

Tuttle Library Policy Manual

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Tuttle Library

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Tuttle Library Policy Manual

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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) Board is legally responsible for the selection of all materials, programs, and equipment utilized in the library's collections. The media staff through a five-member advisory board carries out selection policies established for the library. This board 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.
- Provide and maintain a comprehensive collection of materials and resources that can be defended on the basis of the selection principles.

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Welcome to 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 -- Marilyn Jane Bryant
2. Vice President -- Kitty Allen
3. Secretary -- Lyla Phelps
4. Treasurer -- Susan Thompson
5. At-Large Representative – Shelli Traxler

Hours of Operation

Monday: CLOSED
Tuesday: CLOSED
Wednesday: 12:00 – 5:00
Thursday: CLOSED
Friday: 12:00 – 5:00
Saturday: 9:00 – 2:00
Sunday: CLOSED

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
Website: TuttleLibrary.org

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Mission Statement

The mission statement of the Library is: “To serve people of all ages in the Tuttle community; to encourage development of a library and contribute to its ongoing mission; and to facilitate a variety of cultural events in our community.”

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.

Monetary donations are gladly accepted and much appreciated. Donations can be designated for a specific purpose. Make any monetary donations payable to the FOTPL, a tax-deductible 501(c)(3) organization.

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.

Food and Drink Policy

No food or drink shall be allowed in any public area of the Tuttle Library with the exception of the Meeting Room. Food and drink will be allowed in the StarBOOKS meeting room.

Services

Circulating Materials

The Tuttle Library has more than 9,000 items available for checkout. The collection includes fiction and non-fiction books for all ages, audio and CD books, and a small reference collection.

Electronic Resources

The Tuttle Library has several electronic resources available to members through our web site at www.tuttlelibrary.org. These include our Apollo on-line circulating materials catalog, the OverDrive digital media services and reading room for children and teens, the LibriVox recordings of public domain literature, and the Project Gutenberg free electronic books.

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Public Access Computers

Nine computers are available for use by the public. All computers operate under Microsoft Windows 7, 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 hi-speed Internet access.

Business Services

Library patrons can send and receive faxes, print in black/white or color, make black/white or color copies, and use the paper cutter and 3-hole punch.

Meeting Room

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

Readers Advisory Service

Library Volunteer Staff will help readers discover their next favorite author or book series. "If you like..." suggested reading lists are posted in the library to offer readers books similar to their favorites.

Reference Services

Library Volunteer 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.

Library Policies

Membership Policy

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

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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

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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.

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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

Other Library Services

Business Services

- Sending/Receiving Fax \$0.25 per page (No international faxes!)

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- Black/white printing or photocopies -- \$.10 per page
- Color printing or photocopies -- \$.50 per page
- Paper cutter and 3-hole punch -- available for public use

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.

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 Library Director.
- Limited kitchen facilities are available.
- 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.
- Library Staff will give a 10-minute warning prior to closing.
- Cancellation Policy

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- 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
- Partisan political activity

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.

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 seven (7) and younger must be accompanied by a parent, guardian, or responsible caregiver (fourteen 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

Children age seven (7) and younger must be accompanied by a parent, guardian, or responsible caregiver (fourteen years of age or older) at all times and in all areas of the library. 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.

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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 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:

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Respect for other patrons and staff

Careful use of library materials

Ensuring other patrons' access to the library and its materials

Prohibited Conduct

- Prohibited conduct includes any illegal activity and may include, but is not limited to, the following:
- Running
- Yelling
- Verbally abusing a staff member or patron
- Cursing
- Violence of any kind
- Vandalism
- Theft of property
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling, unless authorized by the Director or his/her Designee.
- Bringing animals into the library, except service animals, unless authorized by the Director.
- 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. *

Appeals*

Appeals may be made at any regularly scheduled Library Board Meeting. The Library Board Chairman or Library Director 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.