

LITERACY

TECHNOLOGY

COMMUNITY



ONEONTA PUBLIC
Library

POLICY MANUAL

Director

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Institutional Statements

Oneonta Public Library

Vision Statement

The Oneonta Public Library exists to promote the free exchange of ideas, to provide opportunity for lifelong learning, and to be an essential public institution serving both individual and community needs.

Mission Statement

The mission of Oneonta Public Library is to meet the informational, educational, cultural, and recreational needs of all citizens of Oneonta and Blount County by providing current, reliable, and relevant information, services, and programs. Oneonta Public Library, as a department of the City of Oneonta, supports the mission of the City of Oneonta.

Values Statement

Oneonta Public Library believes:

- That a free public library is essential to the public good;
- That all library users have the right to privacy, confidentiality, and intellectual freedom; and
- That all library users are entitled to the highest level of service, in a friendly, welcoming environment.

City of Oneonta

Mission Statement

Every organization has a philosophy either written or unwritten. Since its organization, the guiding principle for the City of Oneonta has been to achieve success by deserving it; to protect its citizens and their families and to serve them faithfully, adequately, honestly and economically.

Purpose as a city organization

That service is our best policy for our citizens.

To ensure that our employees have an opportunity for a rewarding career.

For the Mayor and Council to serve and contribute to the welfare of our citizens.

We believe:

- That through the quality of service we are providing our citizens and their loved ones the best possible environment in which to live.
- To always act as professionals in our endeavor.
- We should always be proud of ourselves and our city.
- That we should always have a positive attitude.

- That we should be happy in our careers and enjoy each day to the fullest.
- That we should have the desire to succeed and pay the price through study, skill development and practice good habits.
- That we should promote the growth of the city each day.

We also think that it is a two-way street. The obligation of the Mayor and Council to the employee and the obligation of the employee to the citizens. I feel that the Mayor and Council have an obligation to the employee to provide the facility, training, tools, direction and supervision in all areas of the job.

Employee obligation is to follow all city rules and directions given by department heads. Be cooperative toward the city and other employees. Maintain at all times personal conduct and appearance as one who is a city employee. To fill the needs of the citizens of the City of Oneonta.

Darryl Ray, Mayor

Government of Oneonta Public Library

Governing

Oneonta Public Library is governed by the Oneonta Public Library Board of Trustees consisting of five trustees whose appointment must be approved by the Oneonta City Council. The rules governing the Board are set forth in their By-Laws.

Relation to City of Oneonta

The Oneonta Public Library is a department of the City of Oneonta. Library personnel whose salaries are paid by the City come under the City Personnel Policies.

Funding

Funding to the library comes from Alabama Public Library Service, the City of Oneonta, and the Blount County Commission.

Responsibility

The Board is responsible for general policy setting, long range planning, and overseeing expenditures. The Director, who is appointed by the Board and approved by the City Council, is responsible for the day-to-day operations of the facility in all its aspects. This includes personnel, materials selection, public relations, budget preparation and allocation, and operational details.

By-Laws of the Oneonta Public Library Board of Trustees

Article I

A. The name of this organization is Oneonta City Public Library Board of Trustees, hereafter referred to as "Board".

B. The Oneonta City Public Library is affiliated with the Alabama Public Library Service.

C. The Board shall consist of 5 (five) members.

D. Each Board member's term of office shall be 4 (four) years. Per policy from the City of Oneonta, a member may serve two terms before being required to sit out a term.

E. Board members shall be appointed by a majority vote of the Oneonta City Council, with consideration given to recommendations of the existing Board.

F. Board vacancies shall be filled in the manner by which Board members are regularly named and are filled for the remainder of the unexpired term. If the remainder of the term is more than 2 years, this will count as serving a full term.

G. A Board member can be removed only by a majority vote of the appointing authority (the Oneonta City Council) and only upon a showing of good cause.

H. Board members serve without compensation, except that necessary traveling and subsistence expenses may be paid from the public library fund.

Article II: Meetings

A. Regular Meetings:

1. The regular meeting of the Board shall be held at the Oneonta City Public Library at least 4 (four) times a year.

2. Notice of all regular meetings shall be sent by the Secretary of the Board, with the help of the Library Staff, at least 5 (five) days before the meeting.

B. Annual Meetings:

The annual meeting of the Board shall be held at the time of the regular meeting each August or September, at which time officers shall be elected and annual budget presented.

C. Special Meetings:

1. Special meetings may be held at any time when called by the Chair, or at the request of at least 3 (three) Board members.

2. All Board members must be notified at least 12 (twelve) hours in advance of a special meeting.

3. The only items that may be considered at a special meeting are those which are on the announced agenda.

D. A quorum of the Board shall consist of at least 3 (three) Board members.

E. To the extent applicable, Robert's Rules of order, latest revision, shall govern the proceedings of the Board.

Article III: Officers

A. Officers of the Board shall be: Chair, Vice-Chair, Secretary, and Treasurer.

B. Officers shall be elected at each annual meeting.

C. Each officer's term shall be 1 (one) year, beginning October 1 and ending September 31.

D. Officers may be re-elected.

Duties and Responsibilities of Officers

Chair:

1. Preside at all meetings.
2. Appoint all committees.
3. Serve as an ex-officio member of all committees.
4. Authorize calls for special meetings.
5. Generally, perform the duties of a presiding officer.

Vice-Chair:

1. Preside at Board meetings in the absence of the Chair.
2. Generally, assist the Chair.

Secretary:

1. Keep accurate minutes of all Board meetings.
2. Issue notices of all regular meetings.
3. When authorized by the Chair, issue notices of all special meetings.
4. Maintain custody of the minutes and of other records of the Board.
5. Maintain an attendance record of Board meeting attendees.

Treasurer:

1. Sign checks.
2. Manage Board finances, under guidance of the Chair.

Article IV: Committees

Special committees may be authorized and appointed by the Chair for special, limited purposes, and shall serve only until completion of their assignment.

Article V: Library Staff

A. The Librarian shall be considered to be the executive officer of the Board. Under the direction and review of the Board, the Librarian is entrusted with the administration of Oneonta City Public Library.

B. The Librarian shall attend all regular Board meetings except those which their appointment or salary is to be discussed or decided, or at the special request of the Board.

C. The Librarian shall be responsible for:

1. Proper maintenance and upkeep of the library building and equipment.
2. Direction of the library staff.
3. Maximization of the efficiency of the library's service to the public.
4. Overseeing the operation of the library as set forth in the annual budget.
5. Selection of books or other materials in accordance with the standards set forth in Board Policies.
6. Following operational provisions and procedures agreed upon for their guidance and protection as recorded in the minutes of meetings of the Board.

D. Such other personnel as may be required for the rendering of library services will be selected by the librarian, subject to approval and confirmation of the Board.

E. Expenses incurred by authorized library personnel while on library business (including but not restricted to expense of travel, registration, meals, and lodging) shall be reimbursed. Proper documentation of expenses is required.

F. Provisions for library personnel vacations, leaves of absence, salaries, payment of substitute personnel and related situations shall be determined in accordance with Oneonta City Personnel Policies.

G. Applicants for positions of librarian are not eligible if related to any Board member as a parent, child, sister, brother, or spouse.

Article VI: Adoption or Amendment of By-Laws

Amendments to these by-laws or to any policy documents of the Board may be adopted by a majority vote of Board members in attendance at a regular meeting subsequent to notification of the proposed change.

Article VII: Date of Adoption

These by-laws, adopted on this 1st day of December, 1989, are hereby in effect, superseding all previous by-laws that governed this Board.

Revision: 11/95 Revision: 10/01 Revision: 04/02 Revision: 10/21 Revision: 09/22

Amendments

AMENDMENT I

Three consecutive absences without notification shall be cause for recommendation to the City Council for dismissal from the Board. **(Adopted 3/13/91)**

AMENDMENT II

No more than two Board members' terms shall expire in the same year. **(Adopted 10/6/92)**

Patron Registration Policy

Amended December 5, 2017

Oneonta Public Library will serve all residents of Blount County, persons working in Blount County and others from the surrounding area who are frequently in our county.

1. A patron will be asked to complete a membership application form. A staff member must witness the signature on the application form. If any changes are made in this information, the library must be notified. Proof of Identification consists of a picture ID and one other form of proof of current mailing address. Proof of mailing address may include any item received through the mail (bill, magazine subscription, check book) or an electronic version of utility bills (power, water, gas).
2. A parent or guardian's signature will be required for persons age 17 and under who apply for a library card, and parent or guardian's account must be linked to the account for any minor ages 17 and under.
3. Cards will be classified as inactive if not used within a 2-year period. Cards will expire every 3 years. Cards not used within a 5-year period will be purged from our records. Records of patrons with outstanding fines and/or materials not returned will be kept on record.
4. Each person will be responsible for materials checked out on that individual borrower's card. If a card is lost or stolen, it must be reported immediately.
5. A replacement library card will be required at a cost of \$3.00 if the card is lost.
6. To check out materials, a patron must provide a valid library card, a valid driver's license, or their picture must match the photo on file in the system.
7. Library materials will not be checked out if patron fines/fees exceed \$10.
8. The Librarian may deny service to any person for failure to return borrowed items or refusal to pay fines, for destruction of library property, or for objectionable conduct in the library.
9. All circulation records and registration information are confidential and will be surrendered only by a court order. *

*See Privacy of Patron Records Policy

Privacy of Patron Records Policy

Purpose

The purpose of this policy is to ensure confidentiality of borrower information in the Oneonta Public Library and to provide library users with information on the state and federal laws which protect their privacy or make access to their private library records available.

Confidentiality

The information that Oneonta Public Library requires a person to provide in order for that person to become eligible to borrow books and other materials, as well as information identifying the individual borrowing particular books or materials, are "confidential" in nature. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public. This restriction shall include the press and any agency of State, Federal or local government. The release of statistical information is permitted provided no individual is identified in the information released.

Procedure for Access

Library staff shall observe the following procedures:

On receipt of any legal process, order or subpoena, the Library staff member in charge will immediately consult with the Library Director or President of the Board of Trustees. All requests shall be referred to the Library Director for appropriate disposition. The Library Director will consult with the City Attorney to consider appropriate action. Until the legality of such process, order or subpoena has been affirmatively shown to the satisfaction of the City Attorney, the Library will resist its issuance or enforcement until any such defect has been cured.

See:

[Code of Alabama, 1975, Title 41-8-10](#)

[USA PATRIOT Act](#)

By including information about the USA Patriot Act in its policy, the Oneonta Public Library Board and Oneonta Public Library neither endorses nor condones the USA Patriot Act. It is made available simply as a matter of public notification.

Circulation Policy

Amended: December 5, 2017

Circulation

To check out materials, a patron must provide a valid library card, a valid driver's license, or their picture must match the photo on file in the system.

Two items may be checked out the first time. After the first two items have been returned, a limit of 15 items may be checked out on a card, which may include up to four (4) [eight (8) per family] DVDs or BluRays and up to four (4) audio books. DVDs and BluRays must be checked out by someone 16 years or older. Library cards held by children or teens younger than 16 years of age may not be used to check out DVDs, BluRays, or audio books.

A limit of books may be placed on certain subject areas, especially if in high demand.

Books are checked out for a two-week period and may be renewed if no reserves or requests are on the item. A book may not be renewed more than twice. Books with a classification of Reserve (Standing Order materials) check out for two weeks and CANNOT be renewed. Audio books are checked out for a two-week period and may be renewed once. Videos and DVDs are checked out for a one-week period and may NOT be renewed. Due to the high demand of DVDs and BluRays, new DVDs will take on a Reserve designation for two (2) months. DVDs and BluRays with a Reserve designation will be checked out for a three-day (3) period and CANNOT be renewed. The fine for Reserve DVDs and BluRays will be increased to \$1.00 per day. There will be a limit of two (2) Reserve DVDs and BluRays per eligible card holder and four (4) per family.

Books and audio books may be renewed by phone or online through our online catalog. The patron's bar code number and the bar code of the item(s) to be renewed must be given.

A limit of 5 items may be placed on request at any one time. A limit of two (2) DVDs or BluRays may be placed on request at any one time and count against the limit of five (5) items.

Special Items

There will be a deposit of \$20 required for checkout of any GED, ACT, SAT, and similar study guides. These items will be clearly marked: "\$20 Deposit Required for Check-out". These items may be renewed two times, no longer. When the item is marked lost at 28 days past due the amount will be deposited in the library's account and the patron will be placed on probation. Books will be checked thoroughly upon return. If the item is returned in good condition and contains no markings, the deposit money will be refunded, minus any fines accrued on the item.

Overdues, Fines, Charges

Library materials will not be checked out if patron fines/fees exceed \$10.

Patrons with overdue fines and/or lost or overdue books may not be allowed to borrow library materials.

Items placed in Book Drop after the close of the day will be considered returned on the next business day.

Late Charges:

Books: \$.15 per day up to \$5

Reserve Books: \$.50 per day up to \$10

Audio Books: \$.50 per day up to \$10

DVDs/BluRay: \$.50 per day up to \$10

Reserve DVDs/BluRay: \$1.00 per day up to \$10

Damaged or Lost Material

Patrons having lost or damaged books and/or library materials shall be charged the current retail replacement price plus a \$5.00 library processing fee.

Broken DVD/Blu-Ray cases: \$2 **Torn page:** \$1 **Barcode:** \$2

Missing DVD/Blu-Ray cases: \$5 **Book covers:** \$2 **Security Tag:** \$1

Audio CD/per disc: \$10* **Audio cases:** \$2.50 **Rebinding Fee:** \$12

** (if replacement of single disc is possible)*

Overdue notices will begin after materials are one week late.

Patrons with items 21 days overdue will receive a phone call.

A final overdue notice (bill) will be sent after materials are 28 days late.

Materials will be classified as lost after they are 28 days late.

Materials Recovery

The Library may employ an outside recovery firm or collection agency to recover library materials that have not been returned within a reasonable period of time. Costs associated with such recovery will be passed on to the borrower.

***See Appendix for Circulation Procedures Form*

Computer Use/Internet Policy

Oneonta Public Library is dedicated to providing the community with a wide variety of information on all topics. In keeping with the mission and vision of the Library, free limited use of the Internet is available to all library users, upon signature of the "Acceptable Internet Use Policy" agreement.

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal.

Library employees may provide basic introductory training concerning Internet or personal computer use as time permits but **do not provide in-depth Internet assistance**. Staff can locate books and other library resources dealing with computer-related topics and can provide referrals to area computer classes.

Filtering

The library offers controlled access to the internet. Commercially available filtering software has been installed on all computers with the intent of preventing access to visual materials of an obscene or sexually explicit nature. Adults use the internet at their own discretion, and the library has no control over and is not responsible for the content on the internet. Not all sites provide accurate, complete, or current information. Some internet sites provide information that a user might find controversial or inappropriate. We encourage our patrons to be sensitive to the fact that they are in a public setting.

Users 18 and over are allowed access to social networking sites such as Facebook, Twitter, LinkedIn, etc. with the understanding that according to Federal requirements the Library must maintain filtering software in accordance with the Child Protection Act. All patrons have the opportunity to read the Library's Internet Policy and agree to its terms and conditions when signing the patron application, or, in the case of a minor child the parent or guardian agrees. Patrons under the age of 18 must have a parent or guardian sign as the responsible party. Access to social networking sites is granted by a request to librarians at the circulation desk. Children age 12 and under must have a parent or guardian present while using computers.

The library cannot guarantee the effectiveness of the software in use, nor can the library be responsible for any failure on the part of the software to filter offensive or inappropriate materials. The library is also not responsible for the inadvertent restriction of access to desirable, necessary, or appropriate information that may result from use of the filtering software. With or without filtering software, children who use the internet without parental guidance may encounter material that is beyond their maturity level

or otherwise unsuitable. We strongly urge parents to discuss the use of the internet with their children, to determine its most appropriate use.

As with other library materials, restriction of a child's access to the internet is the responsibility of the parent/legal guardian. Parents or guardians, not the library or its staff, are responsible for the internet information selected and/or accessed by their child/children.

Computer Use

Internet access will not be used for illegal activity, to access illegal materials, to access sexually explicit materials.

Library staff may limit use of computer equipment which has been purchased from grant funds, according to the terms or intent of the grant agreement.

Installation, downloading, or modification of software is prohibited.

Users will respect copyright laws and licensing agreements.

Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.

Prompt payment is required by users who incur charges for printing or other authorized fees.

Terminals will not be "reserved."

Access session length can be limited by the Librarian in Charge. Such limitations will be dependent on facility-specific demand in order to provide access for the majority of users. Users must end their session and leave the terminal when asked to do so by authorized library staff.

Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.

By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or Library staff.

Computer Use Termination

When a library employee observes that a user has failed to comply with the Library Internet policy, they are authorized to terminate that user's access session or to prohibit that user from future sessions for up to two weeks from the date of informing the user of that action. After a meeting with the Library Director, the customer may be permanently barred from Internet access from the library.

Internet users whose access session has been terminated or prohibited will be given information concerning the process to protest the action and/or request that Internet access privileges be reinstated.

- First inappropriate behavior incident shall result in termination of the session and formal warning. Note is placed in user's personal library account.
- Second inappropriate behavior incident shall result in termination of the session and prohibition of access to library computers for two weeks. This incident will be noted in user's personal library account. The patron must make an appointment with the Library Director to request a hearing to reinstate computer privileges.
- This meeting will determine whether access to the Internet will be reinstated or permanently denied.

Social Media Policy

Oneonta Public Library utilizes various social media applications to keep the public informed about library events and topics. This also allows patrons to interact with library staff and other patrons to share information and opinions about library related subjects or issues. The library's social media sites are maintained and monitored by designated library staff.

Approval Process

Comments, reviews, and postings from the public are allowed but will be reviewed by library staff for content. Appropriate comments and postings must be relevant to the topic posted by library staff. Reviews of the library and its services is allowed but must refrain from using inappropriate content set forth below. Library staff reserves the right to review all comments, reviews, and postings and delete inappropriate content.

Appropriate Use

Inappropriate content includes (but is not limited to):

- Obscene, sexist, or racist content
- Harassing library staff or other social media users
- Libelous and slanderous statements
- Plagiarizing or posting copy-righted material without permission or authority
- Private, personal information of another person with appropriate consent or authority
- Comments, postings, and/or hyperlinks not related to the topic of the posting
- Commercial promotion, advertisement, or spam
- Photos or other images that fall in any of the above categories
- Social media users posting inappropriate content as listed above could result in the user being banned from the library's social media sites. Any user banned from the social media site can schedule a meeting with the library director to discuss lifting the ban.

Oneonta Public Library is not responsible or liable for content posted by any subscriber or user of its social media sites.

Professional Use

All library related communication through social media outlets should remain professional in nature. Personnel must not use the library's social media sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Personnel should be mindful that inappropriate usage of social media can be grounds for disciplinary action.

Library social media sites should make clear that they are representative of the library. Whenever possible, social media sites should link back to the official library website for information necessary to conduct business with the library such as forms, documents, and online services. A copy of the URL and passwords will be given to the Director.

Branding

Library social media sites shall be branded, as practical, in order to communicate a clear association with the library. Clear association includes, but is not limited to, the display of the logo, library contact information, and a hyperlink to the library's official website <http://www.oneontapubliclibrary.org>.

Content of Posts and Comments

Personnel using social media to communicate on behalf of the library should be mindful that any statements made are on the behalf of the library; therefore, personnel should use discretion before posting or commenting. Once these comments or posts are made, they can be seen by anyone and may not be able to be taken back. Consequently, communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. Personnel should always consider whether it is appropriate to post an opinion, commit oneself or the library to a course of action, or discuss areas outside of one's expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the library as improper posting and use of social media tools can result in disciplinary action.

Posts and Comments as Public Records

Like email, communication via library social media websites is a public record. This means that both the posts of the site administrator and any feedback by other employees or non-employees, including citizens, will become part of the public record.

Security

Be mindful of how to best prevent fraud or unauthorized access to the social media site. In almost every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. In order to minimize the possibility of a security breach, personnel must ensure that they are aware of which information to share, with who they can share it, and what not to share.

Breach of Policy

Failure to comply with this policy may result in disciplinary action. This disciplinary action may involve a verbal or written warning, or in serious cases, termination of employment.

Interlibrary Loan Policy

Interlibrary loan (ILL) is a process through which library material, or a copy of the material, is made available by one library to another upon request. If the Oneonta Public Library does not have the material that a user needs within its collection, library staff can attempt to borrow it from another library via the ILL system.

Eligibility

Interlibrary loan service is available to any library user in good standing (i.e., card is not blocked for fines, overdue materials, or incorrect address) that has been issued a current Oneonta Public Library patron's card.

Requests

An interlibrary borrowing request is initiated by submitting a completed ILL request form to the Circulation Service Desk. Requests will also be accepted by telephone from any Oneonta Public Library cardholder in good standing. When requesting an item for interlibrary loan, the following information will assist library staff in locating and requesting the item: exact title of the item, author or editor's full name, publisher, and date of publication.

Request Restrictions

Material Types

Some types of materials are not available for lending by other libraries and, consequently, the following will not be requested on interlibrary loan: audio-visual materials (videos, and sound recordings); reference material (e.g. directories, encyclopedia sets, indexes, standard library reference tools); bound volumes or individual issues of magazines and newspapers; software; rare, archival, manuscript or fragile items; popular books published within the last year; and books currently in the collection of the Oneonta Public Library which are not listed as lost or missing.

Number of Requests Accepted

A library user may have up to three (3) outstanding interlibrary loan transactions at any one time. This includes requests that are pending, as well as, materials that the user currently has borrowed through interlibrary loan.

Copyright Compliance

The Oneonta Public Library complies with Federal copyright law and CONTU (Commission on New Technological Uses of Copyrighted Works) guidelines that established the following guidelines for copying for interlibrary loan:

- Requests for photocopies must include the copyright warning and the library user must acknowledge awareness of the copyright warning.
- The Library may request only a total of five (5) articles a year from the last five years of a specific magazine.
- The Library may request only one (1) article a year from any one issue of a magazine.

ILL

Loan Period

The library lending the material sets the due date. Typically, interlibrary loan materials will be loaned to patrons for a two-week period.

Renewals

Library users are encouraged to return materials at the end of the loan period so that materials are not absent from the lending library for an unreasonable length of time. Renewals are only permitted if the lending library allows such an extension. Requests to renew an item must be submitted two days in advance of the due date for the item. Materials received through interlibrary loan may not be renewed or requested again for at least six months.

Borrowing Fees and Fines

Postage

A fee of \$5.00 per item to cover the cost of postage from and to the lending library will be charged to the patron after Inter-Library Loan borrowing five items in a calendar year.

Agreement to Accept Charges from Lending Libraries

The Oneonta Public Library will make every effort to request materials from those libraries who do not charge for lending their materials. Many libraries, however, are now charging for lending materials from their collections. Library users are responsible for any charges applied by the lending library including photocopy charges, overdue fines, or fees for damaged or lost materials. Library staff will make every effort to notify the library user of any fees that will be assessed by the lending library. If lending charges are not paid at the time the material is picked up, they will be attached to the user's circulation record and handled in the same manner as fines and other charges.

Overdue Fines and Charges for Damaged or Lost Materials

A \$.15 per day per item overdue fine (up to a maximum of \$5.00 per item) will be assessed for interlibrary loan materials that are returned past their due date. The library user also is responsible for any charges assessed by the lending library for damage to or loss of an interlibrary loan item. The patron will be supplied a copy of the statement from the lending library.

Failure to Pick Up ILL Materials

Library users who request an item via interlibrary loan and fail to pick it up upon notification by a library staff member will be assessed a fee of \$3.00 for each unclaimed item, in addition to any fees or charges assessed by the lending library.

ILL Lending

Lending Charges

There will be no charge to lend materials from Oneonta Public Library's collection to other libraries nor will charges be assessed for overdue items. If an item is not returned by the borrowing library to the Oneonta Public Library, the borrowing library is responsible for the replacement cost of the item.

Loan Period

Oneonta Public Library materials will be loaned to other libraries for three weeks with no renewals.

Format of Requests That Will Be Accepted

In order to facilitate processing of interlibrary loan requests, the Library will only accept requests submitted through the OCLC computer-based system. An exception will be made for interlibrary loan requests sent to Oneonta Public Library from libraries located within Alabama. In those instances, requests will be accepted by fax, as well as, through OCLC.

Materials That Will Be Loaned to Requesting Libraries

Oneonta Public Library will lend photocopies of periodical articles or pages from books in accordance with federal copyright law. In order to insure that local Oneonta Public Library users have access to the latest materials, the following items will not be loaned via interlibrary loan: popular books published within the last year; books with long reserve lists; items designated as "high demand"; audio-visual materials (videos and sound recordings); software; reference material (e.g. directories, encyclopedia sets, indexes, standard library reference tools); bound or current issues of magazines and newspapers; and rare, archival, manuscript, or fragile items.

Unreturned Materials Policy

The Oneonta Public Library is dedicated to providing the community with a wide variety of library materials. The library's patrons will benefit from a policy which encourages all patrons to return library materials in accordance with the rules of the library. Accordingly, the Oneonta Public Library will follow timely and regular procedures to recover as many unreturned materials as possible. These procedures will help mitigate the financial impact of long overdue and never returned materials, as well as the cumulative effect of maintaining, in the computer catalog, items which have been lost or are missing.

The current loan policy for the Oneonta Public Library provides the following:

- Audios – Two weeks (subject to renewal pursuant to the library's circulation policy)
- Books – Two weeks (subject to renewal pursuant to the library's circulation policy)
- DVD and BluRay – One week
- Reserve DVD/BluRay – Three (3) days

Items not returned within the prescribed period of time will be subject to fines and costs in conjunction with the unreturned materials policy set forth below.

Any patron with unreturned library materials will be subject to the following procedure:

- After any library material is two weeks overdue, the Oneonta Public Library will contact the patron (or the patron's parent or guardian, if under age 18) via phone call or email, giving the patron a scheduled date to pay for or return overdue materials.
- After any library material is four weeks overdue, the Oneonta Public Library will make a telephone call to the patron reminding him or her of the overdue materials, and a letter will be sent from either the Oneonta Public Library or the city attorney, sent certified mail, restricted delivery, to the address provided by the patron on his or her application for a library card, advising the patron of collection efforts or criminal prosecution for the theft of library materials.
- The Oneonta Public Library shall have the option of civil action against the patron in order to recover the unreturned items, plus costs, or to receive payment for the unreturned items, plus costs, or direct the city attorney to commence criminal prosecution for theft of library materials, pursuant to the Oneonta Municipal Code.
- Suspension of library privileges.

Safety Procedures and Policy

No person shall engage in inappropriate conduct on the premises of the Oneonta Public Library or when participating in Library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other person's lawfully using Library premises or otherwise inconsistent with activities such as reading, studying, proper use of library materials, and other similar conduct normally associated with a public library.

Support of Staff Members Actions

Library staff acting on their best judgment in confronting a person will be supported by their supervisor, the person in charge, and the Library director. Any staff member who observes or receives complaints of inappropriate behavior may:

- Handle the problem directly with the patron. Staff should use their judgment as to whether the situation requires assistance from another staff member.
- Immediately telephone the police if the situation is of a severe / violent or emergency medical situation.
- Contact the supervisor in charge if the situation is of a nature that staff member chooses not to confront patron.
- At any time, contact police if the patron is not responding to staff requests to conform to the Library Rules.

In all cases the Library Director should be notified as soon as possible when the staff member confronts a library user who violates the Library rules. The Director will be responsible for notifying the Library Board of Trustees if necessary.

Incident Reports

Incident reports must be filed in all cases when it is necessary to call for outside help and in other situations in which the Director and staff should be informed because of possible repercussions. A log of incident reports, patrons banned, and problem patrons will be available for staff and police to review in cases of repeat offenders. A calendar will be used to keep track of dates of offenses and the time period a patron is banned.

In addition to written reports, staff members are encouraged to talk through upsetting incidents to share their knowledge of possible problems with other staff who might be involved.

Inappropriate Conduct

Minor Offenses

The following shall be deemed "inappropriate" and considered to be minor offenses:

Sleeping; excessive and disruptive conversations; eating or drinking in a public area of the library; monopolizing unreasonable numbers of library materials at any given time; unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity; violating Internet and computer policies ; excessive staring at patrons or staff; preventing staff from normal, reasonable, clean-up, re-shelving activities, especially 10 minutes before closing; being in a state of intoxication; smoking; bringing any animal into the library, except working animals which assist the disabled; other activities (not listed as Major Offenses) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

Process for dealing with Minor Offenses are:

- 1 warning for first infraction of any offense.
- Second infraction within 30 days results in removal from the Library premise for 1 day. Parents of children under 17 will be notified in writing when their child commits a second infraction and has been removed from the library.
- Third infraction within 60 days or continuous repeat infractions may result in banning from the Library premises for not less than 2 weeks or more than 6 months.

Major Offenses

Any persons violating the following rules will be immediately removed from the building. The patron may be banned from any further Library use at the discretion of the Library Director, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies and other relevant circumstances.

Stealing, defacing, or damaging library property; abusive, indecent, profane, or drunken conversation and/or behavior; committing any crime, misdemeanor, or violation of a municipal ordinance, not covered under MINOR OFFENSES, on the premises of the library; knowingly entering non-public areas of library.

After staff consultation regarding repeat or major behavioral problems and determination that the person should be banned:

- Supervisor in charge will make a recommendation to the Director detailing the reasons for the proposed banning;
- Director will consult with supervisor and provide written decision;

- The written decision shall set forth the period during which the patron shall be banned from the library and shall specify the reasons for the determination. The patron may be banned for a period from 2 weeks to 6 months at the discretion of the Library Director – depending on the nature and the seriousness of the offense which required removal and/or the extent of damage or disruption caused – any history of prior infractions of library policies and other relevant circumstances.
- The patron and all staff will be notified in writing of the reasons for and length of the banning. A copy will also be sent to the police and to the Library Chair.
- The Director may review or reconsider the decision upon written request of the patron and may shorten or terminate the banning period if information submitted by the patron warrants such modification. The Director will respond in writing and notify the individual of the appeals process.

Repeat Offenders

Any person who enters or remains on library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on the library premises during the period in which he or she has been banned from the library, will be subject to arrest and prosecution for trespassing.

After the banning period has elapsed, the patron may re-apply for readmission through administrative channels. He or she will need to be prepared to show evidence that the offending behavior will not re-occur. In the absence of valid documentation (from a social worker, doctor, or police) application may be denied.

In the event that a person is granted readmission and then exhibits any of the behaviors described earlier, they will be denied access with no further possibility of reinstatement.

Unattended Minors

Children six years of age and under must be closely accompanied at all times by an older responsible person. The child's parent will be contacted if the child is left unattended. The library reserves the right to turn over to the proper authorities minors (under age 17) left unattended for extended periods of time or left after library hours.

Inappropriate Use of Children's Services

If an adult in Children's Services is not involved in appropriate use of children's library materials and is observed by staff to be spending an unnecessary and unusual amount of time in Children's Services, such person shall be asked to use other areas of the library. If the person does not comply or repeats, consequences will follow those under "TREATMENT OF MAJOR OFFENSES/ INAPPROPRIATE BEHAVIOR."

Inappropriate Personal Hygiene

Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building. When the problem is corrected, patrons may re-enter the library.

Theft and Vandalism / Illegal Activities

The police will be called when a patron attempts to steal or maliciously destroy library and/or personal property (belonging to staff and/or patrons). The library will prosecute anyone who steals or maliciously destroys library property. When other illegal activities (e.g., indecent exposure) are committed by a patron, the library will prosecute.

Emergency Action Plan

Emergency Situations

An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to Oneonta Public Library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Call the police immediately if such behavior should occur.

Emergency Medical Situations

If the person is conscious, offer help and try to get identification. Remain calm, supportive, sympathetic, and see that the person is comfortable. Keep other people away. Call 911 and meet rescue squad to direct them to accident. A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.

Inclement Weather

In case of inclement weather, such as tornadoes, or hurricanes, staff will alert public and direct them to the back hallway. The Circulation desk will close. In case of unattended children, staff assumes "loco parentis," and directs them to shelter. Any patron not wishing to follow safety procedures must leave the Library.

Fire

Staff will follow fire safety procedures. In case of false alarm, all patrons and Library staff will exit the building and remain outside until the facility is deemed safe to enter by Fire Department personnel. Repeated false activation of the fire alarm will result in the patron's suspension of Library access.

Specifics for **Oneonta Public Library Safety & Disaster Response Plan and **City of Oneonta Severe Weather Plan** are available in other documents on Library grounds.*

Safe-Child Policy

Children age six and under must be accompanied by a responsible adult (age 18 or older) at ALL times while in the library AND on the grounds. The library cannot assume responsibility for the safety of young children.

Children ages seven through ten must have a responsible adult present inside the library AND on the grounds. All patrons will be expected to display appropriate behavior, conducive to maintaining a safe and peaceful atmosphere while in the building.

Sickness

Children too sick to attend school or day care are too sick to attend the library. Staff will ask patrons to leave if adults or children exhibit symptoms of flu or other illness.

PARENTS AND CAREGIVERS, NOT LIBRARY STAFF, ARE RESPONSIBLE FOR THE ACTIONS AND SAFETY OF CHILDREN VISITING THE LIBRARY.

Cell Phone & Device Policy

Usage

A. Cell phones and other communication devices must be:

1. Silenced in the Library
2. Utilized in a manner that does not disturb others
3. Set at a volume that does not disturb others

B. Someone utilizing an audio device should:

1. Utilize headphones
2. Set volume that does not disturb others.

Collection Development Policy

It is the mission of this policy statement to provide a general set of guidelines for the development and maintenance of the materials collections offered by Oneonta Public Library.

Materials Selection

Materials are selected by trained staff in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space.

The final responsibility for selection is granted by the Oneonta Public Library Board of Trustees to the Library Director, who considers the reviews in professional journals such as Library Journal, School Library Journal, Booklist, and Publisher's Weekly as well as patron and staff requests via completion of a "Recommendation of Material for Purchase" form, during the selection process.

Collection Objectives

The permanent book collection should reflect a broad fiction selection of classics, as well as, standard and popular items, and basic non-fiction titles covering a wide range of subject areas for the researcher and the recreational reader. If determined necessary by the Library Director and/or Board of Trustees, specialized collections may be developed to meet specific research, information, or recreational needs of the community.

Materials are selected and retained on the basis of their content. Oneonta Public Library collections represent diverse points of view. The library collections, as much as possible, reflect the community and its diversity of interests, perspectives, and backgrounds. The Library also seeks to bring awareness of those cultures, traditions, and ideas not represented in the local community. The selection principles promote the [American Library Association's Library Bill of Rights](#), [Freedom to Read Act](#), [Freedom to View Act](#), and [Intellectual Freedom Statement](#) and [ALA Guidelines for Access to Electronic Information](#). (Can be provided by Library Director).

General Criteria for the Selection of Library Materials (In selecting materials for the library collections, the Director and Staff use the following criteria):

- Appropriateness to library's mission and service roles
- Relationship to existing collection and other titles available

- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's needs and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy, and accessibility of presentation
- Currency of information
- Reputation of author, publisher, or issuing body
- Attention and response of critics, reviewers, and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendations lists, indexes

Fiction

The collection focuses on twenty and twenty-first century literature including classics and standard titles, diverse genres, and special interests. There is no single standard for inclusion in the fiction collection. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre.

Patron requests for fiction are purchased whenever possible. Genre fictions such as mysteries, romances, espionage, horror, thrillers, science fiction, fantasy and westerns are purchased in proportion to demand and use statistics. Efforts are made to complete series, to purchase award winning titles, and to represent local authors, publishers and subject matter.

Non-Fiction

The non-fiction collection emphasizes timely, accurate, and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Resources are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. As a new field of knowledge emerges, the library responds with timely additions.

Oneonta Public Library emphasizes non-scholarly materials. For more in-depth research, patrons are directed to use the Alabama Virtual Library and other available search engines. Some priority areas for Oneonta Public Library include; computer books, general religion, job-search and resumes, personal finance, law for lay persons, test study materials, home repair, crafts, holidays, pets, gardening, health, cookbooks, popular biographies, travel and books on contemporary issues.

Reference

Reference materials are for in house use. They provide quick, concise and up-to-date information.

Additional selection criteria for Reference Materials:

- Ease of use
- Format
- Authoritativeness
- Frequency of use
- Scope and depth of coverage
- Demands on subject areas which circulating collection cannot meet

Electronic Resources

Oneonta Public Library makes access to global electronic resources available to all library patrons. The Library recognizes that the development of electronic information and networking poses new challenges, as well as, new opportunities for patrons, board and staff. The Library believes that these challenges and opportunities are best addressed by adherence to the fundamental principles of traditional library use and the principles of a free society.

Internet Access

The Internet enables the library to provide information resources beyond the confines of its own collection. The Internet allows access to ideas, information, and commentary from around the globe. Currently it is a voluntary and unevenly regulated medium. While the Internet offers a wealth of materials that are personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, and/or illegal, inaccurate, or incomplete. The Library provides filtered free access to the Internet to all patrons. The responsibility for what minors read or view on the Internet rests with parents or guardians. In support of parental responsibility, Oneonta Public Library requires children under the age of 17 to have parental/guardian permission to obtain a library card. Parents or designated guardians who wish to deny Internet access to the children for whom they are legally responsible are able to do so by placing a restriction on those minors' library cards. Computer use does not necessarily require an Oneonta Public Library card.

Web Links

Professional staff will identify and recommend interesting and useful Internet destinations and resources from the Library's home page, which support the Library's Mission and service roles, as we do for the in-house library materials collection. Links to information resources are based on staff's judgment of the best resources available and do not imply endorsement. Users should recognize, however, that the Library is not responsible for the content of linked sites, or for the content of sources accessed through subsequent links. The library cannot control or monitor material that may be accessible from internet sources because the Internet is a vast and unregulated medium with access points that can and do change rapidly and unpredictably.

Questions considered when evaluating whether to link to a remote website:

- Is the subject matter and information useful for our patrons?
- Is the remote site easily accessible?
- Is it relevant to the overall mission of the Library?
- Is it a local resource?
- Is the resource of sufficient quality to merit a link?
- Who has established the page? (Authority)
- Is there a sponsor?
- Is the information accurate?
- Is there discernable bias?
- Does the page have a posting and/or revision date?
- Is the site regularly maintained?

Electronic and Online Databases

The State of Alabama offers all citizens of the state access to its premier Database collection, the Alabama Virtual Library. The AVL is a collection of databases encompassing all age groups and a vast range of topics. The AVL can be accessed by anyone located in the state of Alabama.

Periodicals and Newspapers

Periodicals are an important source of new ideas, current topics, and consumer information. Oneonta Public Library subscribes to a broad range of periodicals and newspapers. Periodicals are generally retained for one year and newspapers are generally retained for three months. The periodicals collection is reviewed annually for additions and deletions.

Audio/Visual Materials

As with print materials, the audio/visual collections are selective rather than comprehensive in scope. All materials selected will contribute to the fulfillment of goals of the Library as a whole, and criteria for the selection of audio and video materials are much the same as those used in the selection of other collections.

Audio Books (CD's)

Audio materials are considered an adjunct to the print collection; this collection is not intended to mirror development of literature or to systematically cover non-fiction topics. A balance is maintained between abridged and unabridged titles with preference to unabridged if a choice is available. Fiction is emphasized over non-fiction.

DVD/BluRay

The goals of the video collections are:

To provide basic information on a variety of subjects of interest to patrons. The video collection is considered an adjunct to the print collection, with emphasis placed on purchases in which the nature of the medium adds substantially to the viewer's understanding.

To provide children with a quality selection of preschool learning and entertainment ideas: film versions of children's literature; selected non-fiction videos that reflect areas of interest across generations and award-winning children's films.

To provide patrons with entertainment videos including feature films with an emphasis on family entertainment and literature-based material. The focus of the entertainment video collection is towards quality productions from such entities as PBS, BBC, and A&E and for classic television series.

The focus of the Library video collection is on materials not easily available locally from video stores. Videos are protected by copyright and are for home use only.

Additional selection criteria for Audio/Visual Materials

- Technical quality of audio and visual reproduction
- Presentation or experience that is unique to format and provides an alternative to print
- Significance of performance or diversity in interpretation
- Critical acclaim as demonstrated in awards, nomination for awards, and/or reviews
- Suitability to be circulated or housed in a sturdy, safe, and convenient manner

Collections for Youth and Children

The range of users served by Young Adult and Children's collections include preschool children significantly those in day care and preschools; home schooling families, private and public-school students; and university students of Education, especially Children's Literature.

The primary collections include:

- Picture Books – board books, wordless books, simple concept and informational books, classic and contemporary preschool stories, and folklore

- Readers – books specifically designed for the emerging reader with controlled and/or progressively constructed vocabularies
- Easy Fiction – very simple chapter books and sophisticated picture books.
- Juvenile fiction – quality contemporary and historical fiction for readers from ages 7/8 to 11/12 years as well as genres (fantasy, science fiction, mystery), fiction series and paperbacks
- Juvenile Nonfiction – informational books for youth up to age 12 (grades 5/6) with an emphasis on mythology and folklore; physical and natural science; arts and crafts; sports; poetry; biography; and the culture, customs and history of people from regions of the U.S. and countries of the world
- Graphic Novels and Illustrated books for Older Children – a selection of books in graphic format in fiction, non-fiction and classics. Illustrated books intended for a higher maturity level than easy picture books
- Young Adult Collection – selected hardback collection of standard fiction with multiple and ephemeral titles in paperback, for the recreational reading of youth ages 11/12 – 16/17 (6th – 11th grades); highly selective collection of nonfiction resources for the personal interest of these youth, focusing on issues of adolescent development and self-identity

Additional Selection Criteria for Materials for Youth:

- Age and interest appropriate content and presentation
- Emphasis on quality, critically acclaimed materials as demonstrated in awards, specialized bibliographies, and/or reviews
- Quality and aesthetics of illustrations to stimulate the imagination
- Awareness of curriculum-based needs of public, private, and home school students, and secondarily university students of children's literature
- Information and stories, which represent a spectrum of family styles, values and interests
- Materials which represent the richness and diversity of young people's local and world community
- Materials which meet the particular developmental need of youth at different stages

Special Collections

Oneonta Public Library maintains a few special collections, for which the development and management differ somewhat from the general collections.

Genealogy and Local History

OPL maintains a collection of local history and genealogical materials. This collection is considered Reference Materials and as such does not circulate. Gifts to the collection are encouraged.

Professional Collection

A small collection of specialized materials pertaining to the management and development of public libraries is kept for use by OPL staff. These materials are shelved in the Reference Collection and may be used in house by all patrons. The library staff reserves the right to request the surrender of materials from the Professional Collection if the need arises.

Staff

A small collection of materials is also maintained for the use of the Director for Story Hour and library presentations including: selected picture books, pop-up books, "Big" books, professional journals and resources for librarians working with young people. These materials are non-circulating, but may be made available to patrons upon request.

Bi-Lingual Collection

This growing collection is primarily children's materials to be used in English as a Second Language/Emergent English Language education and for those learning basic Spanish. The collection is not limited for use by these students but is available to all patrons and receives heavy use. The collection includes a limited number of professional materials for use by ESL instructors. Multiple copies of MOTHEREAD/FATHEREAD materials are included in this collection.

Collection Maintenance

Oneonta Public Library recognizes the need for ongoing evaluation of its collections to assure currency and visually inviting and accessible collections. This ongoing maintenance includes weeding, replacement, repair, restoration and review of standing order agreements. The most cost-effective option is selected when making replacement versus repair decisions.

Weeding Guidelines

Discard:

- Materials with obsolete content
- Materials which are used infrequently
- Materials that have no anticipated use
- Materials in poor or irreparable physical condition
- Older editions of encyclopedias, almanacs, directories, yearbooks and standard texts
- Materials which are incomplete sets in which items missing seriously impair their usefulness
- Works containing information that has been superseded or presented in newer, more comprehensive or more accessible formats

Retention Guidelines

Retain:

- Materials with regular and on-going use
- Works containing useful local information
- Primary works in particular disciplines or topics
- Works representative of an era, trend or movement which provide unique coverage
- Works listed in standard or authoritative up to date bibliographies regularly used by staff and public
- Replacement of desired item is not possible

Censorship and Reconsideration of Library Materials

The Oneonta Public Library Board of Trustees believes that the only acceptable censorship is self-censorship, therefore, it is the intent of the Board that no challenged library material shall be removed from the collection except upon court order, and after adversary proceedings in which the Oneonta Public Library Board defends inclusion of the material, unless said material was placed in the collection in violation of this policy. The Library director will devise and implement appropriate procedure for

patrons to register complaints concerning materials, which must include appeal to the Oneonta Public Library board of Trustees.

See *appendix for the "Request for Reconsideration of Specific Library Materials" form.*

Gifts and Donations Policy

The Library accepts monetary donations without conditions on their use for projects previously approved by the Library Board of Trustees. Such money is deposited in the Library Operating Account for future expenditure by the Board.

The Library actively encourages donations as memorials or tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. In addition, it is felt that such donations provide a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations to Oneonta Public Library. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased; however, the final decision rests with the Library in accordance with its needs and selection criteria.

A bookplate will be placed in the item purchased with the memorial and tribute gift funds. The bookplate will record the honoree as well as the donor. The Library will send letters to notify all parties of this gift.

In those instances where individuals wish to donate a memorial book from their personal library, the decision to accept the gift will be based on the principles described in the Library Collection Development Policy. If accepted, the bookplate and notification will be handled in a normal manner. If it is not accepted, the book will be returned to the donor.

Library Materials

The following items are accepted by the Library:

- Hardcover or paperback books in good condition
- Commercially published media (e.g., CDs, DVDs)

The following items are **not** accepted by the Library:

- Reader's Digest Condensed Books
- Text Books or Encyclopedias
- Magazines
- VHS or Cassette Tapes
- Damaged books with broken bindings, missing pages, soiled, musty, moldy, with smoke or water damage, or with excessive writing in the text
- Clearly outdated materials

Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Oneonta Public Library. Gifts

not added to the collection will be disposed of in a way that will be most advantageous to the Library.

Upon receipt of gift materials, a receipt is given to the donor acknowledging the gift items, if requested. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

Special Collections

Special collections of materials will be accepted if they meet the Library's selection criteria. The Library reserves the right to determine such issues as classification, arrangement and shelving of gift materials. The Library will not accept special collections of materials with any donor's stipulations that these be kept together as a special collection or entity, or restricted as to use in any way. Collections will be accepted only with the understanding that they will be integrated into the general collection with the Library determining location and usage of the materials.

The Library does not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition since the Library believes all exhibits should be changed periodically to maintain interest. Such gifts will be referred to a museum or historical society.

Furniture/Art Work/Equipment

Gifts of furniture, art work and equipment will be accepted only when, in the opinion of the Library Director, the proposed gift is of a type that is compatible with the Library's existing furnishings. Generally, it is recommended that donors contribute money for the purchase of such articles.

Acknowledgment of Donations

The Library will ensure that each donor receives acknowledgement and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition for donors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file and any special recognition agreements will be stipulated in the letter. Acknowledgement of sponsorship may also take the following forms at the Library's discretion: name on promotional materials, small standardized plaques on donated furniture or equipment, or library bookplates.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Such acknowledgement will not take precedence or have prominence over the Library's own logo or promotional material.

- For gifts and/or donations valued at over \$500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.

Programming Policy

Oneonta Public Library offers programs that support our patrons in their home lives, their learning, and their leisure activities. In planning programs, the Library considers:

- The Library's Long-Range-Plan
- Regional needs
- Purpose of the program
- Quality of the presentation
- Appropriateness of content to the audience
- Other programs available in the community.

Attendance statistics and evaluations are kept to determine the impact of the program on the audience, to help in preparing budgets, and to aid in future planning. A consistent effort is made to represent diverse cultures in programming rather than replicating local holiday observances such as Christmas.

Quality programs form an integral part of library service. Therefore, Oneonta Public Library will provide staff, materials, and training to maintain quality programming.

In addition to program time for the presenter, there may be other staff requirements. Programs with anticipated large attendance may require additional staff or volunteer help to assist with the program. It is important that ample staff be available to aid library audiences before, during, and after the program.

Tours are given at the request of a group or individual. Tours may be considered a program if there is preparation of materials and information involved.

Programs may include but are not limited to:

- Baby/Toddler programs may be presented for the public or individually at the request of a community group.
- Pre-School Storytime offered in Fall, Winter, and Spring plus weekly storytimes in Summer for the public or individually at the request of a community group.
- Elementary Programs may be scheduled more frequently in Summer and during other school vacations. These guidelines include programs presented to the public, to groups, and to schools. The programs may take place in the library or in the community.
- Elementary School Programs include those programs presented in conjunction with a public or private school.
- Teen Programs include both programs scheduled for the public and those presented in conjunction with schools. Again, the programs may take place in the library or in the community.

- Summer Reading Programs are presented in conjunction with the Summer Reading calendar and are based on the annual theme as selected by Alabama Public Library Service.
- Adult Programs include both programs scheduled for the public and those presented in conjunction with other community organizations. These programs may take place in the library or elsewhere in the community.

Conference Room Use Policy

The Conference Room is primarily intended for Library sponsored events. As scheduling permits, the Conference Room will be made available for public use by outside organizations when such use can be arranged without disrupting regular library usage or events. The Library or Library support groups will always have scheduling priority over any outside organizations.

The primary reasons for making the Conference Room available are to allow civic, educational, cultural, governmental or other organizations a place to meet; and to increase library usage by acquainting their members or those attending these events with library facilities and services.

The following activities are forbidden:

- Weddings
- Private parties/receptions/reunions
- Meetings to promote commercial interests
- Other activities deemed unacceptable by the Library Director and/or the Library Board of Trustees.

Specifics

- All requests for use of the Conference Room must be submitted to the Library Director for approval.
- Requests should be made 2-3 weeks in advance if at all possible, but no more than 3 months in advance.
- Smoking or alcoholic beverages are not allowed.
- Limited food and/or drink may be served with the approval of the Library Director.
- No kitchen facility is available for use.
- All programs should be scheduled within regular operating hours unless the program is library sponsored or related.
- The organization using the Conference Room will be responsible for any damage occurring during its use.
- Seating space is limited to ten persons with a maximum capacity of 15.

Exam Proctoring Policy

The Library may proctor exams for Oneonta Public Library card holders in good standing, subject to availability of authorized staff. A minimum of one-week advance notice is required before any test will be proctored. In addition, all test taking requirements must be received from the issuing educational institution before any tests are taken. If you would like to arrange for the Library to proctor an exam, please call 205-274-7641.

Exhibits, Displays, and Bulletin Boards Policy

Oneonta Public Library exhibit areas and display cases are used primarily for library purposes. When designated exhibit spaces within the library are not in use for library exhibits, space may be made available for exhibits, dependent upon the availability of staff resources to preview and coordinate exhibits and library programming needs.

General Terms and Conditions of Use

- Permission to use exhibit space is at the discretion of the Library Director and may be made available to organizations engaged in educational, cultural, intellectual or charitable activities on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Permission may be denied to, or revoked for any exhibit whose purpose is personal, commercial and/or has the potential to cause, or causes, substantial disruptions or material interference with the functions of the library or is not in compliance with the Library Exhibit Policy.
- Permission to exhibit materials does not imply Library sponsorship, endorsement of content or responsibility for representation of all points of view. All proposed exhibits must be consistent with the requirements. The exhibitor accepts full responsibility for his/her/their exhibit including but not limited to content and/or accuracy of any statements or representations made in such materials.
- Permission to use exhibit space is conditional upon user agreement to save, hold harmless, and indemnify the City of Oneonta from any claims, law suits, or judgments arising from loss, damage to property, injury to persons from or during their exhibit, and/or their exhibit material(s) or any part thereof. A signed "release" form is required.
- A completed and signed "Exhibit Request" form is required for consideration of a request to exhibit. The "Exhibit Request" must include the exhibit title, location requested, begin and end dates name, address and telephone numbers and signature of the contact person in charge of the proposed exhibit. (must be consistent with application form)
- All measures necessary to insure installation and removal of exhibits are the physical and financial responsibility of the exhibitor including but not limited to, shipping, packaging, storage, signage, labels, framing, installation and removal and equipment /supplies needed for same.
- Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibits, display/exhibit spaces, walls, floors, grounds and furniture resulting from the installation or removal of an exhibit and that any damage or loss thereto occasioned by fire, theft, or in any manner, to the exhibit, shall be sustained by the exhibitor.
- Installation and removal of exhibits must be accomplished during library open hours and in such a manner that causes the least possible disruption or material interference with library business. Exhibit items may not be unpacked or repackaged within the library proper. Hanging order and/or arrangement is to

be arranged prior to installation by the exhibitor. Items for hanging may be leaned against walls in preparation for hanging, but may not be spread out on the floor, leaned against book shelves, service desks or be placed in such a way so as to interfere with normal traffic flow. Any children accompanying individuals involved in installation/removal of an exhibit must be directly supervised by an adult not involved with the installation/removal of the exhibit.

- Exhibit photos, artworks etc., must be framed, mounted or packaged and displayed in a safe and attractive manner. No heavy items may be placed over entrances or exits. Any electrical connections are to be hidden from public view as far as possible and may not be placed so as to cause or create a safety hazard.
- Labels, posters and/or signs, used to identify items or the exhibit, must be clear and legible, preferably accomplished by computer or neat calligraphy. Each exhibit must contain an informative explanation to assist the general public in discerning subject material or purpose of the exhibit. This information may be provided by explanatory labels on individual items, in poster or sign form or be contained within the exhibit itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit on label, posters or signage for members of the general public who may wish more information about the exhibit. Events associated with the exhibit or items in the exhibit that may be for sale may not be advertised with the exhibit. Exhibits that include informational brochures pertaining to the exhibit are acceptable. In addition, the Library encourages the use of bibliographies and books relating to the subject matter of the exhibit as part of the exhibit.
- When space allows the Library will include the exhibit title and description information from the "Exhibit Request" form in the Library Activities Calendar as a means of notifying the public of the exhibit.
- Videotaping, cameras setup on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the library proper without the express advance written permission of the Library Director.

Surplus Policy

It is the policy of Oneonta Public Library to dispose of library materials, furniture and equipment that is no longer functional or useful. The Library Director shall be responsible for the sale or disposal of all library furniture and equipment that is no longer of any use to the Library. When an item no longer has value to the Library, it will be removed from inventory and disposed of:

Books and other materials, no longer deemed appropriate for the collection, will be donated to the Friends of Oneonta Public Library for disposal through their regular book sales or another avenue of disposal.

Computer equipment, no longer of use to the Library, may be donated directly to a local school district for use in their educational programs or to a community non-profit organization. Computer equipment may be sold to a technology recycling company if local school districts do not accept donations.

Furniture no longer of use to the Library, the value of which is less than \$300.00, may be donated by the Library to a non-profit, charitable organization.

Items not covered by the above will be sold through auction or publicly advertised sale with any proceeds from such sale being deposited to the Operating Fund of the Library. Prior to such sale, the Director will prepare a list of those items to be included in the sale for approval by the Board of Trustees.

If an item is determined by the Director to have marginal or no resale value, or it does not sell through auction or publicly advertised sale, it may be sold or discarded in the best interest of the Library.

The Director is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.

In an instance where an item of surplus inventory is determined by the Director or Board of Trustees to have unusual, historic or artistic value such items may be referred to the Board for determination of value which determination may include the services of a professional appraiser or outside expert opinion.

Volunteer Policy

Definitions

A volunteer shall be considered as any individual, 16 years or older, who assists with work done at Oneonta Public Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

A student intern shall be considered as any middle school, high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit. Individual Boy Scouts working on advanced awards are also classified as student interns.

Statement of Purpose

Oneonta Public Library shall use the services of volunteers to:

Supplement the efforts of paid library staff in meeting demands for quality public service.

Serve as a method for encouraging citizens to become familiar with their library and the services being offered.

Staff or support fundraising activities sponsored by the Library.

Oneonta Public Library shall make use of the services of interested volunteers to supplement and not replace the work done by library staff.

Recognition

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. 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.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Oneonta Public Library or City of Oneonta. Both the volunteer and Oneonta Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Neither the City of Oneonta nor Oneonta Public Library will provide any 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.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a Library Volunteer Application form* for volunteer work, and visit with a supervisory staff member.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books, returning books, processing new materials, storytelling, helping to prepare for programs, assisting with maintenance of the vertical files, discarding materials, maintenance of periodicals, or public relations activities.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Director.

** See appendix for Volunteer Form*

Recruitment and Supervision of Volunteers

Volunteers will be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Recruitment shall be the responsibility of the Library Director.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

When appropriate and affordable, the Library may fund the cost of training for volunteers who have made a long-term commitment to the Library. Examples of appropriate training classes are: book mending classes at APLS. There will be no formal evaluation process for volunteers.

Recruitment and Supervision of Student Interns

Student interns will be sought by the Library through educational contacts in area schools and colleges. A job description will be tailored for each school program that may offer student interns. The job description must stress the value of the project for both student and Library. A representative of the school or college will usually be involved in developing the job description and outline of the project.

The professional staff member who shapes an individual project will be responsible for the training and supervision of the student intern. Interns can be very valuable to the Library, but the Library must also offer a genuine educational opportunity. Because much staff time will be required, each project must be carefully planned and approved by the Library Director before the intern is accepted. Participation in student internship programs shall be considered a privilege which may be revoked at any time by Oneonta Public Library or the student intern. All schedules will be worked out between

the student intern and the supervising librarian and should not conflict with school schedules.

A method and schedule for evaluation will be agreed upon between the supervising librarian and the school or college representative before the student intern is accepted. The supervising librarian will follow this schedule and report student progress to the representative.

Volunteer Guidelines

The following guidelines have been established to provide consistent information to volunteers and to assure that volunteers fully understand the commitment they are making:

A volunteer represents the Library to the community while actively serving as a volunteer.

A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering within library buildings and at library events elsewhere.

A volunteer is oriented, trained, and supervised on a continual basis concerning those policies and procedures necessary for the activities carried out.

Of special importance in carrying out volunteer activities is the Library Bill of Rights, adopted by the Oneonta Public Library Board of Trustees. Under the Library Bill of Rights, the Library must protect the confidentiality of each library user, and assure equal access and the freedom to read and inquire of each user regardless of age, religion, race national origin, background, and views. In carrying out the requirements of the Library Bill of Rights, volunteers actively working in the Library may not express their religious, political, social or other personal views to members of the public. They must protect the confidentiality of each library user. Violation of these special trusts, policies, or procedures is reason to discontinue volunteer services.

In light of the time and expense involved in training and supervising volunteers, the Library may decide to discontinue or change a volunteer's service assignment, which it determines is not beneficial.

Volunteers fill out an information form, which is used by the Library to assure that the volunteers are involved in activities appropriate to their skills, experience, and interests.

Orientation for Volunteers

Introduction of the person doing orientation and introduce volunteers.

Review volunteer policy, Library Bill of rights, and confidentiality.

Discuss specific job description and parameters of the job.

Inform volunteers of dress code.

Inform volunteers about breaks.

Discuss with volunteers the seriousness of the Library Bill of Rights, confidentiality, policies and procedures, and what constitutes dismissal.

Examples of dismissal:

- Giving out a patron's address or phone number to another person.
- Not letting a person check out a book of their choice (it does not matter what the volunteer thinks about the book).
- Discussing with anyone what someone else has checked out.
- Violating Library policies.
- Hand out volunteer badge.

Be sure volunteer has filled out Volunteer Information Form, has been given Library Bill of Rights, and has been given the procedures for the job they are to do.

Rights and Responsibilities of Staff Working with Volunteers

- To provide an accurate job description.
- To prepare professional staff.
- To prepare all participants through an orientation.
- To offer a well-planned program of training and supervision.
- To be ready to place the volunteer.
- To treat volunteers as co-workers with acceptance and trust.
- To avoid confusing jargon.
- To give the volunteer a significant task.
- To continue to inform the volunteer.
- To give the volunteer proper recognition.
- To evaluate with the volunteer.
- To provide opportunities for the volunteer's personal growth.
- To demonstrate appreciation for the volunteer's efforts.

Friends of the Oneonta Public Library

The Oneonta Public Library Board of Trustees recognizes that the Friends of the Library can be a vital source of support and encouragement for the aims and purposes of the Library and wishes to maintain a cooperative and harmonious relationship with its membership.

The role of the Friends is distinct from the role of the Trustees. The Friends is an independent organization, separate from the Library and the Trustees.

The Trustees provide governance of the Library as required by the Code of Alabama. The Friends assist in developing the Library in ways identified in consultation with the Trustees and the Director.

The Library Board of Trustees policy regarding the Friends organization is not intended to limit or prohibit working relationships with other nonprofit organizations that aid the Library, or with other individuals who seek to offer contributions and/or volunteer assistance to the Library.

Cooperative projects for the benefit of the Library are encouraged, provided no such project compromises the Library Board of Trustees' statutory responsibility for Library policy and management.

Operating expenses of Oneonta Public Library are provided through the allocation of public funds which are administrated by the Board of Trustees under the guidelines established by the City of Oneonta and the State of Alabama.

Friends' monies are not integrated with public funds.

The Library Director is the liaison between the Friends group and the Oneonta Public Library Board of Trustees. All Friends activities, projects and publicity must meet with the approval of the Library Director.

Board Approved: 10-22-06

Pandemic Protocol

Level 1: Normal Operations (Threat Level: Low)

- No changes to current operations and procedures

Level 2: Enhance Sanitation (Threat Level: Enhanced)

- Wipe/disinfect all returned materials before reshelving
- Provide additional hand sanitizer, soap, and towels throughout the facility
- Wipe down all horizontal surfaces and high contact items (doorknobs, phones, keyboards, etc.) at opening, midday, and the end of the day
- Spray soft furnishings with disinfectant spray at the end of each day
- Weekly clean of children's area (toys, magnets, etc.)
- Remove soft toys from children's area
- Stop serving food at programs unless individually packaged
- Book drop will remain open at all times and no fees will be charged for returning audiovisual materials in book drop

Level 3: Rigorous Sanitation (Threat Level: High)

In addition to Level 2 actions, add:

- Hourly hand sanitizing or handwashing for all staff
- Hold all returned materials for 72 hours after disinfecting before recirculation
- Remove all toys and manipulatives from children's areas
- Remove cloth seating (replace with folding chairs if necessary)

Switch to online programs to reduce person-to-person infection

Level 4: Building Closures (Threat Level: Critical)

- Close library facility to the public (if required by State Health Department or other authority)
- Library staff will deep clean the library and organize shelves.
- May implement a drive thru library model if cleared with health authority

Staff Illnesses

- Staff should absolutely stay home at earliest signs of possible infection or if family member is infected
- Staff should remain home until infectious period is past, following CDC or Health Department guidelines
- Remote is an option for certain employees
- Staff Temperatures may be taken daily

**Protocols or Phases of Reopening are subject to change depending on the nature of the situation. These are merely guidelines.*

Pandemic Reopening Plan

Phase 1: Curbside Pickup

- The lobby of the library will be closed to the public
- Materials may be requested by reserving items online or calling in an order
- Staff will pull requested items, check them out, and bag items
- Patron will call when they arrive at the library
- Staff member will take items out to patrons
- All returned items will be placed in the book drop and quarantined for 72 hours

Phase 2: Open to the Public (Limited)

- Limit 25 patrons in the building at one time (excluding staff)
- Contactless checkout implemented
- Social distancing measures are in place (remove computers, chairs, mark floor, etc.)
- No physical programs
- The book drop will remain open for returns
- All library services are available (special protocols may be required)
- Time limits may be enforced
- Masks required to interact with the public when staff is not in circulation area
- No access to public restrooms or water fountain
- One-way entrance and exit system
- Curbside pickup still available

Phase 3: Open to the Public (Fewer Restrictions)

- Some restrictions will be removed and others may remain intact
- Staff will seek advice on which restrictions are still necessary

Phase 4: Open to the Public (Normal)

- The library will resume normal operations with no restrictions or alteration

**Protocols or Phases of Reopening are subject to change depending on the nature of the situation. These are merely guidelines.*

Appendix A (Forms)

Membership Application



STAFF USE ONLY

Patron	_____		
Barcode	_____		
<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Replacement	_____

APPLICATION FOR MEMBERSHIP

I apply for the right to use the library and its services and promise to comply with all its rules, to promptly pay fines or damages charged to me, and to give immediate notice of any change of contact information. I understand that I am responsible for all materials checked out on my card.

FULL NAME (FIRST, MIDDLE, LAST) (PLEASE PRINT)

DATE OF BIRTH

DRIVER'S LICENSE NUMBER (OR OTHER ID)

MALE
FEMALE

MAILING ADDRESS (STREET OR BOX #, CITY, STATE, ZIP CODE)

RESIDENTIAL ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)

WITHIN ONEONTA CITY LIMITS WITHIN BLOUNT COUNTY OTHER: _____

HOME PHONE NUMBER PRIMARY CELL PHONE NUMBER PRIMARY

EMAIL ADDRESS

Would you like to receive our email newsletter?
 YES NO

How would you prefer to be contacted?
 CALL TEXT EMAIL

PLEASE READ THE CIRCULATION RULES ON THE BACK OF THIS FORM BEFORE SIGNING.

Signing this application as an adult or as a parent / guardian of a minor constitutes agreement to comply with Oneonta Public Library's Circulation and Internet Use policies. A copy of the Circulation Procedures will be provided to you upon signing this application. Copies of the Internet Use policy are available for viewing in the library and on our website.

CARDHOLDER'S SIGNATURE TODAY'S DATE

FOR APPLICANTS 17 AND UNDER

The cardholder's information must be filled in above. The parent or guardian's information must be filled in below.

PARENT / GUARDIAN NAME

MAILING ADDRESS

PHONE NUMBER HOME CELL

PARENT / GUARDIAN SIGNATURE TODAY'S DATE

Circulation Procedures



CIRCULATION PROCEDURES

Patrons will be asked to complete a membership application form. A staff member must witness signature on form. If any changes are made to this information, the library should be notified. Proof of identification and residency will be required. A Patron renewing a library card will be asked to fill out a new application form to verify that information in our system is accurate. Each patron is responsible for materials checked out on that individual's library card. If a card is lost or stolen, it is the responsibility of the patron to notify the library immediately. A replacement card will be required at a cost of **\$3.00** if a card is lost.

Children may have their own library card, but a parent or guardian's signature will be required for persons aged 17 and under. This card (ages 17 and under) must be linked with a parent or guardian's account. Children ages six (6) and under must be accompanied by a responsible adult (aged 18 or older) at all times while in the library. The library CANNOT assume responsibility for the safety of young children. Children ages seven (7) through ten (10) must have a responsible adult present in the library. **Parents and caregivers, not library staff, are responsible for the actions and safety of children visiting the library.**

Two (2) items may be checked out the first time on a new patron card. When both items are returned, a limit of 15 items may be checked out on a card. A limit of five (5) items may be placed on reserve (hold) at any one time. Two (2) DVD/BluRays may be placed on reserve at any one time and count toward the limit of 5.

- **Books** are checked out for a two-week period and may be renewed if no reserves (holds) are placed on the item. Books may be renewed by phone or online. The patron's barcode number and barcode of the item(s) to be renewed must be given. Books with a classification of Reserve check out for a two-week period and may NOT be renewed.
- **DVD/BluRays** are checked out to patrons age 16 and older for one (1) week and CANNOT be renewed. Four (4) DVDs may be checked out per patron card and no more than eight (8) per household. Reserve DVDs are checked out for a three-day period and CANNOT be renewed.
- **Audio Books** are checked out to patrons age 16 and older. Four (4) audio books may be checked out on a patron's card.

Patrons having lost or damaged books and/or library materials shall be charged current retail replacement price plus a library-processing fee. All listed fees and charges are per item. Library materials will not be checked out if patron fines/fees exceed **\$10**. Overdue notices will begin after materials are one (1) week late.

LATE CHARGES	
BOOKS	\$0.15 PER DAY – \$5 MAX
RESERVE BOOKS	\$0.50 PER DAY – \$10 MAX
DVD/BLURAY	\$0.50 PER DAY – \$10 MAX
RESERVE DVD/BLURAY	\$1.00 PER DAY – \$10 MAX
AUDIO BOOKS	\$0.50 PER DAY – \$10 MAX

PROCESSING FEES	
BOOKS	\$5
DVD/BLURAY	\$10
AUDIO BOOKS	\$10
MISSING BARCODE	\$2
MISSING SECURITY TAG	BOOK: \$1, DVD: \$2

All unresolved patron accounts **over \$25** including fines and fees will be turned over to Unique Management Services, Inc. for collections. A service charge of **\$10.00** will be added to the balance. Library privileges will be suspended.

Library staff may deny service to any person for failure to return borrowed items, refusal to pay fines, destruction of property, or objectionable conduct in the library. All circulation records and registration information are confidential and will be surrendered only by a court order.

Patron Request for Reconsideration of Materials

Format of item to be reconsidered:

Book Video Audio Other _____

Author (Last name, first name): _____

Title (or website address): _____

Publisher: _____

Did you examine the entire work? Yes No

If no, what parts did you examine? _____

What do you believe is the purpose of this material? _____

To what in the material do you object (be specific)? _____

What harmful effect do you feel might/has come from you using this material?

Is there anything good or useful about this material? Yes No

If yes, what? _____

What prompted you to use this item? _____

For what age group would you recommend this item? _____

What would you recommend to replace this item with? _____

Your name (Last name, first name): _____

Address: _____ City and Zipcode: _____

Group you represent (if any): _____

We are sorry if you have been offended by any material in our collection. The Oneonta Public Library subscribes to the [Library Bill of Rights](#) as adopted by the American Library Association June 27, 1967 and its subsequent amendments. This document reads, in part: "As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community." We realize that everyone's tastes are different, and that it is our responsibility to provide materials on a multitude of subjects and viewpoints, in many styles.

The internet makes available a wide variety of material, most of it useful and worthwhile, but some internet sites are unsuitable for children and offensive to many adults. Unfortunately, we cannot filter out such sites without also eliminating access to many good resources. We have no control over internet information, and we caution parents and others that objectionable sites do exist, although they are not usually accessible except by deliberate choice on the part of the browser. Library policy prohibits the use of sites which may reasonably be construed as obscene, and individuals who access such sites may lose their internet privileges.

If you honestly feel that a book or other item in our collection does not belong in the library of a free society, we invite you to fill out this form and leave it at the front desk. The desk clerk will see that it is given to the library director, who will be in touch with you regarding your complaint.

The Oneonta Public Library believes in the rights of a free press guaranteed by the Constitution of the United States of America. We further believe that the parents of a child are the only people who should be allowed to monitor the reading, watching or listening activities of that child. Conversely, we believe that it is every parent's duty to monitor his or her child's activity, and that this is not the prerogative of the library.

Notification and Gift Form

Donor Information _____

Name _____

Organization _____

Address, City, State, Zip Code _____

Home Phone _____

Work Phone _____

Date _____

Signature _____

Gift/Memorial Information

Individual/Group Being Recognized/Memorialized _____

In Memory Of/In Honor Of _____

Special Event _____

Program _____

Special Instructions _____

Item Donated and Estimated Cost _____

Donation Amount _____

Notification Information (Please notify the following person(s)/group(s) on my behalf)

Name _____

Relationship to Person/Group Being Recognized/Memorialized _____

Address, City, State, Zip Code _____

Name _____

Relationship to Person/Group Being Recognized/Memorialized _____

Address, City, State, Zip Code _____

Telephone _____

Exhibit/Display Form

Exhibits must be scheduled through the Library Director. Exhibits may be shown subject to the time, place, and manner determined by the Library. Library sponsored exhibits shall receive first priority. Exhibits shall be shown on a space available basis. Commercial exhibits are not accepted and no exhibit may advertise materials for sale. Price information may not be displayed or be provided by staff. Displays may be exhibited for no longer than four weeks. No exhibit shall interfere with the operation of the Library or pose a physical hazard to Library patrons or staff.

Name of Organization: _____

Address of Organization: _____

Phone Number of Organization: _____

Fax Number: _____

Name of Contact Person: _____

Daytime Phone No: _____

Position of Contact Person (with Organization): _____

Address of Contact Person: (If different than organization)

Nature of Organization: _____

Day/Date: _____

Exhibit/Display Application

Please print this form to fill it out. You may mail it to us, submit it in person, or fax it to us. Alternatively, you may copy, paste, edit and e-mail it to us at director@oneontapubliclibrary.org.

EXHIBITOR:

Name: _____

Contact person, if group: _____

Address: _____

Telephone: (____) _____ day (____) _____ evening

May we give this information to the public, if asked: **Y or N (circle one)**

EXHIBIT:

Title: _____

Medium: _____

Space Requirements: _____

Number of pieces: _____

OTHER INFORMATION:

Dates you would like exhibit to run: _____ to _____

Do you have information for publicity or ready-made publicity? **Y or N** **If yes, please attach.**

Do you need to schedule the conference room for an event coinciding with your exhibit? **Y or N** **If yes, please see our librarian and schedule that separately.**

WAIVER OF INSURANCE:

I have read and agree to abide by the Exhibit Policy of Oneonta Public Library.

I hereby do not hold Oneonta Public Library liable for any damages, injuries, theft, etc. while said artist/exhibitor is displaying his/her works at the Library.

Signature of Artist/Exhibitor: _____

Date: _____

Signature of Librarian: _____

Exhibit/Display Application Form

ONEONTA PUBLIC LIBRARY
Entryway Display Signup Form

ORGANIZATION

POINT OF CONTACT

CONTACT PHONE

CONTACT EMAIL

DISPLAY THEME

SET UP DATE

TAKE DOWN DATE

SHELVES

Yes No

ONEONTA PUBLIC LIBRARY
Entryway Display Signup Form

ORGANIZATION

POINT OF CONTACT

CONTACT PHONE

CONTACT EMAIL

DISPLAY THEME

SET UP DATE

TAKE DOWN DATE

SHELVES

Yes No

Volunteer Information Form

ONEONTA PUBLIC LIBRARY
Volunteer Information Form

LAST NAME, THEN FIRST NAME (PLEASE PRINT)

ADDRESS

PHONE NUMBER HOME CELL

SCHOOL ATTENDING (IF APPLICABLE)

CURRENT GRADE

I understand that I represent Oneonta Public Library while I am at work as a volunteer. I understand that volunteers are directly supervised by library staff and are to follow all staff directions. I understand that library volunteers are used as needed and that I will be required to remain inside the library at all times while serving as a volunteer.

SIGNATURE

TODAY'S DATE

PARENT / GUARDIAN NAME (PLEASE PRINT)

PHONE NUMBER HOME CELL

I understand that my child will act as a library volunteer on a part-time basis as needed. I understand that it is my responsibility to provide or arrange transportation to and from the library unless the library director is informed otherwise. I understand that the library staff will supervise volunteers but will not be responsible for the safety or behavior of my child.

PARENT / GUARDIAN SIGNATURE

TODAY'S DATE

Appendix B (Added After Publication)



Hours of Operation

Monday & Thursday

9:00a-7:00p

Tuesday, Wednesday, & Friday

9:00a-5:00p

Saturday

9:00a-2:00p