

Library Policies

Membership Policy

Everyone is welcome to be a patron of the Tuttle Library.

Confidentiality of Customer Records

Oklahoma law protects the confidentiality of library users' records (Oklahoma State Statutes, Title 65, Section 1-105). A patron may ask for access to his or her own record. Other individuals may not inspect a patron's record except with the patron's authorization or by order of a court of law.

Parents of minor children may have access to their child's record. Oklahoma Statute 1040.75 defines a minor as an unmarried person less than eighteen (18) years of age.

Circulation Policy

The purpose of the circulation policy is to make the best use of the Library collection. Patrons are responsible for materials checked out on their library card whether the patron uses the card or someone else uses the card authorized (or not) by the patron. By signing the library card of minors, the parent/guardian is responsible for materials checked out on the child's card.

Cardholders are requested to notify the library immediately if their card is lost or stolen or if they have a change of name or address. Patrons must present library cards to check out materials.

Library Card Registration Guidelines

The fee for a library card is \$5.00 per adult (18 years or older) per twelve (12) month period.

Free cards will be issued to all individuals aged three to seventeen years when at least one adult member of their family (or legal guardian) is a member.

Persons applying for a library card must provide registration information. Children under the age of sixteen (16) must have a parent or guardian apply for their library cards. Parents/guardians must sign the borrower's card acknowledging responsibility for library materials checked out by the child.

Each cardholder must sign the back of their card, which reads: "Use this card to check out books and other materials. Please treat them as your own. Your signature above indicates that you agree to comply with library rules and accept responsibility for materials checked out to this card. Please notify us of any change of address."

Replacement Cards

The replacement library card fee is \$2.00.

Withdrawal of Parental Consent

The signature of a parent or guardian acknowledges responsibility for library materials checked out to the child. Parents may choose for their minor children to have access to all areas of the library or for access limited to the “juvenile” section of the library. The juvenile section includes: picture books, easy books, juvenile fiction (for Grades 3-6), non-fiction (for preschool - Grade 6), children’s videos, and children’s books on CDs or cassette tapes. If a parent/guardian does not wish for his/her child to have access to particular materials, he/she will need to discuss the restrictions with the child. If a parent/guardian wishes to withdraw the acknowledgement of responsibility from his/her child’s card, the Library Staff will delete the child’s record so that no materials can be checked out to that card. The child’s access to the library’s collection is then available only through the parent or guardian’s library card.

Special Library Cards

A Homebound Institution Card is issued to any facility whose residents are unable to visit the library in person. The administrator of the facility applies for the card. A staff person or volunteer of the facility acts as advisor to checkout and returns materials to the library.

Lending Policy

Library card limit: A total of 10 items per patron
Loan period: 7 days – DVDs and new books
14 days – Other Books or print materials/Audiocassettes/CDs/Audio
book kits
Renewals: An item may be renewed one (1) time if there is no waiting list.
Newspapers, magazines and reference books are not available for check out.

Non-print Materials

Copyright law protects most materials borrowed from the library. Most non-print materials are for home use only. Any other use, including copying or performance in public in whole or part, is prohibited by law. The borrower will be responsible for replacement cost of lost or damaged cassettes or CDs. The Library is not responsible for any damage caused to the borrower’s equipment.

Reserves

Patrons may place items on reserve. Patrons will be notified by telephone or e-mail when the materials are available. Reserve items will be held for three days. If not picked up by the end of the third day, the item will circulate to the next person waiting or will be returned to the shelves. Reserve materials cannot be renewed if a waiting list exists.

Patron Accounts

Fines and Payments

A borrower is responsible for all materials charged to his/her card. Patrons will receive two (2) overdue notices by phone or e-mail for items that are fourteen (14) days and thirty (30) days late. After a patron has received two overdue notices, and the item has not been returned, a bill notice will be sent for the replacement cost of the lost items. The fee paid for the replacement cost of a lost item is non-refundable even if the item is returned at a later date. Partial payment of accumulated fines and bills will be accepted. Return claims will be tracked on the patron's record.

Overdue Fines

If items are not returned on time, a late charge of \$.10 per day will be assessed. Late charges must be cleared before any other materials may be checked out unless other arrangements are made.

Lost and Damaged Items

The replacement cost of a damaged item may be charged to the customer if the item is damaged to the extent it must be withdrawn from circulation. Installment payments will be accepted. Donated materials will be accepted as replacement for a lost or damaged item only if it is in new or high-quality condition and is provided in the same format. For example, a paperback edition of a book cannot be used to replace a hardback edition.

Fees for Damaged Library Materials

Item can still circulate -- \$5.00 per item

Item must be withdrawn -- Cost of item

Suspension of Privileges

Patron's borrowing privileges will be temporarily suspended if the following limits have been reached:

- Items overdue more than 90 days
- \$10.00 or more in outstanding charges
- An insufficient check is not paid three (3) days after the patron is notified