Duncan Public Library
Policy Manual

Mission Statement: Duncan Public Library connects people with ideas and supports lifelong learning.

Vision Statement: Mission success will result in a community which is more literate, better informed, and more culturally aware.

Note: Policies in this manual will be reviewed and revised as needed by the library board.

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1 Introduction to the Duncan Public Library

Most recent approval: 3/19/13

1.1 General Objectives

The Duncan Public Library provides materials and services to help community residents obtain information to meet their personal, educational, and professional needs. The Duncan Public Library serves as a learning and educational center for all residents of the community.

1.2 Charter

The Duncan Public Library Board shall have supervision and control of all Duncan libraries, appointing the librarian and all personnel. The library board may adopt policies and regulations for the administration and operation of all libraries, in accordance with Duncan's city ordinances. The Duncan Public Library serves Stephens County. Out-of-county residents may obtain a library card for a $25.00 fee. Source: Charter of the City of Duncan, OK, Article 3, Page c.11.

1.3 History of the Duncan Public Library

As the Chisholm Trail came to a dusty close, Duncan came alive when the first producing oil well burst skyward in 1918. By 1920, the need for a public library became apparent to city officials. The first library was housed in several small rooms above the original City Hall/Fire Station in the 700 block of Main, South side, across from the Wade Hotel. By 1921, they appointed the first library board consisting of Mrs. G.W. Womack, Mrs. R.H. Brown, H.W. Sitton, A.S. Wilson, and N. Hill. Mrs. L.A. Browder was the first librarian and ordered 200 books to start the collection.

The first library building was a frame home converted to a library building located at 307 North 8th Street. The library expanded into a new WPA building in 1939 at 8th and Ash. This was the last building built by the WPA in Duncan. The old frame library was moved from North 8th Street to a location East of the Lindley Hospital and used as a Girl Scout Hut. It was moved from there to a site East of Duncan when the land was needed for the shopping center and used as a home again.

Howard McCasland, a local civic-minded oilman, donated a new library in 1975, under provisions of a charter. The new building was located just to the west of the historical library building, which was placed on the National Register of Historical Places in November 1999, preserving the memories of Duncan's many foresighted leaders.

The 1975 facility served well until the early 2000s when expanding needs necessitated acquiring a new home on North Highway 81, formerly housing Universal Life Insurance. Board Members acquiring the modern building and expandable campus site of five acres were Diane Garis, J. D. Carter, Rebecca Miller, Jerald Ketchum and Chairman Rick Rodgers. With the onset of new types of electronic media and rapidly expanding book collection, the Duncan Public Library Board envisions serving the continuing needs of an ever-growing community.

2 Circulation Policies

Most recent approval: 2/27/24

2.1 Getting a Library Card

Having a library card with Duncan Public Library provides the cardholder with access to all physical materials that can be checked out and all online content on the Duncan Public Library and Stephens County Genealogy websites. Library cards are good for 5 years before requiring renewal. An example application is found in Appendix D.

2.1.1 Adult Applicants

Adults who apply for a library card must meet certain criteria to be approved.

- Must be 18 years or older.
- Must be a resident of Stephens County or the surrounding counties: Carter, Comanche, Cotton, Garvin, Grady, or Jefferson. Residents outside of Stephens County must pay a one-time fee of $25.00 per family to obtain cards. For good cause, the library director may waive the library fee.
- Must show:
    - Driver's license or other photo identification
    - Any item showing name and current address, such as: Rent receipt, lease agreement, printed checks, utility bill, recent postmarked letter, etc.

Note: Even if the photo ID includes the current address, another form of proof is required.

The patron will be responsible for all items checked out on their card and all fines incurred on their card, and for items and fines on any card for which they are the responsible party. Patron must immediately notify the library if their card has been lost or stolen or any information has been changed, such as an address, phone number, or email. The library is not responsible for any consequences of failing to notify the library of changes.

2.1.2 Child Applicants

Children who apply for a library card must meet certain criteria to be approved.

- Must be between five and 17 years old.
- Parent or guardian must sign the child's application.
- Parent or guardian must have a current, in-good-standing Duncan Public Library card.

The child's card will be registered under a parent or guardian, who will be referred to as the "responsible party." The responsible party is responsible for all items checked out on the child's card, as well as any fines or charges on the card. The responsible party must notify the library immediately if the card is lost or stolen or if any information has changed. The library is not responsible for any consequences of failing to notify the library of changes.

The signature of the responsible party acknowledges full responsibility for library materials checked out to the child. The library will not act in loco parentis, in keeping with the principles of equal

access to information and materials for all patrons. Therefore, the library will not restrict any patron, including children, from access to any type or class of materials or from any information in the library. If a parent or guardian does not wish their child to have access to particular materials, the parent or guardian will need to discuss the restrictions with the child in the context of their parent-child relationship.

Note: Under certain circumstances, the director may issue a child card to a person 16 or 17 years of age without a responsible party, provided that person has a valid ID and fulfills the rest of the requirements for obtaining such card. The limit for checkouts on this card will be 5 items.

2.1.3 Duncan Group Home & Think Ability Patrons

A library card can be issued to residents of Duncan Group Homes and Think Ability staff. The group leader must confirm the patron's address. These patrons will have a limit of two items checked out at a time.

2.1.4 Online Only Cards

Online-only cards can be issued to patrons five or older. Children do not have to be attached to a parent or guardian to be issued an online-only card, but a parent or guardian must give permission for a child 14 and younger to have an account. These cards will allow access to digital titles and databases but not physical items. The physical card will be held at the library for these patrons. If the patron wants to check out physical items, those 18 and over will have to bring in 2 forms of ID to verify their contact information. Those who are under 18 will have to be connected to the account of a parent or guardian's account (that is not online-only) in order to check out physical items. All other restrictions apply.

2.1.5 Student Cards

These are cards that are assigned to teachers, tutors, or school librarians who request them. These cards are only known to us as accounts belonging to that teacher with no student information attached to individual accounts. The teacher assigns card numbers to students. These cards are primarily online-only with the caveat that a teacher can give permission for a student to check out up to 5 books on their assigned account. The Library will have to be notified either by the teacher or with a permission slip that the child is allowed to check out physical books. These cards expire at the end of the school year so that the teacher is able to reset the PIN numbers and reuse them for the next school year. All other restrictions apply.

2.1.6 Friends of the Duncan Public Library Members

If a patron chooses to become a member of the Friends of the Duncan Public Library, staff will change their status on their card to FOL and these patrons will gain Friends of the Library benefits for one year from their join date. All other rules and regulations that apply to all patrons apply.

2.2 Renewing a Library Card

After 5 years of use, a library card will expire. It does not need to be replaced to be renewed. When alerted by the circulation system, staff will check if the patron has any overdue or lost items, fines or fees, and will ask if any of the patron's information needs updating. After these factors have been updated, staff will renew the card for another 5 years.

2.3 Replacing a Library Card

An initial library card is free of charge. If a card is lost or stolen, the patron will need to replace it. There is a $3.00 charge for a replacement card. There is no charge to renew an expired card or update information. To replace a card under someone else (a responsible party), the responsible party must be present.

2.4 Loans

Loaning out items requires time limits, item limits, and reserve limits. The library will not be held responsible for any damage caused to a patron's equipment by library materials-such as, but not limited to, computers, DVD/CD players, video game equipment, etc. The application to obtain a library card will inform patrons of the copyright law regarding home use and that DVDs borrowed from the library are for private use only.

2.4.1 Benefits to Friends of the Library Members

Library patrons who join Friends of the Duncan Public Library (FOL) will receive extended checkouts of one full week, including new fiction and DVDs. FOL members will be allowed to check out four DVDs per card instead of three. These privileges will last for one calendar year after joining FOL.

2.4.2 Loan Periods

3 weeks
Most books, excluding books that are New adult fiction
Most audiobooks, excluding New audiobooks

2 weeks
New adult fiction
New audiobooks
Cake pans
Board games
Video games
Binge boxes
Tonie boxes

1 week
Periodicals (Newspapers, magazines, Cliffs Notes)
DVDs
Hotspots

2.4.3 Renewals

Patrons may renew any item twice, except for DVDs and video games. Items will renew for the amount of time as the original loan period. No item may be renewed if it has a reserve.

2.4.4 Item Limit

Due to the limited number of items in its collection, the Duncan Public Library has placed restrictions on the number of items a person may have checked out on his/her card. On the first checkout after receiving a card, each cardholder will be limited to 5 items. If all items are returned

on time and in good condition, regular card use will begin. If items are not returned on time and in good condition, fines and fees will be imposed and the 5-checkout limit will be extended to one month. After this, the director will assess the situation and determine a course of action, as with any other patron who consistently does not return items on time and in good condition.

Regular item limits total 30 items, in any combination of the following:

- 30 books
- 15 audiobooks
- 10 periodicals (newspapers, magazines, Cliffs Notes)
- DVDs
- 2 Video games
- 2 Cake pans
- 2 Board games
- 1 Binge box (per household)
- 1 Hotspot (per household)
- 1 Tonie box (per household)

2.4.5 Reserves

If an item is checked out, a patron may place a reserve on that item. The library will contact the patron when the item is available. The library will hold an item for three days. A patron may not receive a reserve book if that patron has any item overdue.

2.4.6 Book Drop

There are two book drops, both of which can be used 24/7. One is located at the back of the building and is accessible by car. The other book drop is located at the front of the building behind the column, embedded in the brick wall. Only books shall be placed in the book drop on the building. Both books and other media may be returned in the designated drop of the drive-through book drop.

2.5 Fines/Fees

2.5.1 Overdue Items

Items that are not returned when they are due accrue fines. There will be a two (2) day grace period for all items. On the third working day, all fines will be charged.

A patron will not be allowed to check items out if that patron, or other individuals living in the same household or children linked to that patron, has items overdue for a month or more.

At no time will a patron's fine on an item exceed the default cost, or the cost of the item, whichever is greater.

A patron will be able to check out items until that patron's accumulated fine total is $5.00. This will include any fines or charges on the card or cards of the patron's child or children.

The linked patrons will also be blocked if the total fines on the linked patron's and the main patron's card exceed $5.00.

Note: Once money is received, the library will not reimburse the patron. If a patron contests a charge for a valid reason, the library director may waive the fine.

Items will accrue fines at the following rates:

5¢ per day:
Most items—see exceptions below

10¢ per day:
Audiobooks
New adult fiction
Periodicals (newspapers, magazines, Cliffs Notes)

25¢ per day:
DVDs
Video games

$2 per day:
Board games
Binge boxes
Tonie boxes

$5 per day:
Hotspots

2.5.2 Damaged/Lost Fees

Often items are returned with damage or without all parts, and sometimes items are not returned at all. Damaged, missing, and lost parts accrue fees. The following fees will be charged to patrons who do not return items in good, complete condition:

$4.00:
Lost/damaged magazine

$3.00:
Replacement of library card
Lost or damaged audiobook case

$2.00:
Damaged library plastic book cover
Cleaning fee for excessively dirty library items

$1.00:
Lost or damaged DVD case
Lost or damaged circulation pocket
Lost hang-up bag for cake pans

$0.50:
Lost/damaged barcode/spine label
Lost/damaged DVD insert

2.5.2.1 Damaged Items

Damaged items show significant evidence of physical abuse, which shall include, but will not be limited to, the following: torn pages, extensive soiling, water marks, mold or mildew.

The library director will determine the damage fee by taking into consideration the replacement cost of the item, the extent of the damage, and the educational or historical value of the item.

Because audiobooks and DVDs have a limited shelf life, damage fees will only be assessed under the conditions that the item was clearly damaged through improper care or use, such as warping caused by the sun or other heat, damage caused from food or drink, and cracked or broken items.

2.5.2.2 Lost Books

For hardback books, the patron shall be assessed the actual cost of the book or a default cost, whichever is greater. The default costs for adult books are $25.00 for fiction and $40.00 for nonfiction. The default cost of juvenile or young adult book will be $15.00. If the item is still available in print, the patron may replace the item with an identical item.

For paperback books, the actual cost of a paperback will be assessed.

2.5.2.3 Other Items

Replacement cost of other items will be assessed by utilizing various sources, such as catalogs, retail prices, and jobber prices.

Note: Lost items, if found, shall remain the property of the Duncan Public Library and shall be returned to the library.

2.6 Binge Box Policy

Binge Boxes are a way for patrons to access favorite shows and movies without having to find them all individually themselves. Kits usually contain a set or collection of movies that fit a similar theme, genre, actor, setting, etc., such as 80's Favorites, Chick Flicks, Tom Hanks. Each Binge Box will contain 4 to 8 movies or shows. For fun, a bag of popcorn or candy may be added.

Binge Boxes will be behind the desk. Cards listing the Binge Box theme and all movies included will be on the shelf for people to bring to the desk to obtain the Binge Box and check it out. DVDs in Binge Boxes will be under Binge Box holdings codes so that they will only come up in the catalog as a Binge Box item and not as a single item to be checked out.

The following policies will apply to Binge Boxes:

- Binge Boxes are available to Duncan Public Library cardholders. Online Only accounts may not check out Binge Boxes without converting to a regular account.
- Binge Boxes can be borrowed for two weeks at a time. Renewals are not available.

- One Binge Box can be checked out per household. Binge Boxes count as the household/patron's entire DVD check out. Not all household members may be connected, therefore, this may not be easily enforceable. A statement of "One per Household" will be on each Binge Box and will be stated to patrons when checking out. DPL will rely on an honor system. If a patron or set of patrons becomes a problem by checking out more than they are allowed, those patrons' Binge Box privileges may be suspended. Examples of when this might occur: two adults are living at the same address; a family where the second parent is not connected to the first parent and children.
- If there is a DVD fine, overdue DVD, or lost DVD on the patron's library card, the patron will not be able to check out a Binge Box until the fee is paid, item returned, or item replaced.
- The late fee for a Binge Box is $2.00 per day until it reaches the replacement cost of the Binge Box.
- The Binge Box replacement cost is $75.00. If the patron would like to repurchase each DVD as a replacement instead, the fee drops to $10 to cover the cost of the case and processing.
- The Binge Box must be returned inside the library. Binge Boxes may not be left in the outside drop box. If a Binge Box is left in the dropbox, a $2.00 fine will be added to the patron's account. This is in addition to the $75.00 replacement fee should the box be damaged or lost.
- Binge Boxes must be checked out and returned in their entirety. DVDs cannot be switched out for other DVDs. DVDs in the binge box are not available for individual check out. Binge Boxes will not be considered returned unless all the DVDs and cases are returned together.

2.7 Hotspot Lending Policy

A hotspot is a wireless device that can be used to connect to the Internet through a mobile-enabled device such as a laptop, smartphone, or tablet. Hotspots provided by the Duncan Public Library are for the purpose of providing individuals in the community with high-speed Internet access outside of the library.

Hotspots can be checked out only by those who meet the following criteria:

- Borrower must be an adult Duncan Public Library card holder (18 or older)
- Borrower must have a card in good standing (no overdue/lost materials, no fines/fees)
- Borrower must have had a card for at least 30 days.
- Borrower must sign a Hotspot Checkout Agreement Form (Appendix E).

The following rules apply to borrowing a hotspot:

- Borrower must present their library card to check out a hotspot.
- Hotspot checkout is limited to one per household. After hotspot is returned, a 24-hour waiting period applies before a hotspot can be checked out to a person in that household.
- Hotspot can be checked out for 7 days. No renewals or reservations.

- Hotspots are available on a first-come, first-served basis. The Library may refuse service to patrons who abuse equipment or who repeatedly return materials late or damaged.
- Borrower must not loan hotspot to another person.
- Hotspots must be returned inside the library at the circulation desk to a library staff member. Do not put hotspots in a book drop. Borrower will be held responsible for damages if hotspot is returned in book drop or left unattended.
- Hotspots must be kept in a temperature-controlled environment and away from moisture. Do not leave in vehicles or otherwise extreme temperatures and do not expose to liquid. Borrower will be held responsible for damages.
- SIM card must not be removed for any reason.
- All components must be present upon return for the item to be considered checked in. Borrower assumes full responsibility for cost of repair or replacement in the event that the hotspot is stolen, lost, or damaged. Library staff will assess the technological issues and charge accordingly. Missing parts will result in the following charges:
    - Hotspot: $75
    - SIM card: $5
    - Battery: $20
    - USB cable: $15
    - Case $15
- Unreturned hotspots will accrue a fine of $5 a day until the full replacement cost is reached. The day the hotspot becomes overdue, service will be cut off, rendering the hotspot useless, and the borrower's library privileges will be suspended.
- The library is not responsible for information accessed using this device or for personal information that is shared over the internet, or for any liability, damages, or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of the device.
- The following behaviors are strictly prohibited and can result in the permanent suspension of hotspot privileges:
    - Three late returns for any device checkout, or not returning a device.
    - Use of the device in any way that violates federal, state, or local laws, including but not limited to the unauthorized use or dissemination of copyrighted materials, the transmission of threatening, harassing, defamatory or obscene messages, or the viewing, displaying, or disseminating of materials that are pornographic or viewed as being obscene.
      Note: Illegal usage may also result in notification to law enforcement.

2.8 Insect Policy

When items are returned to the library, librarians should inspect them carefully for damage, including evidence of insects known to be damaging to library materials. e.g. roaches, silverfish, fleas, lice, bed bugs and some types of beetles. Evidence includes dead or live insects in materials upon return of materials or evidence stained with stains that are clearly from insects. Contaminated materials will be placed in a sealed plastic bag where they will be treated or discarded at the library

director's discretion. Materials that must be discarded will be charged to the patron at full replacement value and all relevant circulations policies regarding fines and fees will still apply. If further instances of infested materials occur, library privileges may be suspended or withdrawn. Patrons may carry a purse, laptop bag if using the laptop in the library and or an open book bag that is being used to carry books to check in or out. It is recommended that other bags or items such as knapsacks and duffle bags be left in the entrance of the library in the lobby. The library is not responsible for lost or damaged items.

2.9 Interlibrary Loan

Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library. Interlibrary Loan is a service provided by The Duncan Public Library to assist library patrons in locating and obtaining materials which are not available in our library. Through the use of interlibrary loan, many resources are available. Appendix F provides an example of the application.

- The patron must hold a valid library card with an adult status, with no fines or overdue materials. There will be a limit of five requests per patron at one time. Interlibrary loan forms are available at the front desk.
- One way postage fees will be assessed, in addition to any fees assessed by the lending library.
- Please give as much information as possible concerning your request, because this will expedite processing.
- When requesting magazine or journal articles, full citations must be provided. Include the name of the magazine, the title of article, the date, the volume, and the page numbers of the article. Photocopy fees may be charged by the lending library.
- You must sign and agree to the terms on the interlibrary form before a request will be processed. This form states that if materials are lost, stolen or not returned to our library, the patron will be charged the current replacement cost of the book, plus a $20 processing fee for items still in print.
- For items out of print, the patron will be charged the cost, plus $35. This is in addition to any fees charged by the lending library. Before requesting items, be sure that our library does not own the item.
- We will not request titles owned by this library, unless they are overdue more than three months and presumed lost. We will not request books published within the last six months or books in popular demand.
- We will not request genealogy material, obituaries, local history, and reference books. Patrons should take their genealogy requests to the Genealogy Library and inform staff if they are aware of a library willing to lend the material.
- The Duncan Public Library reserves the right not to request or lend any items regarded as not lendable. The length of loan is determined by the lending library.
- Renewal will be determined by the lending library. If a renewal is desired, please contact us four days prior to the due date of the material. Materials kept past the due date can jeopardize our borrowing privileges with the lending libraries.
- If items are requested but not picked up, postage fees will be charged to the patron's card.

- The Duncan Public Library will lend materials to other libraries following these same guidelines.
- All interlibrary loan transactions are done under the provisions of the General Interlibrary Loan Code of the American Library Association, of the Oklahoma State Interlibrary Loan Code, and the U.S. Copyright Law and accompanying guidelines.
- Patrons may have Interlibrary Loan privileges temporarily suspended or permanently revoked as a result of violations of these rules

3 Collection Development Policies

Most recent approval: 10/24/23

3.1 Purpose

Selection of library materials is based on the merit of a work in relation to the needs and interests of the community. Literary critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand, and current holdings must also be considered. The library will set policies with regard to selection of materials to guide staff and ensure that these considerations are met, as more fully outlined in the policy objectives.

3.2 Goal of the Library

The Duncan Public Library shall provide materials to cardholders to fulfill their educational, recreational and informational needs. Therefore, a variety of subjects will be available in different formats and varying reading levels. The Duncan Public Library adheres to the principles of the American Library Association's "Library Bill of Rights" and the "Freedom to Read Statement." An effort to provide a balance between differing views will be made, depending on the availability of items and funds.

3.3 Responsibility for Selection: Director, Staff, and Board

The director, operating within board policies, is responsible for the purchase, retention, and withdrawal of library materials. The director shall train and supervise library staff in the proper procedures in carrying out these responsibilities. Current Duncan Public Library card holders in good standing may request items for purchase by completing a request card. Requests will be given careful consideration. The library staff will apply the standards and selection criteria established in this policy to all patron requests.

3.4 General Selection Criteria

3.4.1 Objectives in Selection

The Duncan Public Library attempts to provide a comprehensive, well-balanced collection to meet the needs of the community. Library materials will help support the following service priorities as outlined in the long-range plan:

- Current topics and titles
- Formal learning support

- General information

3.4.2 Factors in Selection

The following factors will be considered when selecting items to add to the collection:

1. Contemporary significance or permanent value
2. Community interest
3. Local, state, or regional historical significance
4. Accuracy of content
5. Reputation and/or authority of the author, editor, illustrator, or publisher
6. Literary merit of the work
7. Relationship to works in the existing collection with regard to balance
8. Scarcity of information in that subject area
9. Objectivity
10. Price, availability, and demand
11. Availability of the material in other area libraries
12. Favorable reviews from the media or review sources

3.4.3 Review Sources Used in Selection

1. Booklist
2. Library Journal
3. New York Times Book Review
4. Publisher's Weekly
5. School Library Journal
6. Ingram iCurate

3.4.4 Other Selection Aids

1. Fiction Catalog
2. Public Library Catalog
3. Children's Catalog
4. Best Books for Children
5. Best Books for Young Adult Readers
6. A to Zoo
7. ALA Book Lists
8. YALSA Book Lists
9. Awards lists such as Pura Belpré, Caldecott, Newbery, Sequoyah, and more

3.5 Criteria for Specific Materials

3.5.1 Print Items

3.5.1.1 Adult Nonfiction

The library staff will select a wide variety of nonfiction materials to serve the educational, informational and recreational needs of the community. Although staff will take into consideration popular authors appearing on The New York Times Bestseller List and the Publisher's Weekly

bestseller list, it must be noted that bestsellers are simply books that sell well, and other criteria must be examined to see if the work fits within the scope of our collection. Our first consideration is to provide accurate information instead of personal opinion. In selecting nonfiction titles, we rely on journal reviews by professional librarians to evaluate the content of the information presented, the credentials of the author, the sources used to back up the author's claim, the literary quality of the writing and how evenly the material is presented.

3.5.1.2 Adult Fiction

The fiction collection will reflect local reading interests and maintain a core collection of established authors. The core collection will include:

1. English language fiction with an emphasis on 20th and 21st century works
2. English language classics, as determined by standard reading lists
3. Bestsellers (*The New York Times'* Bestseller List and the *Publisher's Weekly*)
4. Local authors
5. Award winning novels
6. A variety of popular genre authors (mysteries, westerns, science fiction/fantasy, romance, suspense, horror, etc.)

The Duncan Public Library will attempt to pre-order many of the popular authors' works prior to their release. Additional copies will be leased by the Friends of the Library for high demand items.

3.5.1.3 Reference

Certain hard-copy reference materials do not circulate and are for in-house use. They provide quick, concise. and up-to-date information. This collection may include indexes, dictionaries, almanacs, directories, price guides, and state statutes. As more reference materials become available online and in databases, our library will consider subscriptions to databases instead of purchasing reference books. The information in databases can more easily be updated and is more accessible 24/7 with a library card, computer, and Internet connection. The cost of the database subscriptions will be weighed by the amount of use and the availability of additional resources within the library or community.

The following factors will be considered in the selection of reference items:

1. Cost
2. Currency
3. Authority
4. Scope and depth of coverage
5. Accuracy
6. Presentation of text and information (dictionary, encyclopedia, etc.)
7. Ease of use
8. Frequency of use

3.5.1.4 Large Print

Because the Duncan Public Library serves a large retirement community, special emphasis will be placed on the large print collection. This collection also helps ESL/ELL students and readers who have learning disabilities. Many of the authors appearing on bestseller lists as well as those authors in high demand in regular print will be considered for the large print section.

3.5.1.5 Juvenile

The Duncan Public Library will select a wide range of fiction and nonfiction items for ages birth through 6th grade. In selecting items, library staff will use recognized review sources and annual. The following types of literature will be emphasized for this age group:

1. Board books
2. Concept books
3. Classic picture books
4. Award-winning picture books
5. Easy readers
6. Beginning chapter books
7. Classic children's novels
8. Popular children's fiction and series
9. Award-winning children's novels
10. Sequoyah Children's Masterlist
11. Popular and award-winning graphic novels and series

3.5.1.6 Young Adult

The young adult collection is a bridge between the juvenile collection and the adult collection for grades 7 to 12. Items will be selected based on review sources and annual lists. The following print materials will be emphasized for this age group:

1. Popular teen fiction and series
2. Award-winning books
3. Nonfiction on topics relevant to current teen interests and trends
4. Nonfiction for a variety of educational, informational, and entertainment purposes
5. Popular and award-winning graphic novels and series

3.5.1.7 Newspaper and Periodicals

Current periodicals are used for source material not found in books and are intended for reference use, for recreational reading, and to balance the collection. Titles are chosen for timeliness of subject matter, accessibility of content through the Reader's Guide to Periodical Literature, subject need, popular demand, and recreational value. Gift subscriptions are accepted subject to the approval of the library director. Newspapers will be retained for one year.

3.5.2 Non-Print Items

3.5.2.1 DVD

The library will offer a variety of DVDs both recreational and educational. When purchasing DVDs, the following selection criteria will be utilized:

1. Award-winning films
2. Films listed on the National Film Registry
3. Films listed by the American Film Institute
4. Reputation of the film company (PBS, A&E, Nova, etc.)
5. Popularity of work (based on box office sales and video rental statistics)
6. Information that is best presented visually (plays, animal behavior, weather/nature)

3.5.2.2 Books-on-CD

The Duncan Public Library purchases unabridged books on CD for the use of patrons. Factors used in the selection process:

1. Cost
2. Availability
3. Popularity
4. Reviews
5. Awards

3.5.2.3 Electronic Formats

The Duncan Public Library recognizes that the development of information available in electronic formats has become an important part of library collections.

Databases which provide access to magazines, journals, and other publications are provided to our patrons either within the library on public access computers or through remote access from their work or home computers. Downloadable eBooks, audio books and music are provided for our library customers through the Oklahoma Virtual Library Consortium, and other selected databases.

3.5.2.4 Library of Things

The Duncan Public Library carries a variety of non-traditional items that are available for circulation. Non-traditional items may include video games, cake pans, audio/visual equipment, tablets, hot spots, binge boxes, board games, arts and crafts supplies and equipment, STEM kits, and other unusual items. The primary selection criteria for the Library of Things includes whether the item meets the needs and demands of the community, cost and general availability of the item, popular trends, cataloging and storage/display challenges.

3.5.3 Materials Not Collected

3.5.3.1 Rare Books

Because it is the public library's function to make materials available to all users, the Duncan Public Library does not collect rare or unusual books that require special handling.

3.5.3.2 Genealogy Materials

The Duncan Public Library collects basic materials on genealogical research but does not collect census records, marriage records, family histories, etc. The staff will refer patrons to the Stephens County Genealogy Library. Library staff will attempt to locate desired genealogical information via the Internet or through interlibrary loan if the information cannot be found at the Stephens County Genealogy Library.

3.5.3.3 Textbooks

The Duncan Public Library does not purchase textbooks. It is the responsibility of the schools to provide access to course materials to their students. A textbook may be added to the collection at the librarian's discretion, if very little material is currently available in a particular subject and it is the best option for providing the information.

3.6 CREW (Continuous Review Evaluation and Weeding)

Materials that no longer meet the stated objectives of the library board including those that have become damaged or obsolete, will be systematically withdrawn on a continual basis according to the accepted professional practices described in the publication, The CREW Method. The library board recommends that the listed books be declared surplus and that the books be turned over to the Friends of the Library for resale and accordingly, funds will be used to support the Library.

3.6.1 Reasons to Weed

Weeding must be performed for the following reasons:

1. To save space
2. To save search time
3. To make remaining collection more appealing
4. To increase circulation
5. To have more reliable and current information
6. To discover items in need of repair
7. To obtain feedback on the strengths and weaknesses of the collection
8. To determine whether replacement copies are needed

3.6.2 Criteria

The following criteria are considered when weeding:

1. Currency
2. Condition
3. Circulation

3.7 Gifts

Gifts to the library are appreciated. Monetary gifts/donations may be given to the Friends of the Duncan Public Library for the benefit of the Duncan Public Library in order to purchase items in honor of a person or organization. Library staff will consult with the patron on what type of items should be purchased.

Gifts of materials are accepted with the understanding that they must meet the library's selection criteria. Items that do not become part of the library collection are given to the Friends for their book sales. At no time will the library appraise gifts for income tax purpose. However, an acknowledgement of the donation will be given upon request. The library retains the unconditional ownership of the gift.

3.8 Controversial Works

The library will provide works presenting different points of view, thus enabling citizens to decide for themselves on various issues. Because the library offers items presenting varying viewpoints, not every item in the library will appeal to every citizen in the community. If a group or individual questions an item in the library's collection, a Reconsideration Form is available (Appendix G). Current Duncan Public Library card holders in good standing may fill out the form and turn it in to the director. The director will review the item and discuss the matter with the concerned party. The item will be forwarded to the library board for review if necessary.

4 Customer Services

Most recent approval: 10/24/23

The library will set policies that regulate ancillary services to patrons in an effort to provide reasonable accommodation and equitable access. This policy will also serve as a guide for staff to recognize and deal with patron behavior and situations that may arise in the day-to-day operations of the library.

The Duncan Public Library follows the Library Bill of Rights as set by the ALA, most recently reaffirmed in 2019 (Appendix A).

4.1 Meeting Rooms

The Duncan Public Library provides meeting rooms according to the sixth right in ALA's Library Bill of Rights: "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."

4.1.1 General Meeting Room Rules

Permission to use a meeting room does not imply Library endorsement of the aims, policies, or activities of any individual, group, or organization. No advertisement or announcement implying such endorsement or including intentional deception or misrepresentation will be permitted. Groups using Library meeting rooms must indicate the sponsoring organization on all publicity materials. Permission to use a meeting room is revocable if these rules are violated.

Most social events, unless sponsored in whole or in part by the Library, are not permitted. Examples of social events that are not permitted include private parties, birthday parties, receptions, baby showers, weddings, and the like. Social groups that promote literacy, education, gaming, skills, or community engagement will be allowed per the judgment of the Director or the Circulation Head.

Meeting spaces can be used to limit disturbance of other patrons. For example, individuals or groups may need to use meeting spaces to make phone calls, conduct meetings online, hold a discussion, perform testing, and the like.

The Library reserves the right for staff to attend any meeting held in its facilities.

Please notify the Library as soon as possible in the event of a cancellation. Failure to notify the library of a cancellation could affect an individual's ability to reserve rooms in the future.

No soliciting is allowed in the Library. No admission shall be charged for any activity in the rooms. No services or products may be bought or sold to the public. MLMs, commercial groups, and businesses cannot sell materials, services, or promote future sales. No dues or sign-up fees may be collected by an organization while in the room. Exceptions include the following:

- The Friends of the Duncan Public Library are allowed to accept dues and money for their fundraisers.
- Performers hired by the Library or the City of Duncan are allowed to sell merchandise during the time for which they are hired.
- Other nonprofits, organizations, or individuals, primarily those affiliated with the Library or the City of Duncan, may be an exception as determined by the Library or the City of Duncan.

The rooms will be made available free of charge during Library open hours. Exceptions may be made for Library partners on a case-by-case basis. All rooms must be empty and clean by 15 minutes before the library closing time. A representative of the group must notify the library staff when the group is finished with the room.

Rooms can be reserved up to three months in advance. Rooms can be reserved for up to five hours in a day. Staff will use best judgment to determine whether excessive overuse of a room by a single group or individual is interfering with fair public use and can reject a reservation. Exceptions must be approved by the Director.

A representative from the organization must complete a Meeting Room Usage (Appendix H) form in order to use a meeting room. Staff will have one at the circulation desk if you do not find any in the meeting room. Set up of tables and chairs is the responsibility of the user. No library personnel are available to assist groups. This includes arranging rooms, carrying supplies, and giving technical support. Let staff know if accessibility is an issue and staff will try to provide help or solutions.

The room must be left in the same condition in which it was found. A $25.00 cleaning deposit may be required, and a fee will be assessed for any damages to the building, equipment, or furnishings. The deposit will be held and returned to the representative of the organization who booked the room if no cleaning or repair is required.

If you reserve a room, you have 10 minutes from the start time of your reservation to claim the space. If you do not arrive within 10 minutes and do not contact staff, your reservation may be cancelled and given to someone else.

Members of organizations must follow the rules outlined in the "Patron Behavior Policy" while using the library facilities. Light refreshments are permitted in all rooms with the consent of the Director. The following items are prohibited in library meeting rooms: drinks or foods that could

stain, alcoholic beverages, illegal substances, firearms, and open flames, including the burning of candles or tea lights. In addition, cooking, smoking, and excessive noise levels are prohibited.

Programs sponsored by the library will be given priority when scheduling meeting rooms.

The Library has two kinds of meeting spaces: Closed Spaces and Open Spaces. Closed Spaces are defined as rooms that have four walls and a door to close them off from the public. Open Spaces are spaces that may include tables and chairs but are in spaces that cannot be closed off from the rest of the library. Both spaces can be used for individuals or groups studying or for meetings.

4.1.2 Closed Meeting Spaces

The Library has six closed meeting spaces: a Multipurpose building (often referred to as "the back building" or "the annex"), Study Room 1, Study Room 2, a board room, a computer lab, and a children's room (often referred to as "the Nana room" or "the Friends room"). These rooms can be used to provide meeting places for library activities, studying, meetings, and more.

These spaces cannot be used without a reservation. To obtain a reservation, call ahead or visit a staff member at the circulation desk.

Closed meeting spaces are not soundproof. Some noise may get in or out. Note that you are always in a public space in the Library and others may overhear your discussions and you may overhear others even from a Closed space. If noise is unreasonable, please inform a staff member.

Staff may have discretion in assigning a Closed meeting space based on size of group or activity being conducted. Rarely, depending on circumstances, staff may be required to move a group or activity to a more appropriate location.

4.1.2.1 Multipurpose Building

Room Capacity: 60

The Multipurpose Building is often referred to as "the back building" or "the annex." This building includes a large empty space and many folding tables and easily movable chairs so that groups can organize the space as needed for their events. This space is most appropriate for larger groups or groups that are performing physical activities that require more space. The back of the building contains computers that are used for Library programming only. This space is not to be disturbed. To reserve this space, contact a staff member. The staff member will obtain permission from the Director.

4.1.2.2 Study Room 1

Room Capacity: 10

Study Room 1 includes a table and chairs. This room is most appropriate for studying and small groups. To reserve this room, contact a staff member at the Circulation Desk.

4.1.2.3 Study Room 2

Room Capacity: 8

Study Room 2 includes a table and chairs. This room is most appropriate for studying and very small groups. Teens ages 12 to 18 will get priority during Teen Hours. To reserve this room, contact a staff member at the Circulation Desk.

4.1.2.4 Board Room

Room Capacity: 14

The Board Room contains a board room table and chairs, along with a phone and a smartboard that can be used by the public if needed. Priority will be given to patrons who require these technologies. To reserve this room, contact a staff member at the Circulation Desk.

4.1.2.5 Computer Lab

Room Capacity: 8

The Computer Lab includes public computers and is for public use unless reserved for special events or groups. The Duncan Area Literacy Council and the Duncan Public Library often have computer classes reserved in this room. This room is most appropriate for testing, teaching, and any groups that require computer access. To reserve this room, contact a staff member at the Circulation Desk.

4.1.2.6 Children's Room

Room Capacity: 25

The Children's Room is often referred to as "the Nana room" or "the Friends room." This room is reserved every Wednesday night and Thursday morning for Children's programming. To reserve this room, contact a staff member. The staff member must obtain permission from the Children's Librarian or Director.

4.1.3 Open Meeting Spaces

Only two open meeting spaces can be reserved: The Kitchen Area and the Citizenship Corner. All other open meeting areas are first come, first serve.

The design of our library dictates common sense with regard to noise. There should be no expectation of open spaces being perfectly quiet and devoid of activity. The Library may have events that are loud, may have tours that will move through open spaces, may be performing maintenance or other duties that may create noise or movement, and will not restrict access to the general public of an open meeting space just because someone has chosen that space for their studying or their meeting. If quiet or privacy is desired, please reserve a Closed Meeting Space. Patrons using the Open Meeting Spaces should strive to be as quiet as possible and follow general library policies for behavior.

4.1.3.1 Kitchen Area

Room Capacity: 20

This area contains tables, chairs, a counter space, a refrigerator, and a sink. This space is appropriate for meetings that have food and drink. The Duncan Public Library has this space reserved during the school year from 2:00 to 5:00pm for a meals program and afterschool events and during the summer

from 10:00am to 1:00pm for meals and programming. To reserve this area, contact a staff member at the Circulation Desk.

4.1.3.2 Citizenship Corner

Room Capacity: 10

This area contains a table and chairs. This space is appropriate for small groups. The Duncan Area Literacy Council gets priority over this space and reserves it several times a week for ESL and Citizenship programming. To reserve this space, contact a staff member at the Circulation Desk.

4.1.3.3 Children's Open Spaces

Children's open spaces are not reservable. They are playing and reading spaces for children and their caretakers. Outside of library events, adults without children should not utilize the children's section and may be asked to leave the area and select a different space.

4.1.3.4 YA Section Open Spaces

The YA section open spaces, furniture, and computers are primarily for teens ages 12 to 18 or grades 6 through 12. Keeping this area somewhat exclusive to teenagers promotes the Library's efforts to ensure that this demographic has a space that is safe, relaxed, and responsive to their needs and interests. Only teens are allowed to hang out in this space during the following times:

- From 3:00 pm to close on normal weekdays
- All hours on Saturdays
- All day during official Duncan Public School breaks, including summer

During these times, the public may still request assistance from staff working in these spaces, adults and siblings are still allowed to browse for books, tutors and those helping teens are allowed to be present with teens, and college students may use the college computer or study. If you are not accompanied by a teen, staff will use their best judgment to determine whether to ask you to move to a different area.

Preference for Study Room 2 reservations are given to teens during these hours.

With the continuously evolving nature of homeschool and online schooling, the Library will not police truancy, ID teenagers in this space, or restrict access to our resources. The Library recognizes that some families homeschool their children and encourages homeschool students to take advantage of library resources and open areas during all hours.

4.2 Community Information

Most recent approval: 4/18/17

One of the purposes of the Duncan Public Library is the dissemination of information regarding community activities and programs. Nonprofit organizations engaged in educational, cultural, civic, intellectual or charitable activities may request permission to post flyers or distribute brochures in the public library. Posting or distributing information of a commercial, religious, or political nature on library property will not be permitted. Final decision will be at the discretion of the library director.

The Duncan Public Library does not advocate or endorse the viewpoints expressed in information posted or distributed by community organizations.

Since the Duncan Public Library has limited space to devote to community information, the following guidelines will apply:

- Information concerning the Duncan Public Library, the City of Duncan and other governmental agencies will receive first priority.
- Information concerning Duncan organizations will take precedence over organizations located elsewhere.
- All requests must be submitted to the director's office for approval.
- Those items which have been left in the library by a group or an individual without first gaining approval will be immediately discarded.
- Posters, flyers and informational materials must be professional in appearance.
- Materials promoting illegal activity will not be posted or placed for distribution.
- All materials posted shall have the date of the posting clearly marked on the front.
- New postings have priority over older postings.
- Postings shall be removed promptly after events.
- Maximum posting time shall be one month.
- No permanent or long term posting will be allowed, except for required governmental notices.
- Printed material distributed should not exceed 8 ½" × 11."
- Posters should not exceed 11" × 17"
- Library staff has the option to refuse any item larger than 8 ½" × 11"
- All material posted becomes the property of the Duncan Public Library and is subject to removal and disposal at the discretion of the library staff in accordance with this policy.

4.3 Patron Behavior and Library Usage Policy

Most recent approval: 4/18/17

The Duncan Public Library adheres to the Library Bill of Rights (Appendix A) and maintains that all patrons, regardless of origin, age, background or views are free to study, read, and utilize library materials without the fear of harassment, intimidation, physical threats, or undue distractions. In order to protect these rights of the patrons, the following activities will be strictly prohibited in the library:

- Smoking, or other tobacco use
- Eating, chewing gum or drinking need to be confined to kitchen area.
- Loud talking
- Disrupting other patrons in any manner
- Loitering or soliciting
- Bringing pets (with the exception of service animals)
- Damaging library materials or property

- Skateboarding, rollerblading, or riding bicycles on library sidewalks
- Blocking aisles and doorways with either personal items or with the body

Any patron who violates the Library's rules may be expelled from the premises by the Library staff subject to reinstatement of the library director. If a patron exhibits physical or abusive behavior library staff will give one warning and then police will be called. On the recommendation of the library director, the Duncan Public Library Board may deny any patron access to the library for violating library policies. The patron has the right to request to be on the agenda to speak with the City Council concerning their decision at the next regularly scheduled Council meeting. Final discretion lies with the Duncan Public Library board on any action.

4.4 Unsupervised and Unattended Children Policy

The staff of the Duncan Public Library occasionally experience behavioral problems with children who are not adequately supervised or are left unattended in the library. The following policy shall apply:

- Persons using the library are required to produce identification upon request by library staff.
- Children under the age of ten shall, at all times, be attended and adequately supervised by a parent, another adult, or a responsible adolescent while using the library to find materials or to study.
- Elementary aged students and younger must be supervised on the second floor by a responsible adult.

When children are not adequately supervised or are engaging in behavior that is disturbing others or the operation of the library, the library staff will attempt to locate the person in charge of the children and discuss the problem. Should behavior which violates the library's behavior policy continue on that or later occasions, staff has the authority to ask the children and the person in charge of the children to leave the premises. If the person in charge of the children under the age of ten cannot be located, the children will be referred to law enforcement personnel for their own safety.

- Children aged ten to eighteen are responsible for their own behavior. When they are engaging in behavior that is disturbing others or the operation of the libraries, the problem may be discussed with them at the time. Should the behavior continue on that or later occasions, staff shall have the authority to ask them to leave the premises.
- During library programs, persons responsible for the activity and behavior of children aged five and younger should remain in the activity area with the children. Persons responsible for the activity and behavior of children aged six to nine may leave the activity area during library-sponsored programs but should remain close at hand. If responsible parties find it necessary to leave the activity area, the children should be provided with a note concerning how they may be reached in case of an emergency, and the responsible parties are required to return by the time the program is scheduled to be over or law enforcement personnel may be contacted for the safety of the children.

- Children left at the library by a parent or guardian must be picked up by closing time. If a child is not picked up by closing time, the staff will attempt to contact a parent or guardian. If that is not possible and the child is not picked up within 15 minutes, the staff will call the police to take the child to the station until a parent can come to get the child. A note for the parent will be left on the front door of the library. Under no circumstances will a staff member give the child a ride.

4.5 Inclement Weather Policy

Most recent approval: 12/10/13

In the event of tornadoes or hail storms, staff will move all patrons to the first floor of the library. The television will be turned on to a local weather station for latest weather. If conditions warrant, staff and patrons may be moved to the small safe room with first floor restrooms as overflow areas. Occupancy may be determined by senior management personnel on duty at the time of need. The library may only be closed or hours shortened by an order from the City Manager.

4.6 Programming Policy

The library provides a variety of programs for all ages with an emphasis on children's programming. The children's programs are designed to encourage a love of reading. Adult programs aim both to encourage reading and to provide useful information to participants.

4.7 Use of Copier

- 8 ½" × 11" black and white copies are .10 each
- 8 ½" × 11" color copies are .50 each
- 8 ½" × 14" black and white copies are .10 each
- 8 ½" × 14" color copies are .50 each
- 11" × 17" black and white copies are .25 each
- 11" × 17" color copies are 1.50 each.

Patrons are limited to 25 copies at a time on the downstairs copier. If more than 25 copies are needed, the upstairs copier should be used.

4.8 Scanning and Emailing of Documents

Most recent approval: 10/18/11

There will be a $5.00 charge for scanning and emailing documents for customers.

4.9 Laminating Policy

Duncan Public Library will offer lamination services to the public for a fee. Sizes up to 24 inches wide and no more than 3.5mm thick are available. Patrons must fill out the laminating consent form (Appendix I) and sign a waiver of responsibility. Payment must be made when materials are left for lamination. **The laminators will only be operated by staff.** If someone other than the person who dropped off the project will be picking it up, this must be noted by the original requestor.

4.9.1 Lamination Sizes/Prices

- Business card size (2.5 × 3.75) = 50¢
- Letter size (8 ½ × 11) = $1.00
- Larger = $1.00 per foot

Very small projects (business card size) will likely be done with small laminate pieces. Larger projects that require cold or hot roll laminate will be charged at $1.00 per linear foot.

4.9.2 Lamination Schedule

Lamination will be done once a week, staff time permitting. Patrons may bring in items to be laminated, fill out the lamination request form, and we will include their project in the closest lamination schedule. If we cannot fit their lamination project in due to size of project or unforeseen circumstances, library will inform the patron as soon as possible. Patron must pick up items during regular business hours within two weeks of being contacted about completion. **Items not picked up may be discarded by staff.**

4.9.3 Lamination Disclaimers

Risks are associated with lamination. The library assumes no liability as to the effects of lamination on items. Patrons understand that discoloration, wrinkles, bubbles, and other defects could occur during the lamination process.

The information being processed may not represent treason or libel or pornography.

The Duncan Public Library reserves the right to refuse any materials if deemed inappropriate by staff.

Partial list of items that cannot be laminated:

- Social Security Card
- Medicare Card
- Vaccination Card
- Anything issued by the government
- Anything with a security feature
- Diplomas/Degrees
- Any official certificates (e.g. Birth, Death, or Divorce)
- Property or business ownership

5 Internet Policy

Most recent approval: 9/26/23

5.1 Disclaimer

The Duncan Public Library provides computers for the general public to use. Various kinds of software are available on these computers, as is Internet access. The Internet, being an unregulated

medium, is not a perfect source of accurate, complete, and current information. The Duncan Public Library is not responsible for damages, indirect or direct, arising from a patron's reliance on, citation of, or other usage of Internet resources. Unwise use of the Internet, such as supplying personal information, may result in harm.

Materials obtained or copied from the Internet may be subject to copyright laws. United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." The Duncan Public Library disclaims any liability or responsibility resulting from copyright infringement.

5.2 Firewalls and Filters

To receive government assistance to provide Internet access, the Duncan Public Library has installed filters on all public-access computers to prevent children 17 and under from accessing visual depictions of obscenity, child pornography, or other harmful materials (as defined by the Children's Internet Protection Act). As provided in the law, patrons 17 years or older may ask for unfiltered access provided it is for "bona fide research or other lawful purposes."

Despite these filters, parents should be aware that we cannot guarantee their children's safety and security when they use e-mail and other forms of direct electronic communication; cannot protect against their children's authorized access, including "hacking," and other unlawful online activities; and cannot protect their children against unauthorized disclosure, use, and dissemination of personal identification information.

Patrons who encounter sites that they believe should be blocked or who are unable to access sites that they believe should not be blocked may request a review of the site in question by the Director. The Director will evaluate the site and decide whether to accept the patron's request.

5.3 Who Is a User?

Patrons with Duncan Public Library cards who have less than $5.00 in fines and no overdue items can use their library card and PIN to access any available public-access computer.

Other visitors with a photo ID can obtain a guest pass from the circulation desk staff.

5.4 Workstations

Computers are available to the public during open hours. Computers automatically shut down 30 minutes before closing. Computer and Internet use is free. Internet can be accessed through Mozilla Firefox, Google Chrome, and Microsoft Edge. No other browsers shall be installed or used. Not all websites are compatible with all Internet browsers. In addition, some features may not be available on library workstations. Headphones are available at the front desk, if you need sound.

Our computers use the Windows 7 or newer operating system and include basic Windows Office software, including Word, Excel, and PowerPoint.

Downloading: You can download documents and attachments to a USB drive that you provide. Our computers do not accept floppy disk/diskettes. Some computers can read CDs, but they cannot burn

to a CD. The library assumes no responsibility for damage to your USB drive or data that may occur from use of our workstations.

Self-Service: Our computers use self-service software that allows you to log on and off at your own discretion without the need of scheduling time with staff members. You can even access and pay for your print jobs through our coin-op machines, when available.

Printing: Printouts are available in black and white or in color. Black and white prints are 10₵ per page; color prints are 50₵ per page. Each side of the page counts as one page. Be sure to check the length of your document before printing it. You are responsible for all printouts you print, not just the ones you want.

Children's Computers: Workstations specifically for children are also provided in the children's section. Only children ages 11 and under are permitted to use these computers. Many games and learning programs are included on these computers, but they have no Internet access. Older siblings and adults are allowed to assist smaller children.

College Computer: A computer is provided upstairs for the sole use of college and financial aid research and applications or homework help.

Citizenship Computer: A citizenship computer is upstairs to be used only for language learning, citizenship study, green card renewal, and other related reasons.

Caretaker Computer: A computer for caretakers that have accompanying small children is located in the children's section of the Library. This computer includes an extra desk and a crib for small children and can only be used by patrons who have small children with them. Patrons can use this computer for all normal uses, but the user must ensure that the children are abiding by normal Library behavior policies and not disturbing others.

5.5 Rules of Conduct

1. A parent or guardian must provide written approval for children under 17 years to use the Internet with a library card. (This permission is obtained at the time the child receives a library card.) If the child is a guest, the parent or legal guardian must be present for the child to receive a Guest Pass.
2. Parents of minor children must assume responsibility for their children's use of the Internet. Parents and children are encouraged to explore the Internet and learn together. Children under the age of 12 years must have a parent or guardian with them when using the library's Internet computers.
3. If a patron has overdue books or fines exceeding $5.00, computer access will be denied, until overdues and fines are taken care of.
4. Patrons are allowed two sessions a day, for one hour per session. If you log out before your time is up, you do not get that time back. If you need more time, ask a front desk staff member if that staff member can extend your time. If people are waiting for the computer, you may not get your time extended. If you need to reserve a time for later, ask a staff member. All reservations must be made in person. Reservations can be held ten minutes past

the reservation time. After that, the next person in line gets the computer. Use of the Hide Your Screen function on the computer to pause your session does not guarantee that you will get to resume your session. After 15 minutes, the software may log off your session so others can use the computer.

5. Two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff. Both individuals must comply with library policies.
6. Patrons will respect the privacy of others by not misrepresenting themselves as other users; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not soliciting other patrons for personal information; by not seeking unauthorized access to any computer system, or by not damaging or altering software components of any network or database.
7. Patrons will not send harassing, threatening, or libelous messages or materials.
8. Patrons agree not to make any changes to the setup or configuration of the software or the hardware, including installing or using unauthorized browsers.
9. Patrons will not send, receive, or display either text or graphics which may reasonably be construed as obscene.
10. Library users are expected to comply with all local, state, and federal laws while using the Internet, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity.
11. Patrons will not access peer-to-peer (P2P), torrent, or other file sharing sites.
12. Patrons will not violate copyright laws or software agreements.
13. Patrons must have basic knowledge of the Internet and computer use. Staff can assist users for not more than ten minutes per user.
14. Patrons are responsible for all printing charges incurred.
15. Patrons will not use catalog computers to access external sites on the Internet. These computers are to be used only for searching for items on our website and in our library.
16. For network security, personally owned laptop computers or other Internet-ready devices shall not be connected by cord to the Internet through the library's connection. Wireless connection is allowed for personal computers.
17. Laptop users must comply with general library rules.
18. Children accompanying Internet users must abide by general library rules and behavior policies.
19. Patrons must respect all Internet rules including time limits and must cooperate with others to share the workstations.
20. The same rules of conduct that apply to general use of the Duncan Public Library and its collections apply to the use of the computers.
21. Use workstations with care. Make no attempt to fix problems. Immediately report any problems to library staff.
22. Patrons may not sign up for others.

5.6 Wireless Internet Use

The Duncan Public Library provides free wireless inside and outside the building. Patrons may use their own laptops, tablets, phones, and other devices to access the Library's wireless services. The

Library does not guarantee the safety of traffic across its wireless network. Anti-virus, security, and privacy protection is the responsibility of the user. The Library cannot guarantee wireless service availability at any specific times, nor that the connection will have specific quality or speed. Users may not use wireless connection for any illegal or capacity-hogging purposes or in any way that violates the general Internet policies.

5.7 Termination of User Access

Failure to comply with Library rules and policies may result in the loss of computer access, Library privileges, and/or a report to law enforcement authorities.

When library staff believes that a patron has violated library policy, any staff member is authorized to take the following steps:

1. The staff will warn the patron of the violation and give the patron a chance to correct the problem.
2. If the patron does not attempt to comply in a reasonable amount of time or violates policy again (even if on a different day), the staff member is authorized to terminate the user's access session or to prohibit the user from subsequent access sessions for up to two weeks from the date of the violation.
3. If the patron still does not comply with policy, the staff may ban the patron permanently from computer access. If a suspended/banned patron wishes to protest the action or request reinstatement, they can fill out the form in Appendix J, and the Director will present the form to the Library Board for consideration.

Note: If violation of the law is observed or suspected, staff and patrons are authorized to call law enforcement authorities. Be warned that session logs may be recoverable by authorities. Activities on public computers can be reviewed by staff and law enforcement authorities.

5.8 Volunteer Policy

The volunteer program enables the Duncan Public Library to continue to provide quality library service. Volunteers do not replace paid library staff but rather enhance and extend library services. Library staff will make a commitment and devote time to train volunteers.

5.8.1 Volunteer Qualifications

- A volunteer shall be any person, 13 years or older, who performs tasks for the Duncan Public Library without wages, benefits or compensation (including travel expenses) of any kind.
- The City of Duncan will not provide medical, health, accident, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.
- Volunteers must be covered by their own vehicle insurance when their volunteer activity involves the use of a vehicle. Volunteers are liable for their own parking tickets or fines related to driving offenses.

- In the event of an opening for a paid position, volunteers who apply for the position shall be treated and evaluated on the same basis as all other applicants.

5.8.2 Recruitment and Selection

- Volunteers will be sought through a variety of methods (newspaper announcement, in library publicity, letters sent to various community groups).
- Recruitment shall be the responsibility of the library director.
- Volunteers are selected based on their qualifications and the needs of the library at any given time.
- Selection of volunteers is the responsibility of the library director.
- Volunteers may be required to attend an orientation meeting.

5.8.3 Training and Supervision

- Volunteers will receive training in their assigned duties by a library staff member. The volunteer supervisor is the library director.
- Volunteers will be expected to dress appropriately for the job they are assigned to do.

5.8.4 Work Schedule

- Work schedules will be arranged by the volunteer and the volunteer coordinator.
- Volunteers should adhere to the agreed upon schedule and notify the library if the schedule becomes inconvenient.
- Volunteers are expected to call the library if they will be absent.
- Volunteers will be issued a volunteer badge to wear and will sign in and out each time they volunteer. This will assist the library staff in keeping track of the number of hours each volunteer donates. The volunteer coordinator will retain the sign-in sheets for a period no less than one year.

5.8.5 Removal from Service

In the event that a volunteer is not able to adequately perform the duties assigned to him or her, the library director may remove the volunteer from service. Whenever possible, the library will make an effort to reassign the volunteer. Should no other suitable volunteer position exist at the time, the volunteer will be asked to discontinue service and the position becomes available.

5.8.6 Recognition

Recognition is an important component of any volunteer program. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually. The library staff and library board shall find ways of recognizing volunteers throughout the year.

5.9 Checks/Money Received

Any checks or cash received by the library and not designated for the Friends of the Library will be deposited at City Hall before the end of the following business day. When money designated for the Friends of the Library is received, the treasurer of the Friends will be notified and the money will be locked up, until the treasurer comes to collect the funds.

5.10 Friends of the Duncan Public Library Policy

- The Library Board of the Duncan Public Library regards the establishment of the Friends of the Library as a worthwhile endeavor which will benefit and enhance the quality of library services within the community it serves. All Friends of the Library projects should be undertaken only with the full knowledge of the library director and the library board of the Duncan Public Library.
- It is the wish of the library board to receive information about Friends' meetings, officers, plans, and purposes. This should be done through the library director.
- Friends of the Library are distinct and separate from the library board and cannot assume the duties of this established board.
- Since Friends are volunteers, distinct and separate from the library board, library personnel, library staff members may act only in advisory capacities for Friends activities.
- Operating expenses of the Duncan Public Library are provided through the allocation of public funds which are administered under guidelines established by the City of Duncan, Oklahoma. Friends monies cannot be integrated except through direct gifts and donations for specific intents and purposes.
- All public relations work by the Friends on behalf of the library should be coordinated with the library director, who may share ideas, offer suggestions, and assist in an advisory capacity throughout the duration of the PR program.

6 Stephens County Genealogy Library Policy Manual

Most recent approval: 3/14/18. Policies will be reviewed and revised on an as needed and annual basis.

Disclaimer: This Policy Manual was inspired wholly by that of the Duncan Public Library and some sections may contain unattributed direct copies or quotes.

6.1 Statement of Purpose

To collect, provide, and preserve a variety of resources in a historic location, which will encourage and promote cultural, historical, and genealogical research within the community.

6.2 Mission

A successful mission will result in our becoming a well-known, unique, and vital part of the community moving forward as we continue to provide lasting and significant connections to the past.

6.3 Vision

Our vision is that we will continue to expand and improve the already vast collection of printed and digital materials, computers, and equipment maintained by our organization, along with the services we provide while ensuring that these things continue to be offered at our historically significant location as free and public resource within the community.

6.4 General Objectives

The Stephens County Genealogical Library provides, preserves, conserves, and maintains an extensive collection of printed and digital materials including an array of exclusive content. Housed in a historic library building, we strive to create a comfortable yet professional and safe environment, conducive to research. Volunteers and staff will assist patrons, conduct research, and stay up to date on the latest trends, technology, and techniques related to genealogy, historical research, and archive management.

6.5 Collection Maintenance and Development

The Stephens County Genealogical Library will ensure that it is able to provide the most useful and up to date materials and resources for genealogical and local historical research.

6.5.1 Sources

Sources from which to obtain materials may include but are by no means limited to:

- The National Archives
- The Oklahoma Historical Society
- The Oklahoma Genealogical Society
- Other County, State, or Regional Historical or Genealogical Societies
- Private Collections and Estates
- Private For-Profit Companies Such as Amazon or Barnes and Noble

Selection of new materials and resources will be based on the following:

Materials must:

- Provide up to date information
- Be a practical resource for local researchers
- Compliment the current collection
- Be of significant value to genealogy, history, or a closely related field
- Be verifiable as an accurate and reliable source
- Not already be adequately covered by other materials already in the collection
- Be in decent overall condition

6.5.2 Removal from Collection

If any item within the collection fails to meet the selection criteria at any time, it must be evaluated for removal based on the following:

- If damaged, can the item be repaired?
- Could the item become useful or relevant again in the future?
- Could an additional source increase the accuracy or credibility of the item?
- Could the item be useful to patrons in another capacity?

6.6 Gifts/Donations

Monetary donations and material gifts are graciously accepted with our thanks. Donated items which do not necessarily meet the criteria to become part of our collection may be sold and the proceeds will be used at the discretion of the Genealogical Library. Once donated or gifted the items or monies become the property of the Genealogical Library and the donor relinquishes all interest and rights to them.

6.7 Loans

On occasion, the Genealogical Library may accept materials which the original owner retains rights to. In these cases, the item is to be designated as an "On Loan" item complete with a reference to its description of its content and condition, lender, their contact information, and its location within the library and will not at any time be entered into the library's archived collection.

6.8 Patron Behavior and Usage Policy

The Genealogical Library is open to the public for use of its resources and facilities free of charge. The resources of the library including the computers, software, internet, printers, copiers, microfilm, printed materials, and digital materials are at the disposal of its patrons, provided they adhere to the following while on the premises:

1. No Smoking or use of tobacco of any kind
2. No vaping or e-cigs
3. No illegal substances of any kind
4. No consumption of alcohol

5. No eating or drinking at computer or microfilm workstations
6. No disruptive behavior
7. No threatening or violent behavior or language
8. No loitering or soliciting
9. No pets (other than service animals)
10. No damaging of library property
11. No skateboards, heelys, skate-shoes, or roller-blades
12. No blocking walkways or doorways
13. Be respectful of other patrons as well as library personnel
14. Children under the age of 12 must be accompanied by an adult at all times
15. Internet usage is intended for educational and research purposes, dangerous, provocative, or inappropriate web-searches or site visitation will not be tolerated.
16. Violators of these expectations may forfeit usage privileges for some or all of the library's resources, may be asked to remove themselves from the facility, and may not be welcome back, dependent on the severity of the infraction.

6.9 Programming Policy

Periodically, the Genealogical Library will offer workshops, lectures, or other special programming designed to engage and enrich the community while instilling and fostering an appreciation for genealogy and history as well as increasing traffic and bringing awareness to the Library.

6.10 Fees

- Copies $ .10 each for black and white, $ .50 for color (letter and legal size paper) $ .25 for black and white, $1.50 for color (ledger size paper)
- Research by Genealogist $8.00 per hour
- Membership Dues $17.00 annually

6.11 Money Received

Cash or Checks received as payment for copies or research will be deposited at City Hall by the end of business on the following day. Cash or Checks received as a donation or as payment for materials that have been donated or removed from the collection will be locked up for the treasurer of the Genealogical Society to retrieve each week.

6.12 Responsibilities

It will be the responsibility of the Library's paid Director to oversee its day to day operations and delegate tasks to any volunteers including but not limited to:

- Assisting patrons
- Conducting historical or genealogical research
- Continuing to work on the digitization of the library's microfilm collection
- Accounting for and handling money paid to the library
- Keeping facility clean and orderly as well as requesting supplies as necessary

- Ensuring that repairs and maintenance or done in a timely fashion when needed on facility, collections, and equipment
- Maintaining contact with members
- Organizing workshops, lectures, and other programs
- Attending meetings, conventions, and other events or networking opportunities where the attendance of a representative holds a discernible benefit for the library
- Maintaining and improving the Library's collections including its exclusive transcribed indexes.
- Maintaining and improving displays and workstations
- Ensuring that the Genealogical Library has a presence at locally significant events
- Creating and distributing information regarding current and upcoming programs and services offered by the library
- Collaborating with the Director of the Duncan Public Library as well as the Genealogical Society to consistently evaluate and improve practices, programs, services and resources offered at the library

7 APPENDICES

Additional documentation to further elaborate, clarify, or exemplify the Library's policies.

7.1 Appendix A: 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.

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 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996. All reaffirmed 2019.

7.2 Appendix B: Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008. Source: http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm

7.3 Appendix C: 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 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.

Source: http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomreadstatement.cfm

7.4 Appendix D: Duncan Public Library Card Application

Front:

DUNCAN PUBLIC LIBRARY CARD APPLICATION

DATE: _____

CHECK THE APPROPRIATE BOXES

☐ ADULT

☐ CHILD

☐ ONLINE ONLY

NAME: _____
PRINT FULL NAME

CARD #: _____
TO BE FILLED BY LIBRARIAN

4 DIGIT PIN #: _____

☐ I will obey all library rules. I will take care of all items checked out to me as well as to those I have claimed responsibility for, and I will pay all charges to these accounts for late, lost or damaged items charged to me and those for whom I am responsible. I will notify the library if my card is lost or stolen or if my contact information changes. I understand that if I allow anyone else to use my card, I am responsible for the items not in my possession.

☐ **ONLINE CARD ONLY: Check this box if patron is requesting access to online resources only. **STAFF WRITE "ONLINE" BEFORE LAST NAME WHEN CREATING CARD** Place this application along with the physical card in the designated folder. Children can have stand-alone accounts, but if under 14, parent permission is required.**

☐ **Child Card** I agree to be responsible for this account and understand it is attached to me as his or her parent or legal guardian.

>>>>>> MORE TO FILL OUT ON REVERSE <<<<<<

Signature (Parent/Guardian's signature): _____

STAFF INFORMATION ONLY BELOW THIS LINE

☐ ADDRESS VERIFIED ☐ PHOTO ID ☐ OVER PHONE

INITIALS OF STAFF WHO MADE CARD _____

Back:

DUNCAN PUBLIC LIBRARY CARD APPLICATION

DATE OF BIRTH: _____

PRIMARY ADDRESS

STREET: _____

CITY: _____

COUNTY: _____

STATE: _____ ZIP: _____

SECONDARY ADDRESS (NOT REQUIRED)

STREET: _____

CITY: _____

COUNTY: _____

STATE: _____ ZIP: _____

PHONE: _____

ALT. PHONE :
(IF AVAILABLE) _____

E-MAIL: _____

CONTACT PREFERENCE:
(CIRCLE ONE)

CALL ME
TEXT ME
EMAIL ME

7.5 Appendix E: Hotspot Checkout Agreement Form

I have read the Duncan Public Library Hotspot Lending Policy.

I understand that I am responsible for returning all items associated with the hotspot in good condition and on time. If items are not returned accordingly, I agree to pay the corresponding fines:

- Hotspot: $75
- SIM card: $5
- Battery: $20
- USB cable: $15
- Case $15

I understand that three (3) late returns means removal of my hotspot privileges.

I understand that violating any of the rules could result in suspension of my hotspot privileges or notification to law enforcement.

Print Name:_____

Signature: _____

Date: _____

This document will be kept on file. Internal Use: Library card number_____

Violations:_____1_____2_____3_____

7.6 Appendix F: Interlibrary Loan Application

INTERLIBRARY LOAN

SEARCHING THE WORLD-CAT FOR YOUR ITEMS!

PLEASE READ AND AGREE TO THE FOLLOWING BEFORE RETURNING THIS INTERLIBRARY LOAN FORM:

By participating in the Interlibrary Loan program, I acknowledge that: my card is in good standing with no fines or overdues, that I agree to pay postage one way, and to return my items in a timely manner. I acknowledge that I will be charged for items that are lost/stolen/unreturned to the library. Patrons will be charged for the replacement of the book, a $20 fee, and any additional charges owed to the lending library. If you would like to renew your book, contact the Duncan Public Library no less than 4 days before the due date. We cannot guarantee renewals.

SIGNATURE: _____ DATE: _____

ITEM INFORMATION

TITLE: _____

AUTHOR: _____

FORMAT: BOOK / LARGE PRINT / AUDIOBOOK / DVD / _____

BORROWER INFORMATION

NAME (PLEASE PRINT): _____

CARD NUMBER: _____ DATE: _____

EMAIL: _____ PHONE: _____

REQUEST ID _____ ORDERED DATE _____

POSTAGE: _____ DUE DATE _____

NOTES: _____

7.7 Appendix G: Item Reconsideration Form

Author:_____
Title:_____
Publisher:_____
Request Initiated by: _____
Address: _____
Phone: _____
Complainant Represents (Check one) _____ Self _____ Organization

1) What do you object to about this item? (Please be specific)

2) What do you believe is the theme or purpose of the item?

3) Did you read, view, or hear the entire work?

4) If not, how much, or what parts?

5) What do you feel might be the result of reading, viewing, or hearing this work?

6) For what age group would you recommend this item?

7) Is there anything good about this item?

8) Are you aware of this work's reputation, critical review, etc.? What would you request your library to do about this work?

9) In the event that the director and the patron disagree on the disposition of the material, do you wish for it to be brought before the library board for further consideration? _____Yes _____No

Date:_____

Signature:_____

7.8 Appendix H: Meeting Room Usage Form

Date:_____ Name (or Group): _____

I have read and agree to the policies and procedures under "Meeting Rooms" in the Duncan Public Library Policy Manual.

Signature:_____

Thank you for using our library for your meetings and study needs! Please fill out this form and return it to the circulation desk before you leave. Your usage helps us show the State of Oklahoma that we are needed!

Please indicate the number of people in attendance: _____

Please indicate space used: ✓

Multipurpose Building _____	Computer Lab_____
Study Room 1_____	Kitchen Area_____
Study Room 2_____	Citizenship Corner_____
Board Room_____	Another area of Library*:_____
Children's Room_____	*Let us know you used our spaces!

Comments:_____

_____

7.9 Appendix I: Duncan Public Library Laminating Consent Form

I have read and understand the Duncan Public Library's policies regarding lamination. I will not hold the Duncan Public Library or its employees responsible for damage to laminated items.

I am leaving the following item(s) for laminating. (Please include description, size, number of pages, etc.)

_____ _____

Name (print) Date

_____ _____

Signature

_____

Contact information (email/phone)

Staff Use Only

		Staff Initials
Date left for lamination		
Date laminated		
Feet laminated		
Amount charged/paid		
Date patron notified		
Date of pickup		

7.10 Appendix J: Appeal Suspension or Ban from Computer Access

Name (Printed): _____ Date:_____

Address:_____ Phone:_____

Email address:_____

Explanation:

Signature_____

7.11 Appendix K: Memory Lab Release

ACKNOWLEDGMENT, WAIVER, AND RELEASE

PLEASE CAREFULLY READ THE FOLLOWING ACKNOWLEDGEMENT, WAIVER, AND RELEASE FROM LIABILITY ("ACKNOWLEDGMENT, WAIVER, AND RELEASE") BEFORE SIGNING.

For, and in consideration of, use of the Memory Lab at the Stephens County Genealogy Library, Duncan, Oklahoma, and participation in any activity related therewith, I knowingly and voluntarily agree to, and declare the following:

1. I ACKNOWLEDGE THAT MY USE OF THE MEMORY LAB AND PARTICIPATION IN RELATED ACTIVITIES THEREWITH INVOLVE INHERENT RISKS THAT MAY INCLUDE THE RISK OF PROPERTY DAMAGE. I HEREBY EXPRESSLY ASSUME AND ACCEPT ALL RISKS ASSOCIATED WITH MY USE OF THE MEMORY LAB AND PARTICIPATION IN ANY RELATED ACTIVITIES THEREWITH, INCLUDING, BUT NOT LIMITED TO: INCLUDE PROPERTY DAMAGE, CAUSED BY, ARISING FROM, OR RELATED TO ANY CIRCUMSTANCE, CONDITION, OR ACTIVITY AT THE MEMORY LAB, INCLUDING, BUT NOT LIMITED TO, OPERATING EQUIPMENT, HAZARDOUS CONDITIONS OR MATERIALS, AND OTHER PARTICIPANTS, FORESEEABLE AND UNFORESEEABLE; ALL SUCH RISKS ARE UNDERSTOOD AND APPRECIATED BY ME; AND I FURTHER ACKNOWLEDGE THAT THESE RISKS INCLUDE RISKS THAT MAY BE THE RESULT OF THE NEGLIGENCE OF THE CITY AND OTHER PERSONS OR ENTITIES;
2. Understanding that my use of the Memory Lab, and participation in related activities therewith, involve inherent risks, not limited to those specified above, I HEREBY WAIVE, RELEASE, HOLD HARMLESS, AND FOREVER DISCHARGE THE CITY OF DUNCAN, OKLAHOMA, ITS OFFICERS, DIRECTORS, REPRESENTATIVES, EMPLOYEES, AGENTS, AND VOLUNTEERS ("RELEASED PARTIES") FROM ANY AND ALL CLAIMS, OBLIGATIONS, LIABILITIES, CAUSES OF ACTION, SUITS, DAMAGES, JUDGMENTS, LOSSES, DEMANDS, COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES) OF ANY KIND ("CLAIMS"), WHETHER OR NOT SUCH CLAIMS ARE CAUSED BY THE NEGLIGENT ACTS OR OMISSIONS OF ANY OTHER PERSON OR ENTITY, WHICH MAY ARISE OUT OF, RESULT FROM, OR RELATE TO, WHETHER DIRECTLY OR INDIRECTLY, MY USE OF THE MEMORY LAB AND PARTICIPATION IN RELATED ACTIVITIES THEREWITH, except injury or loss which results from the sole gross negligence or willful or wanton misconduct of one of the RELEASED PARTIES;
3. I FURTHER COVENANT AND AGREE NOT TO TAKE ANY LEGAL ACTION AGAINST THE CITY OF DUNCAN FOR ANY CLAIMS THAT I HAVE RELEASED, WAIVED, OR DISCHARGED IN THIS ACKNOWLEDGMENT, WAIVER, AND RELEASE; AND I AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF DUNCAN, ITS OFFICERS, DIRECTORS, REPRESENTATIVES, EMPLOYEES, AGENTS, AND VOLUNTEERS, AND THE ORGANIZERS FROM AND AGAINST ANY AND ALL CLAIMS AND LIABILITY INCURRED AS A RESULT OF, OR IN ANY MANNER DIRECTLY OR INDIRECTLY RELATED TO, MY USE OF THE MEMORY LAB AND PARTICIPATION IN RELATED ACTIVITIES THEREWITH. I UNDERSTAND THAT UNAUTHORIZED REPRODUCTION OF COPYRIGHTED MATERIAL IS ILLEGAL. I HEREBY CERTIFY THAT I AM EIGHTEEN (18) YEARS OR OLDER; I HAVE READ THIS ACKNOWLEDGEMENT, WAIVER, AND RELEASE, AND I UNDERSTAND ITS CONTENT; and if applicable, I AM THE PARENT OR LEGAL GUARDIAN WITH LEGAL AUTHORITY AND CAPACITY TO SIGN AND CONSENT TO THIS ACKNOWLEDGMENT, WAIVER, AND RELEASE FOR THE PARTICIPATING MINOR. (An ACKNOWLEDGMENT, WAIVER, AND RELEASE for a minor will only be accepted with a parent or legal guardian's signature.)

_____	18 OR OLDER/ UNDER 18	_____
Participant (Print Name)	(Circle one)	Signature
_____		_____
Parent or Legal Guardian (Print Name)		Signature

Date_____ Contact email/phone _____

7.12 Appendix L: E-Rate Policies

Most recent approval: 8/15/17

It is the Board's Policy to retain all E-Rate records for a period of ten years after the last date of service in accordance with FCC E-Rate Modernization Order (Para.262, FCC 14- 99, Adopted July 11, 2014.) In selecting service providers for all eligible goods and/or services for which Universal Service Fund (E-Rate) support will be requested, the Board shall:

- Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
- Wait at least 28 days after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
- Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.
- Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

It is the Duncan Public Library Board's policy to comply with the FCC's 6th Report to follow the gift rules outlined in the FCC's 6th Report and Order.

7.13 Appendix M: Acceptable Use Policy for OneNet

Acceptable Use Policy (AUP)
Please read this policy statement carefully.
Submission of an order for OneNet services constitutes acceptance of these policies.

OneNet provides access to resources originating within its network, resources provided by its clients, and resources provided by entities NOT ASSOCIATED WITH ONENET (external networks); through its connections to the commodity Internet (I1) and the Abilene Research Network (I2). Therefore, this policy is intended to provide Clients with a framework as to the acceptable and unacceptable use of OneNet. These policies are non-exclusive, and are provided for the Client's benefit and guidance. If Client is uncertain whether any contemplated use or action is permitted, Client should inquire of OneNet via email to info@onenet.net.

In general, it is the responsibility of external networks to enforce their own acceptable use policies. Nevertheless, when such information is available, OneNet will inform its clients of any restrictions on use of networks to which it is directly connected. OneNet cannot control the information that a Client might receive while using its services. OneNet does not monitor data that is transmitted to clients. It is up to the client to control its use of this service. Further, the client is solely responsible for obtaining appropriate monitoring software (available from many third party vendors or from OneNet) for the filtering of offensive material.

The Oklahoma State Regents for Higher Education (State Regents), as operators of OneNet, or their designee will review violations of this Acceptable Use Policy on a case-by-case basis. Clear violations of the policy, which are not promptly resolved by the client organization, may result in disciplinary action by OneNet, up to and including termination of OneNet network services and/or forfeiture of all monies paid to date. OneNet also cooperates fully with all duly constituted law enforcement agencies in cases of violation of applicable law.

OneNet reserves the right to change or amend this policy when appropriate circumstances warrant modifications. Use of OneNet services constitutes FULL agreement and understanding of this AUP and or any future AUP modifications.

Policy Guidelines

- Institutions and organizations that are eligible for a direct connection to OneNet are identified by its Client Connection Policy.
- Except as is specifically provided herein, OneNet services may not be resold or provided without charge or otherwise shared to institutions or organizations whether or not that organization or institution is eligible for a direct connection as described in its Client Connection Policy.
- Use of OneNet must be consistent with its mission and with its goals, which include facilitating and disseminating knowledge, providing public service, aiding technology transfer to Oklahoma businesses for educational purposes, promoting economic

development, conducting the affairs of government and building broader infrastructure in support of education and research.

- The telecommunications services provided by OneNet pursuant to tariff are provided at special government and educational rates and may not be used by, resold to or otherwise shared with, commercial entities except as provided herein.
- When telecommunications services are provided by OneNet pursuant to tariff, OneNet Clients must adhere to all provisions, restrictions and limitations of the applicable tariff.
- It is acceptable for a OneNet Educational Client to enter into a "Distance Learning" partnership with a commercial "for-profit" entity in Oklahoma for the purpose of providing education to the employees of that entity. Such Distance Learning Partnerships are acceptable under the following conditions: a) the sponsoring OneNet educational client must sign the Client Agreement with OneNet and process a purchase order for the service, b) the sponsoring educational client must accept responsibility to ensure the connection is not abused by the "for-profit" corporation, but rather is used exclusively for Distance Learning, and c) the sponsoring educational client will be held responsible for payment for the service.
- It is acceptable for a OneNet Client that has entered into a written agreement with the Oklahoma Department of Commerce to "sponsor" a small business incubator facility, pursuant to the Small Business Incubators Incentives Act (Act), Title 74 O.S. § 5071 et seq., to share OneNet services with a "tenant" of such incubator, so long as the sponsor and the tenant remain qualified under the Act and all applicable rules and regulations. Such arrangements are acceptable under the following conditions: a) the sponsoring OneNet Client must sign the Client Agreement with OneNet and process a purchase order for the service, b) the sponsoring educational client must accept responsibility to ensure the connection is not abused by the "for-profit" corporation, and that all conditions and requirements of the Act are satisfied with regard to the Incubator, and c) the sponsoring educational client will be held responsible for payment for the service.
- It is acceptable for a OneNet Client engaged in telemedicine, to share OneNet services with certain private healthcare facilities and associated physicians. Under this exception, use by the private commercial healthcare facilities and associated physicians is limited to those uses, which are consistent with the mission and goals of OneNet, as described Duncan Public Library Policy Manual 41 in paragraph 3 of this section. Service sharing with or reselling to individual physicians' offices is prohibited. Such arrangements are acceptable under the following conditions: a) the sponsoring OneNet client must sign the Client Agreement with OneNet and process a purchase order for the service, b) the sponsoring client must accept responsibility to ensure the connection is not abused by the private or "for-profit" entity, but rather is used exclusively for telemedicine, and c) the sponsoring OneNet client will be held responsible for payment for the service.

Unacceptable uses of OneNet:

- It is not acceptable to use OneNet for commercial activities that are inconsistent with the mission and goals of OneNet or of the OneNet client. Activities recognized by the State Regents as economic development initiatives are permissible uses of OneNet.

- It is not acceptable to use OneNet for illegal purposes. Use of OneNet must be consistent with all applicable federal, state and local laws. Transmission of any material in violation of federal, state, local law or regulation is prohibited. This includes, but is not limited to: Copyrighted material, libelous or defamatory material, material protected by some right of privacy or publicity or material protected by trade secret.
- It is not acceptable to use OneNet to willfully transmit threatening, obscene or harassing materials or to knowingly cause such materials to be transmitted.
- It is not acceptable to use OneNet so as to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, and use of the network to make unauthorized entry to any other machine accessible via the network.
- It is not acceptable to use OneNet to post a single article or advertisement to more than ten (10) Usenet or other newsgroups, forums, e-mail mailing lists or other similar groups or lists; post to any Usenet or other newsgroup, forum, e-mail mailing list or other similar group or list articles that are off-topic according to the charter or other owner-published FAQ or description of the group or list; or send unsolicited mass e-mails to more than twenty-five (25) e-mail users if such unsolicited e-mails provoke complaints from recipients.
- It is assumed that information and resources available through OneNet are private to those individuals and organizations that own or hold rights to those resources and information and, unless specifically stated otherwise, by the owners or holders of rights. It is, therefore, not acceptable for an individual to use OneNet to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources and information.
- Early termination policy:
- All OneNet circuits are contracted for one year in advance. Therefore, if service is disconnected prior to the expiration of that contract term, OneNet will bill for the balance of that contract period.
- Linking policy:
- Links from OneNet's Web page to other sites are provided for convenience of the site user or visitor. OneNet has no control over such sites and resources.
- OneNet is not responsible for the availability of such external sites and resources; does not endorse, recommend or certify and is not responsible or liable for any content, advertising, products or other materials on or available from such sites or resources. OneNet shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such site or resource.
- Copyright, trademark or other applicable federal or state laws may protect sites that are linked to OneNet's Web site. A link from OneNet's Web site does not preclude enforcement of those laws by the other site owner should a violation of law occur with respect to use of material on that site. Further, the existence of a link on a OneNet site does not operate as an indemnification of user misuse of the information contained on that site.
- OneNet's logo, is a registered mark. Use of the OneNet domain name and graphic banner for purposes other than linking to http://www.OneNet.net is expressly forbidden. The State

Regents retains and reserves all rights in and to its trade names, trademarks and logo, copyrights and all other intellectual property with respect to the domain name and graphic banner.

Source: http://www.onenet.net/clientservices/category1/sub3/acceptableuse.htm