

FAIRVIEW CITY LIBRARY POLICY AND RULES



LIBRARY PERSONNEL

Director

Ernestine Titus

Assistant Librarian

Tamara Cornelsen

Children's Librarian

Crystal Jackson

Library Aide

George Williams

LIBRARY BOARD

Chairperson – Sheri Martens

Vice-Chairperson – Stefanie Mueller

Secretary – Janice Johnston

Member – Melanie Haworth

Member – Cynthia Morey

CITY COUNCIL

Mayor – Stan Hargrove (Ward 1)

Vice-Mayor – Dana Baldwin (Ward 4)

Shane Bode - Ward 2

John Medley – Ward 3

At-Large – Troy Hubbard

CITY MANAGER

Jerry Eubanks

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

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fairviewlibrary@yahoo.com
facebook.com/fairviewlibrary

OPERATING HOURS AND DAYS CLOSED

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.	Wed - Fri
9:00 a.m. to 12:00 p.m.	Saturday
Closed Sunday	

Closed on the following ten (10) holidays:

New Year's Day	Marin Luther King, Jr. Day
President's Day	Good Friday
Memorial Day	4 th of July
Labor Day	Veterans Day
Thanksgiving	Christmas

Revised as of August 10th, 2018

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Revised as of July 2018

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**FAIRVIEW CITY LIBRARY
POLICY AND RULES**

July 2018

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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

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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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 or limit access to reading materials, to censor content in schools, to label "controversial" views, 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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. 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 or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 toward 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 that are unorthodox, unpopular, or considered dangerous by 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 that 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 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 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 bar access to writings on the basis of the personal history or political affiliations of the author.*

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 people can flourish that 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 expression 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 values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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 individuals are free to determine for themselves what they wish 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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they 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 the reader cannot obtain matter fit for that reader's 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 the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans 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 the written word. We do so because we believe that it is 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 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

The Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to 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 these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

User Confidentiality

Oklahoma law protects the confidentiality of library user's 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 in 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 had been made for the return of library materials.

Punishment for conviction of library theft shall be restitution and/or a fine of up to \$10,000.

210.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. If a patron has a request or complaint regarding materials selected or not selected by the Library, they should complete a 'Patron's Request for Reconsideration of Library Material' (Attachment A).

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:

- Reliability of information
- Timeliness and permanent value
- Literary style and readability
- Popular interest
- Existing subject matter in the collection
- Integrity of author and publisher
- Availability elsewhere in the community
- Format

In general, the library's criteria for selection are 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.

If a patron has complaint regarding materials selected by the Library, they should complete a "Patron's Request for Reconsideration of Library Material" (Attachment A).

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 (see Attachment B). 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. If the material cannot be used in the Library, the items are donated to the Friends of the Library or another local aid organization.

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 The Friends of the Library organization.

LIBRARY USE REGULATIONS

1. Individuals, groups, organizations, businesses, etc., desiring to meet in the Library should notify Library Staff at least 24 hours in advance of their meeting.
2. Library Staff will conduct a tour of the Library, give a presentation on how to access Library holdings, retrieve information, do research, etc., provided arrangements have been scheduled at least 24 hours in advance.
3. Visitors and/or patrons using, accessing, or remaining in the Library on a continual daily basis need to be aware of limited space in the Library and may be reminded by Staff to recognize others' use of the Library.
4. Patrons in possession of book bags, backpacks, totes, large carryalls, briefcases, bags, or in possession of other means of carrying items may be asked to leave such items at the circulation desk.
5. Interfering with another person's use of the library or with library personnel's performance of their duties will not be allowed.
6. The library staff is not responsible for lost, stolen, or unattended items.
7. All library work areas are restricted to library staff and volunteers only.
8. Parents are responsible for the behavior of their children while in the library. Library Staff reserves the right to discipline, correct, or reprimand children if disruptive, dangerous, or rude behavior is observed, even when parents/guardians, etc., are present.
9. Children under the age of six (6) must be accompanied by a responsible adult.
10. Library Staff reserves the right to notify the Police if children under the age of twelve are left waiting for a parent/guardian to pick them up after the Library has closed for the day.
11. Any other disruptive behavior will not be permitted.

DISCIPLINARY ACTION

Any library patron who disregards the library policy will be asked by a staff member to correct his/her behavior. If the patron continues to disregard 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.

LIBRARY BEHAVIOR

The following conduct is prohibited by the Fairview City Library and will result in disciplinary action subject to Library policy and the discretion of the staff:

- Abuse or defacing of library books, materials, or other property
- Loud or excessive talking or use of profanity
- Roller-blading, skating or skate-boarding
- Blocking of doorways and/or walkways
- Outside food and beverage (at the discretion of library staff)
- Food or beverage near computers or microfilm
- Use of tobacco products, alcoholic beverages, e-cigarettes, vaping
- Use of cell phones (at the discretion of library staff)
- ANY disruptive or illegal activity

Patrons must wear appropriate shoes and apparel (at the discretion of the library staff).

Bicycles are to be parked in bicycle rack.

Animals are prohibited without the permission of the library director and/or staff, unless they are service animals.

CHECK OUT REGULATIONS

Patrons must be at least six years of age and/or the equivalent of entering first grade. Patrons must be registered at the library with complete and current address, phone number, references, etc. (See Attachment C) Patrons are responsible for updating address(es), phone number(s), name changes, etc., by notifying library staff of such changes. Persons of questionable age may be asked to furnish proof of age. 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 will 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/guardian's name.

Requests for longer check-out periods of material are subject to Library Staff discretion on a case-by-case basis.

<u>ITEM TO BE CHECKED OUT</u>	<u>LENGTH OF CHECK OUT</u>
Books	2 weeks
Current Magazines	2 weeks
DVD's	2 weeks
Audio 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.

Materials being checked out may be restricted by Library Staff (for example, reserve list, author and subject); however, parents/guardians are responsible for ensuring materials are age-appropriate for patrons 17 years of age and younger.

Genealogy material(s), equipment including computers, scanners, printers, copier, and video equipment, 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, e-mail, or Facebook. Renewal time is the same as the original check out time.

CHECK OUT SUSPENSION

Check-out privileges will/may 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/internet 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 offered 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

<u>Item</u>	<u>Charge</u>
Overdue books, audio books, & magazines	\$0.05 per day per item
Interlibrary loan materials	\$0.10 per day per item plus any fine(s) charged by lending library
DVD's	\$1.00 per day per item

Fines shall not exceed \$11.00 per overdue library materials if said items are 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 6--Theft Law).

INTERLIBRARY LOAN POLICY/PROCEDURE

The Fairview City Library makes available to patrons materials from other libraries through the Oklahoma Department of Libraries Oklahoma Telecommunications Interlibrary Systems (see Attachment D).

1. Borrowing patron must have a current, up-to-date registration, and in good standing with the library. Patrons will be charged a fee of \$2.00 per item paid at the time of the request which will partially cover the rising cost of postage expenses. 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. Items already owned by the Fairview City Library will not be borrowed from another library unless approved by the library director.
5. If items ordered are not picked up after patron is notified of their arrival, the item will be returned to the lending library. The full cost of return postage paid by the Fairview Library will be charged to the patron, and future interlibrary loan privileges may be suspended.
6. Items may be denied for interlibrary loan if they are rare, irreplaceable, reference material, or in large demand locally.
7. Fines may be charged by the lending library for overdue interlibrary loan materials. The patron is responsible for charges which the Fairview City Library may be billed by the lending library for lost, overdue, or damaged materials.
8. 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.
9. The Fairview City Library will loan materials to other libraries for 30 days at the Director's discretion.

OKLAHOMA VIRTUAL LIBRARY

Patrons wishing to sign up for Oklahoma Virtual Library privileges (eBooks) must be patron in good standing with the Fairview City Library (i.e. no outstanding fines, overdue or damaged items, etc...). Patrons should contact a staff member to be enrolled and receive instructions for accessing the Oklahoma Virtual Library.

Fairview City Library Internet/Computer Policy

The Fairview City Library offers to its patron's 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 is 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. (Exceptions will be handled on a case-by-case-basis at the discretion of Library Staff.)
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 related 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 Net Nanny—a web content filtering system—on all computers. The wireless internet connection is also subject to a content filtering system. 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 younger than 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.
7. Library Staff are not responsible for any hygiene issues that arise from use of computers, keyboards, furniture, etc., or other equipment. Headphones are available by request from the circulation desk, but patrons should remember that Library Staff are not responsible for hygiene issues arising from use of library equipment.

8. 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.) A 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.
9. A 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.

The Library has no responsibility or obligation to restrict access to material of the Internet that others may find personally offensive. 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, the Fairview City Library and the City of Fairview, its officers, agents, servants, or employees, volunteers, representatives, or advisors shall be released and held harmless 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.

FAX USE POLICY

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

Costs to the patron for fax services are as follows:

Outgoing	\$3.00 for cover sheet or first sheet \$0.50 for each additional sheet
Incoming	\$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.
4. Patron will be responsible for complying with copyright laws applicable to their transmission.
5. A cover sheet is recommended though not required. The Library and staff are not responsible if fax does not reach correct destination if a cover sheet is not used. A standard cover sheet will be supplied for patrons (see Attachment G).

COPIER/SCANNER 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:	\$0.25
Color Pictures Copied less than ½ page in size	\$0.50 Per Side
Color Pictures Copied Greater than ½ page in size	\$1.00 Per Side
Scanning, 50 pages or less	\$1.00
Scanning, 51 pages or more	\$5.00

For Card Stock or Photo Paper for any copy add \$0.50 Per Page 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 Copied less than ½ page in size	\$0.50 Per Side
Color Pictures Copied Greater than ½ page in size	\$1.00 Per Side

For Card Stock or Photo Paper for any copy add \$0.50 Per Page 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:

Business Cards	\$0.50 each
Letter & Legal Size Documents	\$1.00 each
Oversized Documents	\$0.50 Per Foot, Minimum \$0.50

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

PATRON USE LIBRARY EQUIPMENT

Items Below Are For In-Library Use Only

TV(s), Computer(s), Computer Equipment, Microfilm Equipment & Materials, Tele-conferencing 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. Patrons ages 12 and under may not use the machine. Patrons must check-out time on the machine as any other computer and inform the library staff when they have finished so that the machine and computer can be shut off properly and all related materials are put away properly.

WIRELESS INTERNET ACCESS

The library offers free wireless internet access. The wireless connection has a limited content filter that will not be overridden for any reason. 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 asked to refrain from using the internet to access sites or engaging in activities that may be considered a violation of law. Users DO NOT have access to any library equipment, such as printers, while using wireless access. Library staff help with wireless may be limited, and may not be available at all.

BOOK DROP

The library's drive-by book drop is to be used only to return books. Audio/visual materials, magazines, and inter-library loan materials should 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 5:30 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 policies are subject to change at any time.

SMALL MEETING ROOMS

1. Rooms available only when the library is open for normal business hours
2. Patrons with a reservation will have priority of usage, but patrons may request usage of a room if one is available.
3. No reservations will be allowed more than one week in advance for the use of these rooms.
4. Two hour maximum usage unless previously arranged with staff.
5. Library not responsible for unattended equipment, material, etc.
6. Patrons with overdue library materials, fines, etc. will be restricted until restitution has been made or at discretion of Library Staff.
7. Patrons age twelve and under must be supervised by an adult.
8. Rooms are equipped with a desk, chair(s), multi-outlet surge protector, ethernet jack & ethernet cord.
9. Priority will be given to patrons for studying, tutoring, test proctoring, researching, etc., or to civic or non-profit groups.
10. Rooms are NOT to be used for parties, personal celebrations or gaming.
11. Illegal activity is banned as defined by Federal Children's Internet Protection Act and other Local and State Laws.
12. Rooms are to be left clean/cleared of individual material and property.
13. Posting of any materials on meeting room walls is prohibited.
14. Blocking, covering, or any obstructing view of rooms is prohibited.
15. Doors will remain unlocked during use.
16. Damage to furnishings, walls, floors, equipment, etc. will result in being denied further usage.
17. Library staff reserves the right to observe and monitor patron activities in the room.

**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 within thirty days.

Date: _____

Name: _____

Phone: _____

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

ATTACHMENT A

DONATION FORM

**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 (If more room is needed, please use back of page):

Dated This _____ Day of _____, 20 _____

Name of Donor: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Signed: _____

(Signature of Donor)

Signed: _____

(LIBRARY PERSONEL)

ATTACHMENT B

**FAIRVIEW CITY LIBRARY
PATRON CARD REQUEST FORM**

Name: _____

Parent/Guardian: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Phone: _____

E-Mail Address: _____

Reference Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Place of Employment: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Way Of Contact: _____

Adult

Y/A

Child

USER CONFIDENTIALITY

Your name, address, phone/cell number, e-mail address, and library records are for Library use only and 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.5. Supp. 1985, Section 1- 105)

ATTACHMENT C

**FAIRVIEW CITY LIBRARY
INTER-LIBRARY LOAN REQUEST**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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: _____

Ordered Date: _____ Ordered By: _____ Amount Paid: _____

ATTACHMENT D

Fairview City Library Computer/Internet Policy

Patron Name: _____ / Patron #: _____

Adult / YA / 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 and Todays Date: _____

User Birthday: _____

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

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

Library Personnel Signature and Date:

Fairview City Library Computer/Internet Policy

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Cell Phone: _____

E-mail Address(s): _____

Preferred Way Of Contact: _____

Secondary Contact Person / Phone Number: _____ / _____

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 0.5, Supp. 1985, Section 1- 105)"

ATTACHMENT E

MEDIA EXPOSURE PERMISSION FORM FOR FAIRVIEW CITY 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 / Social Media

I understand that the posting of pictures, first names, and patrons' work may be on the Fairview City Library's or the City Of Fairview's web site or Social Media platforms. I agree to this under the provisions and guidelines of Fairview Public Library Internet and Web Site Policies.

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

Local Newspapers Yes No
Web Site Yes No

Signature: _____ Date: _____

Relationship: _____ Self: _____ Parent: _____ Guardian: _____ Other: _____

ATTACHMENT F

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

FAX COVER SHEET

Phone Number: (580) 227-2190

Fax Number: (580) 227-2187

To: _____

Attention: _____

Fax Number: _____

From: _____

Date: _____ Total Pages (Including Cover Sheet): _____

If you do not receive all of the pages specified, 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.

ATTACHMENT G