a demographic data form to be forwarded to the state annually.

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Young children:

The Waurika Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under the age of 12 and/or in the Fourth Grade and under must be accompanied by a parent or designated responsible person over the age of 18 while in the library. Also, if the young a child under 12 is attending a library program, we may require the parent/responsible person to remain in the library throughout the program. Some exceptions to this rule may include attendance at the Summer Reading Program, Santa's Workshop and Dr. Seuss Day. No child under the age of 18 will allowed in the South Room of the library without adult supervision.

When a child is left in the library at closing time the library staff will exhaust all options to find the child's parents before escorting the child to the police department

Disruptive children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide computers for use by patrons for internet research.
3. Provide guidance and assistance to patrons, including technical assistance.
4. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
5. Cooperate with other community agencies and organizations.
6. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
7. Lend to other libraries upon request.
8. Develop and provide services to patrons with special needs.
9. Maintain a balance in its services to various age groups.
10. Cooperate with, but not perform the functions of, school or other institutional libraries.
11. Provide service during hours which best meet the needs of the community.
12. Regularly review library services being offered.
13. Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

Library Boards have been created by law to act as the governing body of the library. Thus library trustees are public officials, and the powers delegated to library boards are a public trust. Duties and responsibilities include legal responsibilities as established by statute and the establishment of policies governing the day to day operation of the library.

The Waurika Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries. For duties and responsibilities of trustees see the Oklahoma Department of Libraries Trustee Handbook.

VI. Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Waurika Public Library. In appreciation of volunteer services, the Library

acknowledges the need to organize volunteer activities and provide for appropriate recognition of the benefit to the library and the communities it serves.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic events. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

VII. Personnel Policy

A. Management Policy: The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in the Oklahoma Code Annotated.

1. The Waurika City Manager with assistance from the Waurika Library Trustee Board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The trustee library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.

B. Administrative Policy: The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board and the Waurika City Manager in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall have the responsibility of recommending competent staff and overseeing and assigning work schedules and day to day operating of the Waurika Public Library.
3. The director shall maintain financial records in an efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of the annual state reports to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.
4. The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy. Library Trustee Meetings will be held at least four times per year.
5. The director will be responsible for preparing annual performance assessments for library staff, volunteers and the Oklahoma Department of Libraries.
6. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
7. The director will recommend changes in or additions to library policies as needed. All additions must be approved by Library Trustee Board, Waurika City Manager & the Waurika City Commission.

8. The director will perform preparatory work to assist the board, the City Manager and the Waurika City Commissioners with regular library planning.
9. The Library director will have the responsibility of setting daily hours for the library. Approved by the Waurika City commissioners and the Library Trustee Board. The Library must be open in accordance with the Oklahoma Department of Libraries. Library hours are as followed: Monday 9am till 4:30pm, Tuesday 9am till 7pm, Wednesday 9am till 4:30 pm, Thursday 9am till 4:30 pm, Friday 9am till 4:30 pm. The Library will be closed on the weekends.
10. The Library will observe all holidays in accordance with the City of Waurika Employee policy. During these holidays the library will be closed.
11. The director will deliver homebound books and materials as mandated by the Oklahoma Department of Libraries.
12. The director will have summer programs as mandated by the Oklahoma Department of Libraries.

C. Salaries

A classification and salary schedule has been approved by the City of Waurika. The director and the library staff are under the regulations and guidelines adopted by the City of Waurika relating to City Employees.

D. Health Insurance Policy (see City Employee Handbook)

E. Vacation Policy (see City Employee Handbook)

F. Holiday Policy (see City Employee Handbook)

G. Sick Leave (see City Employee Handbook)

H. Leave of Absence: Leaves of absence without pay may be granted to library employees for maternity, adoption, illness, travel, or graduate or certification training. All leaves are considered on a case-by-case basis and must be approved by the director. A leave for the director must be approved by the library board.

Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave. Vacation time must be used before an unpaid leave will be approved for reasons other than maternity, adoption, or military training.

When an employee is on unpaid leave he/she is responsible for all health insurance costs and other benefit premiums/deductions that may apply.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

I. Bereavement Leave (see City Employee Handbook)

J. Military Leave (see City Employee Handbook)

K. Jury Duty (see City Employee Handbook)

L. Work Schedule Policy : Major changes in the director's schedule or other circumstances may not be made without approval of the library board. Requests for such shall be made in writing to the library board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the library director.

M. Meetings, Conventions, and Workshops : The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

N. Disciplinary Policy : An employee of the Waurika Public Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step which would follow:

1. a substandard performance appraisal,
2. verbal and/or written warnings,
3. suspension, and/or
4. extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Waurika Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

O. Resignation and Retirement Policy : A library employee wishing to resign or retire from employment must notify the Waurika City Manager and the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

If the employee is entitled to benefits (such as earned, unused vacation) a lump sum payment can be made to the employee by the City of Waurika.

P. Grievance Procedure : It is the intent of the Waurika Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the Director or Waurika City Manager. In the case of the director having a concern, this should be discussed with the board chair and the Waurika City Manager.
2. If the director is part of the problem, or if the board chair is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the statement to the board chair and the Waurika City Manager. The board chair will, in turn, present the concern, during closed session with the Waurika City Manager and the full board at the next meeting or a special board meeting.
3. The board's representative and or City Manager will respond to the employee/director within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board and the City will address the issue over time.

Q. Equal Opportunity Employment Policy : It is the policy of the Waurika Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

R. Drug-Free Workplace Policy: In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Waurika Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

S. Sexual Harassment Policy: Harassment on the basis of sex is a violation of *Title VII* (federal law) and *Statute* (state law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Waurika Public Library.

The Waurika Public Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Waurika Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Waurika Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Waurika Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the clientele
- d. existing library holdings
- e. budget

2. Reviews are a major source of information about new materials. The primary sources of reviews are *Library Journal*, *American Libraries*, and *Booklist*.

3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Waurika Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Waurika Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Waurika Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library Material" form

which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Waurika Public Library Board of Trustees.

IX. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid permanent address to check out library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed from the library issued in the above name. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address.

Signature _____

Identification is required. A driver's license or valid picture ID is necessary to acquire library privileges.

Applicants under 16 years of age must have a parent or guardian give their consent on the application form before borrowing privileges can be extended. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until the borrowing privileges have been approved.

All borrowers cards expire after 2 years. In order to renew a card, patrons must produce identification and must clear all outstanding fines and bills.

B.

Acceptable Forms of Identification for library applicants wishing a library card.

- Oklahoma Drivers License
- Oklahoma Identification Card
- United States Passport
- United States Military Identification
- Student Body Identification Card

Acceptable Forms of Verification of Residence

- Printed bank checks with current address
- Paychecks with current printed address
- Utility bills with current printed address
- Rental agreements
- Property tax statements, mortgage papers or escrow papers
- Current automobile registration
- Mail with current postmark (less than 2 weeks old)

C. Loan periods

1. Two weeks for books.

2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Books may be renewed if there is not a waiting list for the title.
5. Current issues of periodicals do not circulate.
6. Non-current periodicals may be checked out for one week.
7. Two weeks for audio books, and compact discs.
8. Two weeks for videocassettes.
9. There is a total limit of 5 items per library account, without special permission from the librarian.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

During the summer reading program there is a limit of 6 items borrowed per student.

D. Reserves

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by postcard or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

There are no fines for overdue materials at this time. A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

F. Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____

At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out to you were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----- \$-----

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

G. Confidentiality

As specified in *Oklahoma Statutes*, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the

identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

The Waurika Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

X. Reference Service Policy

The Waurika Public Library:

will provide guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence except in the case of student research.

will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);

will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;

may refer library users to other agencies and libraries in pursuit of needed information;

may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XI. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as storytimes, films and activities on no-school days, summer library program for children and speakers for young adults, and book or author discussion groups for adults, and special interest seminars.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XII. Public Relations Policy

A. Public relations goals of the Waurika Public Library are:

to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;

to promote active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

XIII. Equipment Use Policy

Computers are available on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is one hour. Once the one-hour limit is reached, if there are no patrons waiting for the computers, a 15-minute extension may be allowed by library staff. Total usage time will not exceed 90 minutes in a calendar day. Library staff are available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

XIV. Internet Use Policy

Downloading (Saving)

- You can save your material to a diskette or to a USB data key (flash drive).

E-Mail data

- Many of the databases in the library provide an option to e-mail the search results. You may also "cut and paste" to your e-mail.

The Waurika Public Library is pleased to offer public use of the Internet as part of the library's mission of providing free and open access to materials and services as a means to enhance the information and learning opportunities for the citizens of the Waurika area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Responsibility

As with all library resources, the library affirms the right and responsibility of parents and guardians to determine and monitor their minor children's use of the Internet. There is no age limit for use of any materials provided on the Internet. Parents or legal guardians who believe that their children cannot responsibly use the library's Internet access are requested to monitor their children's Internet use and must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, a parent must sign the Internet Use Agreement for children under 18 years of age.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. All users must check out the computer at the circulation desk, just as you would check out a book. When finished, the user must check the computer back in by telling the staff at the circulation desk that they are finished.

Expectations

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Disclaimer

The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the world. Information access through the Internet is not warranted by the library to be accurate, authoritative, factual, or complete. It is the patron's responsibility to verify the accuracy of any material found on the Internet. Therefore, library patrons are advised to exercise critical judgment

when using information from the Internet, realizing that accuracy, completeness, and currency vary widely. More accurate, comprehensive, and current information may be found in non-Internet sources locally housed by the library.

Guidelines:

Privacy and Confidentiality

The library does not monitor an individual's use of any sites except for length of use in order to ensure equal opportunity of access for everyone, or when materials displayed on the screen is not appropriate in a public environment and user responsibilities are violated. Patrons use the Internet at their own discretion.

In general, the library will treat information on computers as confidential. Requests for disclosure of information regarding an individual's use will be honored only if approved by the library director, when authorized by the owners of the information, or when required by local, state, or federal law.

Guidelines for Acceptable Use

Users must accept all U.S. copyright laws and licensing agreements pertaining to software, files, and other resources obtained via the Internet. The library expressly disclaims any responsibility resulting from copyright infringement by a library patron.

Downloading of images or files from the Internet to the computer's hard drive is strictly prohibited. Patrons may either bring in a floppy disk or purchase one from the circulation desk. Unknown files will be purged from the system periodically.

The library will conform to all local, state, and federal laws regarding minors' access to materials harmful to minors.

All Internet users should avoid disclosing personal information over the Internet to preserve their own personal safety. Library Internet users are prohibited by law from disclosing, using, or disseminating personal information regarding minors without written authorization of the parent or legal guardian of the minors involved.

Engaging in any of the following activities is a violation of this policy: libeling or slandering of others; uploading a worm, virus, or other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

In accordance with the Oklahoma Code sending, receiving, or displaying text or graphics that may be reasonably construed as obscene by community standards are prohibited, regardless of age.

Internet users are prohibited from using the library computers to compromise the safety and security of minors when using e-mail, chat rooms and other forms or direct electronic communications. Such use includes, but is not limited to: giving others private information about one's self or others or arranging a face-to-face meeting with someone one has met on the Internet without a parent or legal guardian's permission.

Children's Internet Protection Act (CIPA)

Minors are defined in this policy as children and young people under the age of 18 years.

Disclaimer

The Library, having installed and enforced the operation of filtering software in compliance with the Children's Internet Protection Act, will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

Technology Protection Measures

The Library, either by itself or in combination with its Internet access provider, will install filtering software or other technologies on all library computers with Internet access, and will enforce the operation of same during any use of those computers, to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Filters often block access to sites that users would consider both inoffensive and useful.

If you do not find what you need, please do not hesitate to ask a librarian for help. Technology protection measurers may be disabled by a library staff member, as necessary, for bona fide research or other lawful purposes by people aged 18 and older.

Violations

The user's access to the library's computer network and Internet is a privilege, not a right. Misuse of the library computers will result in the loss of computer privileges, and possible criminal prosecution.

Virus Warning

Although the library uses a program that checks for viruses, there is no guarantee that files downloaded from the Internet will not contain a virus. The library is not responsible for any damages that may arise from saving or downloading files to a diskette.

XV. Electronic Reader Lending Policy

1. Electronic readers may be borrowed by adult library card holders.
2. Patrons must complete the registration form and present photo ID at time of check out.
3. Electronic readers may be checked out for 7 days. Holds may be placed on readers if none are available.
4. Only one electronic reader device may be checked out per family at a time.
5. If using the electronic reader device in a public place, device must be kept in borrower's sight.
6. Nooks come with a case and must be returned with original case. It is the users responsibility to keep up with this.
7. Sony Readers come with a stylus pen and must be returned with stylus pen. It is the user's responsibility to keep up with this.
8. Electronic readers must be returned in person at the Library check out desk upon due date.
9. Reading devices may be renewed one time if there are no holds.
10. The user assumes full responsibility for the cost of repairs or replacement in the event that the electronic reader is lost, stolen, or damaged. The librarian will assess the issues and charge the user accordingly.
11. The user will adhere to this policy and policies set forth in the policy manual by the Waurika Public Library.
12. Users are not allowed to download any other books/games/apps that were not approved by the library staff during the time of electronic device checkout.
13. Users must have at been a good standing library account for 6 months before they are allowed to borrow an electronic reading device.
- 14. Failure to return reading device within 7 days after demand has been made for its return will result in police notification and suspension of future electronic reader check outs.**
- 15. Users who have repeatedly over due items, or outstanding items will not be allowed to check out electronic readers until they can prove to have a good standing account and return/or pay for items that are overdue.**
- 16. Users must read and sign agreement in front of library staff before electronic reading device may be borrowed.**

Waurika Public Library
Electronic Reader Application

1. Electronic readers may be borrowed by adult library card holders.
2. Patrons must complete the registration form and present photo ID at time of check out.
3. Electronic readers may be checked out for 7 days. Holds may be placed on readers if none are available.
4. Only one electronic reader device may be checked out per family at a time.
5. If using the electronic reader device in a public place, device must be kept in borrower's sight.
6. Nooks come with a case and must be returned with original case. It is the user's responsibility to keep up with this.
7. Sony Readers come with a stylus pen and must be returned with stylus pen. It is the user's responsibility to keep up with this.
8. Electronic readers must be returned in person at the Library check out desk upon due date.
9. Reading devices may be renewed one time if there are no holds.
10. The user assumes full responsibility for the cost of repairs or replacement in the event that the electronic reader is lost, stolen, or damaged. The librarian will assess the issues and charge the user accordingly.
11. The user will adhere to this policy and policies set forth in the policy manual by the Waurika Public Library.
12. Users are not allowed to download any other books/games/apps that were not approved by the library staff during the time of electronic device checkout.
- 13. Failure to return reading device within 7 days after demand has been made for its return will result in police notification and suspension of future electronic reader check outs.**
- 14. Users who have repeatedly over due items, or outstanding items will not be allowed to check out electronic readers until they can prove to have a good standing account and return/or pay for items that are overdue.**

Name: _____ Date: _____

Phone: _____ Address: _____

E-mail: _____

By signing below, you agree to abide by the conditions of use outlined above.

Signature: _____ Date: _____

Device: _____

Locking the Library

The library will be locked down during after hours meetings: the doors between the depot and the main library will be locked; the side door will be unlocked allowing an emergency exit from the back of the library. There is an emergency exit in the back area of the library.

If the door has been unlocked by the group or organization to allow access for members attending the meeting and there is no direct supervision of the unlocked door during the meeting, the door must be locked to prevent unauthorized entrance to the library by the general public during the meeting.

The door to the entrance of the library leading to the conference room must be locked when a group leaves after an event. The group or organization sponsoring the event and the person signing the acceptance of this policy is responsible for any losses incurred as a result of the library having been left unlocked after the event.

In the case of a rare use of the main library for a meeting, the front door will remain locked. If anyone exits from the front door, they must be checked to make sure that they are closed. You cannot go out this door and assume it will lock. It must have a key to lock.

Keys

A key may not be issued for the library area. If event or meeting is held in depot area sponsor of event or meeting must see City of Waurika for a key. At no time will a key for the main library be given out for access.

Liability

The Library Board or the City of Waurika do not assume any liability for groups or individuals attending a meeting in the library for injuries incurred before, during, or after the event.

Articles in Library

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting or left in the library after a meeting.

The following activities are PROHIBITED:

- Leaving minors without adult supervision
- Eating or drinking in the Library
- Using cell phones
- Using electronic devices at volumes that disturb others
- Harassment
- Disruptive behavior
- Shouting, cursing, using obscene or abusive language
- Physical altercations including threats, assaults, or violent acts
- Loitering or sleeping in the Library or outside the Library property, including the plaza and parking lot
- Misusing public restrooms, including such things as bathing
- Sexual misconduct
- Theft or attempted theft, including Library materials
- Monopolizing Library resources, including computers
- Moving Library furniture
- Mutilating Library property
- Reconfiguring or hacking Library computer hardware and/or software
- Displaying obscene texts or graphics for public view
- Using controlled substances in the Library

- Smoking within 20 feet of the Library
- Using bicycles or any sort of “transportation” equipment in the Library. This also includes roller skating, skate boarding, or scootering.
- Possessing weapons
- Vandalism
- Graffiti
- Littering
- Distributing leaflets or posting notices not authorized by the Library staff
- Soliciting or unauthorized selling in or around the Library

When the above listed behaviors are observed or other behaviors not listed that appear to be threatening, abusive, or disruptive to person and/or property, Library staff may impose limits on the use of the Library services or facilities. Library staff may call local law enforcement officers to assist in the enforcement of this policy.

Personal hygiene shall conform to the standard of the community for public places. This shall include the repair or cleanliness of garments. Persons whose bodily hygiene is offensive so as to cause a nuisance to others shall be required to leave the building. Customers are expected to wear appropriate clothing while using library facilities, including shirts and shoes.

Library staff has the discretion to discard personal items left unattended on Library property.

Minors who are in violation of these policies shall be required to be accompanied by a parent/guardian during visits to the Library for a period to be determined by Library Administration.

Disruptions that create hardship for Library neighbors are included in this Policy.

XVI. Displays and Exhibits Policy

As an educational and cultural institution, the Waurika Public Library welcomes temporary exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

_____ *Public Library Display and Exhibit Release*

I, the undersigned, hereby lend the following works of art or other material to the Waurika Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the _____

During _____

Description of materials loaned _____

Signature _____ Date _____

Address _____ Telephone _____

XVII. Public Notice Bulletin Board Policy

Materials may be submitted by non profit organizations to be displayed. Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

XVIII. Disasters Policy

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of an actual fire.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Weapons

The Board of Trustees of the Waurika Public Library, does not permit weapons of any kind, either concealed or in plain view, on its property or in its buildings, unless the owner of the weapon is a **law enforcement officer**, and Be it further resolved, that the Board of Trustees of the Waurika Public Library will post the necessary notification to patrons

Storms

The Library will follow the recommendation and actions of the city between 10a.m. and 5 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director and the City of Waurika City Manager. In the event of an emergency the Library will be closed by the library staff.

There are no Tornado shelters in the library. Patrons will be directed to the nearest one in the City.

All computers and equipment will be turned off during thunderstorms. If emergency sirens sound library staff will close library.

XIX. Revision of Library Policies

The preceding statements of Waurika Public Library's policies shall be subject to review and needed revision at least every three years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: 4/25/2011

**Waurika Public Library
Patron Registration and User Agreement Form**

Today's Date _____

Name _____ Date of Birth _____

Street Address _____

Mailing Address _____

City _____ State _____ Zip Code _____

Contact Phone Number _____

(If under age 16)

Parent or Guardian _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Circle accompanying form presented:

**Acceptable Forms of Identification for
library applicants wishing a library card.**

- Oklahoma Drivers License
- Oklahoma Identification Card
- United States Passport
- United States Military Identification
- Student Body Identification Card

**Acceptable Forms of Verification of
Residence**

- Printed bank checks with current address
- Paychecks with current printed address
- Utility bills with current printed address
- Rental agreements
- Property tax statements, mortgage papers or escrow papers
- Current automobile registration
- Mail with current postmark (less than 2 weeks old)

I agree to be responsible for all items borrowed from the library issued in the above name. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address.

Signature _____ Date _____

Parental /Guardian Signature _____

Card Number Assigned: _____

**Waurika Public Library
Patron Registration and User Agreement Form**

INTERNET USE AGREEMENT

I understand and will abide by the Waurika Public Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

User's Name: _____

User's Signature: _____

If user is under the age of 18, please include the age of the minor child: _____

Date: _____

FOLLOWING MUST BE COMPLETED BY PARENT OR GUARDIAN IF PATRON IS UNDER 18:

As the parent or guardian of this individual, I accept full responsibility for my child's use of the Waurika Public Library's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the library's network for Internet access and certify that the information contained on this form is correct.

Phone number(s):

_____ (home)

_____ (mobile)

_____ (work)

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date: _____