

# FAIRVIEW CITY LIBRARY POLICY AND RULES



## Library Personnel

Director

Ernestine Titus

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Luise Maupin

Library Aides

Tamara Cornelsen

Katrina Koehn

## Library Board

Linda Nimmo – Chairperson

Pat Zahnow – Vice-Chair

Barbara Bailey – Secretary

Bobbie Woods – Member

Ed Scott – Member

## City Council

Kenneth Carmack – Mayor

Garen Martens – Vice Mayor

Vernon Hoehn – Member

Jack Schallner – Member

Dave DeBoer – Member

## City Manager

Dale Sides

# FAIRVIEW CITY LIBRARY POLICY AND RULES

(Revised As Of \_\_\_\_\_, 2008)

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## **MISSION STATEMENT**

The Fairview City Library strives to fulfill the informational needs of all adults and children with the most desirable reading, current educational material, and activities available with a friendly, personalized service to all patrons.

## **CONTACT INFORMATION**

Fairview City Library  
115 South 6<sup>th</sup> Avenue  
P. O. Box 419  
Fairview, OK 73737  
Phone: (580) 227-2190  
Fax: (580) 227-2187  
E-mail: [librarian@fairviewok.org](mailto:librarian@fairviewok.org)  
Web Site: <http://www.fairviewok.org>

## **OPERATING HOURS AND DAYS CLOSED**

Operating hours: 9:00 A.M. To 5:30 P.M. Monday  
9:00 A.M. To 7:00 P.M. Tuesday  
9:00 A.M. To 5:30 P.M. Wednesday through Friday  
9:00 A.M. To 12:00 P.M. Saturday  
Closed Sunday

The library will also be closed on the following eight (8) holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

# **THE LIBRARY BILL OF RIGHTS**

## **FREEDOM TO READ FREEDOM TO VIEW USER CONFIDENTIALITY THEFT LAW**

The Fairview City Library endorses The Library Bill of Rights, The Freedom To Read Statement, The Freedom To View Statement, User Confidentiality, and The Theft Law (See Attachments).

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended February 2, 1961; June 27, 1978; and January 23, 1980  
by the ALA Council.

# The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label “controversial” books, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it

possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

*We therefore affirm these propositions:*

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

*Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe, but why we believe it.*

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

*Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.*

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author:

*A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.*

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

*To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can*

*machinery be devised which will suit the demands of one group without limiting the freedom of others.*

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

*The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.*

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

*It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.*

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, book men can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

*The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.*

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 15, 1953; revised January 28, 1972, by the ALA Council.

## **THE FREEDOM TO VIEW**

The freedom to view along with the freedom to speak, hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials, which represent a diversity of views and expression.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of moral, religious, or political beliefs of the producer of filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted February, 1979, by the Educational Film Library Association, and in June, 1979, by the ALA Council.

## **USER CONFIDENTIALITY**

### **Oklahoma Law Protects the Confidentiality of Library Users' Records**

The records of library materials borrowed or used cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records in writing, by the individual or group;  
or
3. By order of a court of law.

Section 1, Chapter 81, O.S.L. 1985 (65 O.S. Supp. 1985, Section 1- 105) applies to any library supported in whole or in part by public funds except middle and elementary school libraries, which were exempted from this law as amended.

# **THEFT LAW**

## **Public Notice**

State Law makes theft or destruction of library materials a crime

Any person shall be guilty, upon conviction, of library theft who willfully:

1. Removes or attempts to remove any library materials from the premises of a library facility without authority; or
2. Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or
3. Fails to return any library materials, which have been lent to said person by the library facility, within seven (7) days after demand has been made for the return of the library materials.

**Punishment for conviction of library theft shall be restitution and/or a fine of up to \$10,000.  
21 O.S. 1991, Sec. 1739.**

## **MATERIALS SELECTION**

The responsibility for initial selection of books and other material is shared by the library staff--since no one person is omniscient nor fully qualified to determine the reading needs or skills of all persons in all sections of the community. Suggestions from readers are always welcome and given serious consideration. Final responsibility for selection of material rests with the library board.

## **CRITERIA FOR SELECTION**

The Fairview City Library's materials selection must be flexible, broad, have depth, yet not specialization. New acquisitions will be tested by the following standards:

1. Reliability of information
2. Timeliness and permanent value
3. Literary style and readability
4. Popular interest
5. Existing subject matter in the collection
6. Integrity of author and publisher
7. Availability elsewhere in the community
8. Format

In general, the library's criteria for selection is to purchase materials which satisfy the needs of the patrons of this library within budget limitations.

## **SELECTION OF CONTROVERSIAL MATERIAL**

The library has the duty to provide to its readers a representative selection of literary material on all subjects of interest that is not prohibited by law—including materials on all sides of controversial questions. The decision to purchase materials which might be considered offensive to some should be guided by qualified reviews based on the general intent of the author, the author and the publisher's previous reputation, and the status of the materials as a serious literary effort. No book will be eliminated from consideration for purchase because of language or frank treatment—verbal or illustrative—of certain situations which may be objectionable to some people.

Addition of literary material to the library collection in no way represents an endorsement by the library or the library board of an idea, theory, or policy contained in that book.

In the area of fiction, the quality of the literary material shall be judged on the content as a whole, not by detached excerpts.

## **SELECTION OF LIBRARY MATERIALS**

Selection of all library material will be based upon content, demand, availability, and cost. Library materials will be obtained from reliable book purchasing services.

## **MEMORIAL MATERIALS**

Family members and friends may want to consider a memorial gift to the Fairview City Library as a way of honoring the life of their loved ones.

Memorial materials may be selected by the donors or suggestions may be made pertaining to an appropriate memorial material. The amount donated should cover the cost of the chosen material. The library director and library board reserve the right to approve suggested material. Memorial monies that are not designated or do not cover the cost of specific materials will be consolidated in order to purchase memorial items for the library.

A memorial material will have a book plate placed inside the front cover which has the donor's name and the name of the person in whose honor the material is given.

All gifts to the library are tax deductible. Money for other items such as equipment, furniture, special materials, etc., may also be given as a memorial. Donations of money that are not specifically designated as to how it should be used will be used in the area most needed.

Gifts will be acknowledged immediately and donors will be notified of the materials selected for purchase. The family of the person in whose name the material or gift is given will also be notified.

## **DONATED MATERIALS**

All donated books and other library materials become the property of the library and as such the library director will determine the destination of the donated item.

## **WEEDING POLICY**

Books and materials that have been unused for some time or are beyond repair are no longer shelved and used in the Fairview City Library. The library director has the authority to decide which materials will be removed. All time-sensitive materials will be disposed of, the remaining books and materials will then be given to Friends of the Library for their book sale so long as all proceeds go to The Friends of the Fairview City Library.

**PATRON'S REQUEST  
FOR RECONSIDERATION OF LIBRARY MATERIAL**

If a patron has a complaint about a book or other material, he or she will be asked to fill out a copy of the following form. Action will be taken at a later date by the library director and the library board. The decision of the library board shall be final, and the complainant will be notified of the decision by either the library director or the library board chairman in writing.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Author: \_\_\_\_\_ Title: \_\_\_\_\_

ISBN Number: \_\_\_\_\_ Material Number: \_\_\_\_\_

Complainant represents his/her self: \_\_\_\_\_

Organization: \_\_\_\_\_

1. State your complaint. (Please be specific; cite pages, etc.):

2. State your recommendation for this material:

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Action taken by Library Board

**FAIRVIEW CITY LIBRARY  
P.O. BOX 419  
FAIRVIEW, OKLAHOMA 73737**

To Whom It May Concern:

The Items Listed Below Have Been Donated To The Fairview City Library.

Description Of Items Donated:

Estimated Dollar Amount: \$ \_\_\_\_\_.

Dated This \_\_\_\_\_ Day Of \_\_\_\_\_, 20 \_\_\_\_\_

Name Of Donor: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Signature Of Donor)

Signed: \_\_\_\_\_  
(Signature Of Donee)

## **RULES AND REGULATIONS**

To maintain adequate and efficient service to library patrons of all ages, the Fairview City Library will function best with compliance of the following rules and regulations:

### **LIBRARY BEHAVIOR**

1. The following conduct is prohibited in the Fairview City Library and will result in disciplinary action subject to the discretion of the library staff:
  - abuse or defacing of library books, materials, or other property
  - loud or excessive talking or use of profanity
  - loud or disruptive stereo equipment
  - running and playing
  - roller-blading or skating
  - blocking of doorways and/or walkways—bicycles are to be parked in bicycle rack
  - outside food and beverage – at discretion of library staff
  - food or beverage near computers or microfilms
  - use of tobacco products, alcoholic beverages, or drugs
  - use of cell phones is at the discretion of the library staff
  - animals are prohibited--unless they are service dogs--without the permission of the library director
  - lack of appropriate shoes and apparel—subject to the discretion of the library staff
2. Interfering with another person's use of the library or with library personnel's performance of their duties will not be allowed.
3. The library staff is not responsible for lost, stolen, or unattended items.
4. All library work areas are restricted to library staff and volunteers only.
5. Parents are responsible for the behavior of their children while in the library.
6. Children under the age of six (6) must be accompanied by a responsible adult.
7. Unattended children left at the library at closing time will be taken to the police department to be picked up.
8. Any other disruptive behavior will not be permitted.

**DISCIPLINARY PROCEDURES:** A library patron who does not respect the library's policy will be asked by a staff member to correct his/her behavior. If the patron continues to abuse the policy, he/she will be asked to leave the library premises for the remainder of the day. A patron who continually violates the rules and regulations may be temporarily banned from the library. In the case of a minor, the parents will be notified by the librarian. Police will be notified in cases of dangerous or illegal behavior.

## CHECK OUT REGULATIONS

All persons wishing to check out materials must be registered with the library with complete and current address, phone number, etc. Each patron will be assigned a patron number at that time. Patrons will be encouraged to use their patron number when checking out materials. Library cards may be issued to patrons as staff time allows.

A library card is not mandatory for check out privileges. The first library card will be issued free of charge. Replacement cards will be \$1.00. Children entering first grade, or the equivalent thereof, are eligible to have their own library card. Children under that age must check out materials under their parent's name.

<u>ITEM TO BE CHECKED OUT</u>	<u>LENGTH OF CHECK OUT</u>
Books	2 weeks
Current Magazines	1 week
Videotapes & DVD's	1 week
Audiotapes & CD's	2 weeks

### TOTAL TO BE CHECKED OUT NOT TO EXCEED 10 ITEMS

New patrons will be allowed to check out only two (2) items for the first two (2) checkouts.

Restriction of materials being checked out may be restricted by the library staff (Ex. Author, Subject, ...).

Archive magazines, National Geographic, reference books, and any other reference material will not be checked out of the Fairview City Library.

## RECHECKING

Materials on reserve may not be rechecked. Other materials may be rechecked up to a maximum of two (2) times by bringing in the material or by calling in for renewal. Renewal requests may be left on the library's answering machine. Renewal time is the same as the original check out time.

## CHECK OUT SUSPENSION

Check out privileges will be suspended to any person who returns damaged materials until restitution is made to the satisfaction of the library director. Each borrower is responsible for all materials checked out and for all fines accrued. No check out or computer use will be issued to patrons who have failed to return materials or pay fines. Following reinstatement of borrowing privileges, the patron will be limited to a check out of two (2) items at a time for a period of six (6) months.

## BOOKS ON RESERVE

Books can only be held on reserve for three business days after the library first calls unless other arrangements are made. If the book has not been picked-up after three days, the book will be moved on to the next patron on reserve.

## REPLACEMENT COST AND PROCESSING FEE

Lost materials and materials damaged beyond repair must be paid for at full replacement price plus a \$6.00 processing fee. If the patron wishes to replace the item on his own, the replacement item must be of equal or better quality than the lost or damaged item and must be approved for acceptance by the library director.

## FINES

Fines are as follows:

<u>ITEM</u>	<u>CHARGE</u>
Overdue books, audio books,	\$0.05 per day per item & magazines
Interlibrary loan materials	\$0.10 per day per item plus any fine charged by lending library
Video cassettes or DVD's	\$1.00 per day per item

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Fines shall not exceed \$11.00 for library materials returned in satisfactory condition.

Volunteer work in the library in lieu of payment of library fines may be negotiated on a case-by-case basis at the discretion of the library director.

Patrons failing to return overdue materials within seven (7) days after a demand has been made for their return to the Fairview City Library are subject to being reported to the appropriate law enforcement authorities for retrieval of city property.

(refer to page 8 For Theft Law)

# FAIRVIEW CITY LIBRARY PATRON CARD FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Preferred Way Of Contact: \_\_\_\_\_

Adult  Child

## USER CONFIDENTIALITY

Your Name, Address, Phone/Cell Number, E-Mail Address, And Library Records Are For Library Use Only. They Will Not Be Disclosed To Anyone Except As Stated Below.

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records in writing, by the individual or group;  
or
3. By order of a court of law.

For More Information, See Oklahoma Law "Section 1, Chapter 81, O.S.L. 1985 (65 O.S. Supp. 1985, Section 1- 105)"

## **INTERLIBRARY LOAN POLICY/PROCEDURE**

STATEMENT OF OBJECTIVE: The Fairview City Library makes available to patrons materials from other libraries through the Oklahoma Department of Libraries Oklahoma Telecommunications Interlibrary Systems.

1. Borrowing patron must have a current, up-to-date registration with the library in good standing. The patron will be charged a fee of \$2.00 per item requested at the time of the request. This will cover the rising cost of postage expenses. The fee shall be paid at the time of the request. If the item is not received, the \$2.00 charge per item will be refunded to the patron.
2. Materials may be restricted to “In-Library Use Only” by the lending library.
3. Check-out time for borrowed materials is determined by the lending library’s due date. Interlibrary loan materials are not renewable.
4. Fines may be charged by the lending library for overdue interlibrary loan materials. The patron is responsible for charges which the Fairview City Library has been billed by the lending library for lost, overdue, or damaged materials.
5. Items already owned by the Fairview City Library will not be borrowed from another library unless approved by the library director.
6. If items ordered are not picked up after notification of their receipt, they will be returned to the lending library by the due date. The full cost of return postage will be charged to the patron.
7. The Fairview City Library will loan materials to other libraries for 30 days.
8. Items may be denied for interlibrary loan if they are rare or irreplaceable.
9. A patron requesting an interlibrary loan for the first time may be charged a \$5.00 deposit of which \$3.00 will be refunded upon return of the loaned item in satisfactory condition and within the allotted time.

# Fairview City Library Inter-Library Loan Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Series: \_\_\_\_\_

Have you checked our collection to see if we have this item in our library? \_\_\_Y \_\_\_N

1. Borrowing patron must have a current, up-to-date registration with the library in good standing. The patron will be charged a fee of \$2.00 per item requested at the time of the request. This will cover the rising cost of postage expenses. The fee shall be paid at the time of the request. If the item is not received, the \$2.00 charge per item will be refunded to the patron.
2. Materials may be restricted to "In-Library Use Only" by the lending library.
3. Check-out time for borrowed materials is determined by the lending library's due date. Interlibrary loan materials are not renewable.
4. Fines may be charged by the lending library for overdue interlibrary loan materials. The patron is responsible for charges which the Fairview City Library has been billed by the lending library for lost, overdue, or damaged materials.
5. Items already owned by the Fairview City Library will not be borrowed from another library unless approved by the library director.
6. If items ordered are not picked up after notification of their receipt, they will be returned to the lending library by the due date. The full cost of return postage will be charged to the patron.
7. The Fairview City Library will loan materials to other libraries for 30 days.
8. Items may be denied for interlibrary loan if they are rare or irreplaceable.
9. A patron requesting an interlibrary loan for the first time may be charged a \$5.00 deposit of which \$3.00 will be refunded upon return of the loaned item in satisfactory condition and within the allotted time.

Signature: \_\_\_\_\_

Office Use Only:

Ordered Date: \_\_\_\_\_ Ordered By: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

# Fairview City Library

## Internet/Computer Policy

The Fairview City Library offers to its patrons free access to computers and the internet regardless of race, color, creed, gender, or nationality. Registered patrons of the Fairview City Library are authorized to use the Library's Internet terminals by signing the agreement sheet, and said agreement will be kept on file at the library. Other Patrons may be allowed access to computers subject to determination by appropriate Library Staff. Temporary Internet/Computer privileges—with or without a signed policy-- may be approved on a per case basis at the discretion of the Library Staff.

1. Internet/Computer users must be registered at the Library with an up-to-date and current card on file. (Exempt are patrons under the age of six who use their parents or guardians card). This Internet/Computer Policy is subject to renewal after 2 years.
2. Patrons who have fines or overdue items will be restricted from use of the computers or Internet unless other arrangements or restitution has been made.
3. Patrons under the age of eighteen must have an Internet/Computer agreement policy signed by their parent or legal guardian on file at the Library. Patrons may be asked to furnish proof of age. Internet users have the following options of completing the agreement:
  - a. Signed by parent/guardian in presence of Library Personnel; or
  - b. Signed by minor patron and signature or telephone verification from parent/guardian dated and signed by Library Staff for first use of the internet, but must be signed by parent/guardian in presence of Library Personnel before subsequent uses are allowed for minor patrons.
4. All patrons are required to sign in at the circulation desk. A 1 hour limit per day may be enforced. Computer/Internet use may be restricted to 30 minutes if computer is needed by another patron. Priority will be given to patrons who are using computers for school or job purposes or for those patrons with special needs at the Library Staff's discretion.
5. In accordance with the Children's Internet Protection Act, the Fairview City Library has installed NetNanny—a web content filtering system—on all computers. Patrons age eighteen and over may request that Library Staff temporarily disengage the filtering software with the exception of access to obscene images or pornography of any kind. If the patron feels a website has been blocked for no reason, the Library Staff may review it. Patrons age twelve and under are restricted from usage of social networks (MySpace, Facebook, etc.). Patrons over twelve and under eighteen may access social networks only with parental permission and must be noted and signed by the Parent/Guardian on the minor patron's policy.
6. In consideration of the privilege of using computers and the Internet we ask that users refrain from chatting or playing games that involve chatting; indecent sites, engaging in unlawful activities, using offensive language, tampering with hardware or software belonging to the Library or the City Of Fairview. The only instance in which chatting may be allowed is when it is a necessary means of communication for special needs patrons. Misuse of or damage to any equipment will result in suspension of privileges. Misuse of equipment also includes any reconfiguring of computer specifications, programs or files. Patrons are not to save any computer files on computer hard drives. Patrons are liable for any damage incurred during their use of computers. Library staff can only give limited help and are not liable for damages incurred to non-library equipment (ex. cameras, usb storage devices, ipods, etc). Headphones will no longer be supplied, but may be purchased from the library.
7. This copy of the policy will be sent home with the patron, a form with the patron/parent/guardian and librarian signature stating that they have read said policy will be kept on file at the library.

I understand that the Library has no responsibility or obligation to restrict access to material of the Internet that I may find personally offensive. I understand that the Library Staff has the authority to dismiss any patron from use of computer privileges for failing to observe and follow the guidelines. In consideration of the privilege of using Fairview City Library's Internet terminals and for having access to the free information contained with it, I hereby release and hold harmless the Fairview City Library and the City of Fairview, its officers, agents, servants, or employees, volunteers, representatives, or advisors from any and all legal liability or responsibility for any and all claims, damages, losses, costs, or expenses arising either directly or indirectly from the use of the Library's Internet terminals, whether or not caused in whole or in part, by alleged negligence of the City of Fairview, its officers, agents, servants, employees, volunteers, representatives or advisors.

Fairview City Library Computer/Internet Policy

Patron Name: \_\_\_\_\_ / P#: \_\_\_\_\_

**Adult / Child**

**I have received a copy of the Internet/Computer Policy. Y / N**

**All Internet/Computer users or parent/Guardian must sign Internet/Computer policy in presence of Library Staff. Users May Be Asked To Show Proof Of Age. I have read and agree to comply with the Fairview City Library Internet/Computer Policy.**

User Signature: \_\_\_\_\_

User Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)

Usage of social networks (MySpace, Facebook, etc.) for ages over 12 and under 18 permitted ? Y / N

Parent/Legal Guardian's signature if user is under age 18:

\_\_\_\_\_  
Library Personnel Signature and Date:

\_\_\_\_\_ / \_\_\_\_\_

**(Please Turn Over)**

## Fairview City Library Computer/Internet Policy

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home/Cell Phone:** \_\_\_\_\_

**E-mail Address(es) (optional):** \_\_\_\_\_

**Preferred Way Of Contact (optional):** \_\_\_\_\_

**Secondary Contact Person / Phone Number (optional):** \_\_\_\_\_ / \_\_\_\_\_

### USER CONFIDENTIALITY

Your Name, Address, Phone/Cell Number, E-Mail Address, And Library Records Are For Library Use Only. They Will Not Be Disclosed To Anyone Except As Stated Below.

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records in writing, by the individual or group; or
3. By order of a court of law.

**For More Information, See Oklahoma Law "Section 1, Chapter 81, O.S.L. 1985 (65 O.S. Supp. 1985, Section 1- 105)"** **(Please Turn Over)**

# MEDIA EXPOSURE PERMISSION FORM FOR FAIRVIEW PUBLIC LIBRARY

NAME (print): \_\_\_\_\_  
Last Name First Name

## Local Newspaper

Throughout the year, there may be opportunities to recognize patrons for accomplishments/activities in the local newspapers through printed articles, photographs, or works.

## Web Site

I understand that the posting of pictures, first names, and patrons work may be on the City Of Fairview's web site. I agree to this under the precisions and guidelines of Fairview Public Library Internet and Web Site Policies. I understand the last names will not be associated with a picture of the patrons.

I give permission to the library to use such pre-described media forms of myself and/or my family.

Yes

No

Local Newspapers

Yes

No

Web Site

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship: Self: \_\_\_ Parent: \_\_\_ Guardian: \_\_\_ Other: \_\_\_

## **FAX USE POLICY**

The Fairview City Library will send and/or receive FAX transmissions for patrons only during the regular library hours.

Costs to the patron for FAX services are as follows:

Outgoing FAX--\$3.00 for cover sheet or first sheet  
\$0.50 for each additional sheet

Incoming FAX--\$0.50 for each sheet received including the cover sheet

Procedures:

1. Library staff members only will operate the FAX machine.
2. Patron will provide the correct FAX number for transmission to the receiving location.
3. Patron will provide document to be transmitted in a suitable form (i.e. single page format).
4. Patron will be responsible for complying with copyright laws applicable to their transmission.
5. Patron will fill out the cover sheet found on the following page so that the receiving location will know to whom the document is addressed. Charges will be added to the cover sheet after transmission. Upon request, a receipt will be issued to the patron for fees paid.
6. A cover sheet is recommended though not required. Patrons decide whether or not to use a cover sheet. The Library & staff are not responsible if fax does not reach correct destination if a cover sheet is not used.

\*Fees received will be recorded as all other library fund collections.

Fairview City Library  
P.O. Box 419  
Fairview, Oklahoma 73737

Phone Number: (580) 227-2190 Fax Number: (580) 227-2187

**Fax Cover Sheet**

To: \_\_\_\_\_

Attention: \_\_\_\_\_

Fax Number: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_ Total Pages (Including Cover Sheet): \_\_\_\_\_

If you do not receive all of the pages, please contact the Library Staff at (580) 227-2190. Thank You!!

Message:

The Fairview City Library and its officers, agents, servants, employees, volunteers, representatives or advisors, are not responsible for the contents, validity, or copyright infringement of the document transmitted with this cover sheet. If you received this fax in error please contact the Fairview City Library immediately at (580) 227-2190.

## COPIER POLICY

All copies will be made by library staff only. The library is not responsible for any copies made in violation of the copyright laws.

Requests for a large number of copies/scans will be honored as time and workload permit. The copies/scans must be paid for before being released.

Fees for copies/scans toner/ink usage are as follows:

Printing on one side of page only---\$0.25  
Printing on back of same page-----\$0.25  
Cost of microfilm copy per page---\$0.50  
Color Pictures Copied-----Less than ½ page in size \$0.50 Per Side  
Greater than ½ page in size \$1.00 Per Side

For Card Stock or Photo Paper for any copy add \$0.50 Per Page used if the library is furnishing the card stock or photo paper.

## PRINTER POLICY

Fees for printer are as follows:

Black and White	-- \$0.25 Per Side
Color	-- \$0.50 Per Side
Black and White Pictures Printed	--\$0.25 Per Side
Color Pictures Printed	-- Less than ½ page in size \$0.50 Per Side --Greater than ½ page in size \$1.00 Per Side

For Card Stock or Photo Paper for any copy add \$0.50 Per Page used if the library is furnishing the card stock or photo paper.

## LAMINATOR POLICY

All laminating will be done by the library staff as time and staffing allows.

Fees for laminating are \$0.50 per foot with a minimum of \$0.50, with \$0.50 per additional foot rounded up to the next foot, regardless of size of article being laminated.

- Fees received will be recorded as all other library fund collections.

## **LIBRARY EQUIPMENT**

Items Below Are For Library Use Only:

TV, VCR, Digital Camera, Computer Equipment, Microfilm Equipment

### **MICROFILM READER**

The library offers the use of a digital microfilm reader (the ScanPro 1000). Library staff assistance is mandatory for first time users to prevent accidental damage to the machine, library staff time may be limited. No patrons ages 12 and under may use the machine. Patrons must check-out the machine as any other computer, and must tell library staff that they have finished so that the machine and computer can be shut off properly and that all related materials are put away properly.

### **WIRELESS INTERNET ACCESS**

The library offers free wireless internet access during library operational hours for people who wish to use their own laptop or other such device(s). The library and its staff are not responsible for content that the user may access or any damage that may arise from viewed content caused to said device(s). Users are not allowed to view or use said internet access that can constitute a violation of law (ex. no pornographic, drug, or violence related sites.) Users DO NOT have access to any library equipment, such as printers, while using wireless access. Library staff help with wireless will be limited, and may not be available at all.

### **SOUND SYSTEM POLICY**

The Fairview City Library is willing to check out their sound system for non-library sponsored events. In order to insure that our property is returned in the same condition and completeness that it was loaned, there will be a \$100 deposit required before the sound system is removed from the library premises. The \$100 deposit will be returned to the group or individual that checked out the system in whole or in part depending on the manner of condition and completeness the equipment was returned and also depending on the manner in which the various parts of the equipment (cables, etc.) have been returned to their proper storage area within the system. The library director or designated library staff shall determine if the equipment is returned in the condition and manner that it was in when it was checked out from the library facility. The library director or designated library staff will then determine the portion of the deposit fee that will be returned to the borrower. Any portion of the deposit fee kept by the library shall be deposited into the library's special fund for future purchases to replace missing or damaged parts of the sound system.

## **SOUND SYSTEM PARTS LIST**

The following checklist serves to list and number all parts to the sound equipment. Any portion of the sound equipment that is not removed from the library premises shall be noted as such on the check- list by the library director or designated library staff.

1. Control panel
2. Speaker #1
3. Speaker #2
4. Cable connecting speaker #1 to control panel (stored in compartment on control panel)
5. Cable connecting speaker #2 to control panel (stored in compartment on control panel)
6. Power cord connecting control panel to wall outlet (stored in compartment on control panel)
7. Plastic cover for sound system
8. Microphone stand
9. Corded microphone
10. Cable connecting corded microphone to control panel (stored in black leather pouch)
11. Black leather zipper pouch
12. Wireless microphone receiver
13. Power cord connecting wireless microphone receiver to wall outlet
14. Cable connecting wireless microphone receiver to control panel (stored in black leather pouch)
15. Wireless transmitter
16. Foam-covered wireless microphone with lapel clip and cable attached to connect to wireless transmitter (be certain foam cover is still there)
17. 9 volt battery for wireless transmitter
18. Extra 9 volt battery for wireless transmitter
19. Packaging for wireless microphone system
20. Copy of Fender instruction manual

## USE OF FAIRVIEW CITY LIBRARY SOUND SYSTEM APPLICATION

Name : \_\_\_\_\_

Purpose of your use of the sound system : \_\_\_\_\_

\_\_\_\_\_

Address : \_\_\_\_\_

Phone : \_\_\_\_\_ Cell phone : \_\_\_\_\_

Work or Daytime phone : \_\_\_\_\_

Projected date and time of return : \_\_\_\_\_

I have read the conditions of this policy and agree to abide by same.

Signature of applicant : \_\_\_\_\_

Date of application : \_\_\_\_\_

Date and amount of deposit : \_\_\_\_\_

## **BOOK DROP**

The library's drive-through book drop is to be used only to return books. Audio/visual materials, magazines, and inter-library loan materials must be returned to the circulation desk and not deposited into the book drop since the materials could be damaged by books falling onto them. If necessary, these materials may be taken to the police department after regular library hours or a renewal request may be left on the library's answering machine. A fine of \$1.00 each for any audio/visual material, magazine, or inter-library loan material deposited into the book drop will be charged against the borrower.

Books dropped in after 4:30 P.M. will be checked in the next business day.

The library discourages any attempts to pay fines or to make any other payments by placing any money into the book drop in any manner at any time. All payments of fines or other fees should be made to a library staff member during regular business hours to insure the proper posting of any payments. Any monies found in the book drop will be treated as a donation to the library and will be recorded as all other library fund collections.

## **PATRON ASSISTANCE**

Patron assistance will be limited by time, staff, or other criteria determined by the library staff.

## **REFUSAL OF SERVICE**

The library staff has the right to refuse library privileges to anyone who does not comply with any of the above rules and regulations. These rules and policy are subject to revision at any time necessary.

As members of the Fairview City Library Board, we the undersigned do endorse and uphold the afore mentioned rules and guidelines set forth in the Fairview City Library Policies.

Chairperson-----  
Linda Nimmo

Vice-Chairperson---  
Pat Zahnow

Secretary-----  
Barbara Bailey

Member-----  
Bobbie Woods

Member-----  
Ed Scott

Adopted By The Fairview City Library Board This \_\_\_\_\_ Day Of \_\_\_\_\_, 2008.

Final Approval By The Fairview City Council This \_\_\_\_\_ Day Of \_\_\_\_\_, 2008.