

Tuttle Library Policy Manual



TUTTLE LIBRARY

Enhancing the quality of life in our community
through life-long learning and enrichment.

PO Box 383
305 W. Main
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Policy Manual

Tuttle Library Policy Manual

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Tuttle Library Policy Manual

Introduction

Purpose Statement

The purpose of Tuttle Library Policy Manual is to provide effective leadership and management guidelines for library staff as they strive to help patrons and the community at large to develop life-long learning, technology, and information literacy skills as well as appreciation for literature and knowledge.

Statement of Responsibility

The Friends of Tuttle Public Library (FOTPL) and the librarian are legally responsible for the selection of all materials, programs, and equipment utilized in the library's collections. The group may include teachers, parents, students, library staff and/or other community patrons. Collections may include, but are not limited to, books, magazines, audio / visual materials, on-line databases, instructional materials, interactive websites, subscriptions, instructional aids, etc.

Objectives

To further the library's goal of helping patrons and the community at large develop life-long learning, technology, and information literacy skills as well as appreciation for literature and knowledge:

- Provide equal access for all patrons to books and other materials, equipment, community and on-line resources within the scope of the library's collection.
- Consider the great variety of needs, interests, ages, abilities, physical challenges, maturity levels, and socioeconomic backgrounds of patrons when making selections.
- Provide a balance of informational resources on all sides of issues, beliefs, and ideas so that patrons may make informed decisions or form unbiased judgments based on the principles of critical and / or analytical thinking skills.
- Promote leisure reading and an appreciation of a variety of literature.
- Provide access to materials that reflect a wide variety of religious, social, political, and ethnic groups represented in the global community as well as their significant contributions to society.

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- Provide and maintain a comprehensive collection of materials and resources that can be defended on the basis of the selection principles.
- Provide programming that offers engaging experiences that inform, educate, and entertain patrons and encourage use of the library.
- Support diverse learning opportunities through the use of a variety of library resources.
- Enhance services, resources, and education through community partnerships.

The Tuttle Library

General Information

As an information center of the community, the Tuttle Library strives to deliver the highest level of timely service to library users of all ages as it promotes literacy, community, and lifelong learning.

Library policies and procedures are governed by the Friends of Tuttle Public Library (FOTPL) Board whose present officers are:

1. President – Lori Dennis
2. Vice President – Lyla Phelps
3. Secretary –
4. Treasurer – Richard Bradshaw

In addition, policies and procedures are executed and enforced by the Librarian, Vivian Sloan.

Hours of Operation

Sunday: CLOSED
Monday: CLOSED
Tuesday: 9:00 – 8:00
Wednesday: 2:00 – 8:00
Thursday: 2:00 – 8:00
Friday: 9:00 – 5:00
Saturday: 9:00 – 2:00

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Contact Information

Tuttle Library
PO Box 383
305 W. Main
Tuttle, OK 73089
Phone: (405) 381-8586
Fax: (405) 362-0402
Email: info@tuttlelibrary.org; librarian@tuttlelibrary.org
Website: TuttleLibrary.org

Mission Statement

The mission statement of the Library is: "To enhance the quality of life in our community through life-long learning and enrichment."

Services

Materials

The Tuttle Library has more than 14,000 items available for checkout. The collection includes fiction and nonfiction for all ages, audiobooks, DVDs, and kits. There is also a small reference collection, local history materials, magazines, and the Tuttle Times available for in-library use.

Public Access Computers

Six computers are available for use by the public. All computers operate under Microsoft Windows 10, access the Internet, and contain Microsoft Office software (2010) and a variety of software and educational games.

Free Wi-Fi

Patrons may bring their own Wi-Fi enabled devices to the library and take advantage of the high-speed Internet access.

Business Services

Library patrons can send and receive faxes, print in black and white or color, make black and white or color copies, and use the paper cutter, stapler, and 3-hole punch. Wireless printing from laptops and smartphones is available to patrons and requires a password.

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Quiet Space

The library has seating and tables available to anyone for studying and reading. Tutors and educators are welcome to use the library to meet with their students.

Meeting Room

The Library Meeting room is available for public use during regular library hours.

Readers Advisory Service

Library Staff can help readers discover their next favorite author or book series through personal knowledge or reliable websites. Goodreads.com and Whatshouldireadnext.com are two sources for recommendations. If patrons have concerns about the content of a book or movie, Doesthedogdie.com provides information about content such as violence, sexuality, language, death, and other trigger warnings. Bookseriesinorder.com may be used to determine the order of books in a series.

Reference Services

Library Staff will help patrons locate the best sources of information, both online and in print. Staff can offer instruction in the use of the available on-line databases and other Internet sources.

Staff cannot provide advice regarding legal, medical, or tax-related issues, but they may make unbiased referrals to appropriate agencies.

One-on-one Instruction Services

The librarian will provide one-on-one instruction services for the use of library electronic resources (e.g. Overdrive), computers, laptops, smartphones, tablets, software, etc. These services are by appointment only. Patrons may bring their own devices for one-on-one tutorials and instruction.

Exam Proctoring

As part of the Tuttle Library's mission to support life-long learning, the library offers exam proctoring services for both online and written exams. These services are free to anyone regardless of whether they have a library card, but they are subject to the availability of staff, facilities, and technology.

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Library Policies

Membership Policy

Everyone is welcome to be a patron of the Tuttle Library. Currently there are no restrictions or extra costs based on where a patron lives.

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 or a valid ID 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 as long it is affiliated with an adult's card. Adults who are the dependent of another adult (e.g. legal guardianship of an adult with disabilities) may receive a free library card as long as the guardian has a library card. The guardian is responsible for materials checked out on the adult's card.

Persons applying for a library card must provide registration information. Children under the age of eighteen (18) 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.

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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 1-3), juvenile middle grade fiction (for grades 4-6), non-fiction (for preschool - Grade 6), children's videos, and children's books on CDs. 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
14 days – All other materials
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

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part, is prohibited by law. The borrower will be responsible for replacement cost of lost or damaged DVDs and 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 notices by text and/or email for due 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 good used condition and is provided in the same format. For example, a paperback edition of a book cannot be used to replace a hardback edition, and a physical copy of a book cannot be used to replace an audiobook.

Fees for Damaged Library Materials

Item can still circulate -- \$5.00 per item
Item must be withdrawn -- Cost of item

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Suspension of Privileges

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

- Overdue items
- Unpaid fines exceeding \$5.00
- An insufficient check is not paid three (3) days after the patron is notified

Collection Development Policies

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

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

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

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Friends of the Tuttle Public Library and are integral parts of the policy.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the librarian and the Board. This responsibility may be shared with other members of the library staff; however, because the Board and the librarian must be available to answer to the general public for actual selections made, the librarian and the Board have the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

The main points considered in the selection of materials are:

- individual merit of each item
- popular appeal/demand
- suitability of material for the clientele
- existing library holdings
- budget

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Reviews are a major source of information about new materials. One primary source of reviews is Goodreads. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is given to requests from library patrons and books discussed on public media such as NPR and the New York Times. The library will also strive to include award winning materials and Sequoyah Masterlist books in its collection. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Interlibrary Loan

Due to budget constraints, interlibrary loan is not available.

Gifts and Donations

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

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

Weeding

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

Potential Problems or Challenges

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

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

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

Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Friends of the Tuttle Public Library Board.

Donations Policy

The FOTPL will notify the community about types of library materials needed and reserves the right to place donated items in the Library's collection or use them in book sales. All proceeds from sales will be used to support the Tuttle Library.

All material should be in like-new or gently-used condition; no torn, yellowed, water-damaged, or marked pages; no broken bindings or stained covers. Non-fiction, informational books should be no more than 3-5 years old to avoid providing outdated or inaccurate information to customers.

Media

- Fiction published in the last 10 years – especially best sellers
- Non-fiction published in the last 3-5 years
- DVDs
- Audiobooks (complete, no missing discs)

Miscellaneous items and supplies

- Puzzles and board games
- Clean and gently used children's activity sets – e.g. dress-up kits, educational kits
- Office supplies – address labels, paper, banker's boxes, tape, etc.
- Other supplies – paper towels, toilet paper, soap, K-cups and tea bags (sealed boxes only), bottled water

Items we accept on a conditional basis (subject to approval of librarian or FOTPL board member)

- Computers, printers, tech equipment of any kind, software, etc.

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- Furniture and appliances
- Any unusual non-library item such as artwork or plants

We do not accept the following items as donations:

- Encyclopedias and dictionaries
- Magazines
- Textbooks
- Obsolete media formats (audio cassettes, videotapes, vinyl records, floppy disks, etc.)
- Anything that is wet or has been contaminated with mold, insects, food, excessive dirt/pet dander
- Family histories, historical photographs, memorabilia, historical artifacts

Monetary donations are gladly accepted and much appreciated. Donations are added to the general fund unless they are designated for a specific purpose, such as supporting programming or purchasing new books. Please make any monetary donations payable to the Friends of the Tuttle Library, a tax-deductible 501(c)(3) organization.

If the donor requests a donation receipt, the Tuttle Library will issue one showing a description of the donation. Library staff and volunteers are not authorized to appraise donated items or assign an estimated value of the donation.

Programming Policy

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

Programming includes such activities as story times, summer reading programs, speakers, classes, and book or author discussion groups for adults.

Other Library Services

Business Services

- Sending/Receiving Fax \$0.25 per page (No international faxes)
- Black/white printing or photocopies -- \$.10 per page
- Color printing or photocopies -- \$0.50 per page
- Paper cutter, stapler, and 3-hole punch -- available for public use
- Laminating -- \$1.00 per page (8.5" x 11" only)

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Computers

Use of the computers is free. Computers are available to the public on a first-come, first-serve basis. Use is limited to 30 minutes when other patrons are waiting. Patrons must sign a Computer/Internet Usage Form or have a current form on file prior to use. Forms are available at the circulation desk. Users cannot save or download files to the computers, but can save files to an external device.

**** No illegal activities or viewing of obscene materials will be tolerated. ****

Meeting Room

The Library Meeting room is available for public use during regular library hours. Patrons may check for availability in person or by phone, but the room will not be reserved until the deposits have been made. All organizations will be charged a \$10.00 use fee and a separate, refundable \$25.00 cleaning deposit. This room is not available for parties, political activity, or sales. All events must be open to the public and must not interfere with anyone's use of the library.

Reservation Procedures

- Advance reservations must be made at the Library no later than one week in advance. In order for a reservation to be confirmed, the appropriate form must be completed and the fees deposited at the library.
- All organizations will be charged a \$10.00 use fee and a separate, refundable \$25.00 cleaning deposit.
- All groups accept responsibility for the repair, replacement or professional cleaning charges for any damage to the facilities. The person representing the group by signing the reservation form will assume the responsibility of any charges.
- Please use caution and be very careful not to spill anything. If an accident occurs, please notify the Library Staff immediately.
- An organization may not reserve the room more than once each calendar week, unless authorized by the Board or the librarian.
- Limited kitchen facilities are available.
- Meeting room users may request the use of a mobile whiteboard and dry erase markers for presentation notes. The board may also be used as a sign indicating the name of the event and any relevant information and placed outside the meeting room to welcome prospective attendees. The board must be wiped clean after use.
- No food is allowed in the library unless it is being served in the Meeting Room, and it will then be consumed only in that room.
- The library is an alcohol, drug, tobacco, and e-cigarette free area.
- Use of electrical or other equipment must conform to normal fire and safety standards. Library Staff must approve electrical equipment brought in by a group.

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- Library Staff will give a 10-minute warning prior to closing.
- The agency or staff member responsible for scheduling the program is required to contact the library 24 hours prior to the scheduled event notifying them of the cancellation so that the use fee may be refunded. Use fees for no-shows will not be refunded.

The library will not reserve the meeting room for:

- Groups charging admission
- Activities likely to disturb regular library functions
- Parties of any type
- Political activity
- Sales

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

Any group denied use of the meeting room may appeal to the FOTPL for reconsideration by submitting a written request including name and description of the organization and purpose of the proposed event. The organization will be advised of the Board meeting date for review of the request.

Exam Proctoring

As part of the Tuttle Library's mission to support life-long learning, the library offers exam proctoring services for both online and written exams. These services are free to anyone regardless of whether they have a library card, but they are subject to the availability of staff, facilities, and technology.

Student Responsibilities

- Students must contact the library and request proctoring services at least one week prior to the exam. Exam proctoring is by appointment only.
- Students must provide the library with all necessary paperwork for proctoring the exam, including guidelines, requirements, and forms.
- Students must verify that the library's facilities meet the requirements of the institution giving the examination. This includes technology such as computer equipment, Internet availability, the physical environment, and other factors as needed.

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- Students must provide an appropriately sized addressed envelope with the required postage or a fax number/email contact to return the examination to the institution.
- Students must bring a photo ID and any necessary supplies and equipment for the exam.
- Students may use a library computer or their own laptop for the exam. Students are not allowed to install special software for the exam onto a library computer without the library's permission.
- Students are responsible for ensuring fulfillment of all requirements of the examining entity. The library will not be held responsible if a conflict occurs between the student, the examining entity, or library staff proctoring the test.
- Students are responsible for contacting the examining entity if there is any issue with taking the test, such as a power failure, unexpected library closure, etc.
- Students are responsible for reading, interpreting, and following test instructions. The librarian, volunteers, and patrons are not allowed to assist the student with the test in any way.

Library Responsibilities

- Exams will be proctored by the librarian or a designated volunteer.
- The library will mail, fax, or email the student's completed exams. The library is not responsible for any delays by the United States Postal Service. There will not be a charge for printing, scanning, or faxing of exams.
- The librarian or volunteer proctoring the exam will verify the student's ID. Exams will be conducted at one of the computer stations near the front desk in immediate sight of the proctor.
- If the exam is taken during library operating hours, the proctor will not be able to continuously watch the student or guarantee a space free of distractions. The library is open to the public and staff will need to assist other patrons from time to time.
- If the exam requires the proctor to continuously watch the student in a distraction-free environment, the library may make special arrangements to proctor the exam outside of operating hours. This is dependent on the availability of the staff and the facilities.
- The library will not retain copies of completed exams.

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Window Display and Bulletin Board Policy

The library will display signs and postings on the front windows and door to promote library events. Posters for promoting local non-library events will be allowed on a case-by-case basis, subject to the approval of the librarian or the Friends of the Tuttle Public Library.

A public notice bulletin board is available in the hallway of the library near the meeting room. Bulletin board materials may be submitted for posting by local organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The Friends of the Tuttle Library or librarian must approve all postings and may prohibit postings which do not meet library standards. Each item posted must be dated and initialed by a staff member. Items will be removed after the date of the event or to make room for newer postings.

Safe Child Policy

Children's Safety

The Library is a public place. Anyone may enter and use the facilities. Children left alone in the building can be vulnerable and at risk. It is for the safety of each child that the Tuttle Library has adopted this Safe Child Policy.

Levels of supervision required

- Children age eight (8) and younger must be accompanied by a parent, guardian, or responsible caregiver (14 years of age or older) at all times and in all areas of the library.
- Children age four (4) and younger must always be in close proximity and within sight of the person responsible for their safety.
- Children of any age with mental, physical, or emotional disabilities which affect behavior or decision-making skills or make supervision necessary must be accompanied by a parent or caregiver at all times.

Parents' Responsibility

Parents and caregivers are responsible for monitoring their children's safety and supervising their children's behavior in accordance with the Tuttle Library Rules of Conduct.

Children's Responsibility

Children, like all library users, are required to respect library property and to act in a manner appropriate to the use and function of the library. Children are subject to the same Rules of

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Conduct as other patrons and the same consequences, including being asked to leave the library.

Unattended Persons after Closing Time

Parents, legal guardians, and caregivers are responsible for being aware of the times the Library opens and closes. Library Staff must exercise appropriate procedures to ensure the safety of unattended persons, either minors 17 years of age and younger or dependent persons of any age, especially when the library is closing.

- One half hour prior to closing time, staff will make an effort to ascertain that any minors or dependent persons of any age have arrangements for transportation. Parents/Caregivers should ensure the Library has current contact information on file.
- If no ride has arrived by 20 minutes after closing time, Library Staff may notify the Police Department to assume custody of the child. Staff will monitor persons left unattended until transportation or the Police Department arrives.
- Library Staff will record the parent, legal guardian, or caregiver's name, address, and telephone number and the name of the unattended person.

The Role of Library Staff

The role of the library staff is to facilitate circulation and use of the library, maintain the collection, manage the catalog, and to conduct programs as scheduled. Under no circumstances will the library staff provide transportation to unattended minors or dependent persons, or leave them alone in the building or on the library premises. Library Staff cannot and do not accept responsibility for unattended children.

Rules of Behavior

The purpose of the Rules of Behavior is to maintain a safe and pleasant environment for all library patrons. It also ensures access to library facilities, safety of users and staff, and protection of the library collection, equipment, and facility. Patrons have the responsibility to use the library in a manner that does not interfere with the rights of other individuals to use library materials, resources, and services and in a manner that does not limit the ability of Library Staff to conduct library business.

Expectations

Behavior expected of all library patrons includes, but is not limited to, the following:

- Respect for other patrons and staff
- Careful use of library materials
- Ensuring other patrons' access to the library and its materials

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Prohibited Conduct

Prohibited conduct includes any illegal activity and may include, but is not limited to, the following:

- Running
- Yelling
- Verbally abusing or harassing a staff member or patron. This includes but is not limited to: preventing a staff member or patron from using library resources; sexual harassment; excessive or unwanted physical contact.
- Cursing
- Violence of any kind
- Vandalism
- Theft of property
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling, unless authorized by the librarian and/or FOTPL.
- Bringing animals into the library, except service animals, unless authorized by the librarian and/or FOTPL.
- Using a cell phone, pager, audio player or other electronic device in a manner that disrupts library patrons or staff operations.
- Failing to exit the building or failure to leave as directed by Library Staff.

Consequences

Failure to comply with the Rules of Behavior may result in any of the following:

- Being asked to leave the library.
- Local law enforcement officers being called.
- Loss of library privileges.

Incident Report Documentation

Library staff will record incidents such as rule violations, complaints, confrontations, and other occurrences in incident reports. These reports will be confidential. The purpose of the reports is to create documentation and track problems of a reoccurring nature.

Appeals

Appeals may be made at any regularly scheduled Library Board Meeting. The Library Board President or librarian must receive a written letter of appeal at least 24 hours prior to the scheduled meeting. A parent or legal guardian must appeal a loss of privileges for a minor.

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Substance and Firearms Policy

The Tuttle Library is in a city-owned building and therefore complies with City ordinances on tobacco use, alcohol, and firearms. The library is an alcohol, tobacco, and e-cigarette free area and use of these products on library property is prohibited. This includes the sidewalk and storefront area in front of the library and the parking area behind the library in the alley. Violators will be asked to cease usage per city ordinance.

Personnel Policy

The Tuttle Library currently has only one paid staff member: a librarian.

- The library board shall select, appoint, and when necessary for valid reasons, dismiss the librarian.
- The library board shall set the librarian's wages, hours, and benefits.
- The library board shall conduct annual appraisals of the librarian's performance, at which time personal and management goals can be discussed and negotiated.
- The librarian shall be charged with the administration of the library operations and execution and enforcement of policies and procedures.
- The librarian shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
- The librarian shall have the responsibility for collection development for all materials in the library unless otherwise delegated to a volunteer. This includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
- The librarian will recommend changes in or additions to library policies and procedures as needed.
- The librarian will perform preparatory work to assist the Friends of the Tuttle Public Library with regular library planning.

Disaster Policy

Fire

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

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The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

Health emergencies

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

911 should be called immediately in the event of any serious problem.

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

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Active Shooter

All staff and patrons must exit immediately. Do not attempt to hide under furniture or among shelving. If an exit is not possible, staff and patrons may barricade themselves in a room. If the barricade is breached, staff and patrons may defend themselves using objects such as chairs, books, etc.

Severe Weather

If severe weather is imminent, staff may regularly check local news, weather websites, radar apps, etc. for updates. Staff should keep patrons calm and informed. In the event of a tornado, staff and patrons may shelter in Tuttle City Hall or, alternatively, in the librarian's office, the restrooms, and the meeting room with the doors closed. Stay away from windows. Do not shelter among shelving or under the front desk.

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During a severe weather outbreak, staff may choose to close the library. A staff member must place a notice of closure on the door and on Facebook.

During severe winter weather, the library will close when Tuttle schools are closed.

Zombie Apocalypse

Zombies are a threat to public health and will not be allowed in the library under any circumstances. In the event of a zombie apocalypse, the library will serve as an emergency shelter for the living. Staff must be on alert for any symptoms of zombification, such as shuffling, groaning, rotting flesh, and/or a craving for human flesh and brains. Avoid being bitten, and treat all zombie bites as serious indications of impending zombification.

Revision of Library Policies

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

Adopted: January 7, 2020

Appendices

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.

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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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

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

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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:

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.

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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.

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.

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.

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.

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

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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.

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.

A Joint Statement by:

American Library Association
Association of American Publishers