Stroud Public Library
City of Stroud, Oklahoma

Policy and Procedures Manual

Last Revised
June 15, 2018

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POLICIES

GENERAL INFORMATION

HISTORY OF STROUD PUBLIC LIBRARY

The Stroud Public Library has been a part of Stroud since 1938 when it was organized with volunteer help and borrowed books.

The Facility:

In September of 1960, the library was moved from a room in the old City Hall into a building at 207 W. Main, which had been donated for library purposes.

Another move in April of 1983 placed the library at 210 W. Main, in the east half of a municipal complex building. This new facility, made possible by a penny sales tax voted in by the citizens of Stroud, was the home of the library for many years.

In February of 1996, the library moved into its current home at 301 W. 7th. The building, built in 1929 by the Southwestern Bell Telephone Company, is the only Art Deco building in Stroud, and is on the National Historic Register. In remodeling the facility, it was decided to keep within the Art Deco theme with various architectural details and colors.

The Policy:

Faced with rapid growth and many changes in the concept of libraries, 1983 brought the necessary adoption of policies and procedures to enhance library service.

March 1994, again brings changes that require either policy revisions or new policies to be included in this manual.

July 2003 finds another modification in the policies of the Stroud Public Library. Updating and adding policies, or removing policies that are no longer valid.

In June 2007, per Oklahoma Department of Libraries Rotation Schedule for Performance Measures, the policies have been reviewed and/or amended.

Per Oklahoma Department of Libraries Rotation Schedule for Performance Measures, the policies have been reviewed and/or revised June 17, 2011

Per Oklahoma Department of Libraries Rotation Schedule for Performance Measures, the policies have been reviewed and/or revised September 18, 2015

Per Oklahoma Department of Libraries revision of State Aid Rules and Regulations all libraries in Oklahoma reviewed and or revised their policies; June 12, 2018.

STATEMENT OF PURPOSE

It is the purpose of the Stroud Public Library to provide patrons the best in library services that continuing education, knowledge and resources can furnish. We will provide library hours that best fit the community's need.

Our concerns will involve the three areas of research, recreational reading and community service.

We will provide, as our major library purpose, material for research for our high school and commuting college students. We will make available, as resources permit, information on current affairs as well as historical research material. In this area, we will provide interlibrary loan services as supplement to our own collection.

The specialized area of our research will be local history. We will accept and process historic newspapers, photos, maps, audio-visual and/or computer files and other items that will enable us to enrich our local history collection. In this area we will answer inquires of genealogical nature as our collection permits.

We will provide for patrons such material as will furnish recreational reading such as best sellers, romance, mystery, westerns and science fiction. This reading material will be furnished in various formats, i.e. hardback, soft back, or audio form. We will also provide patrons recreational and informational viewing material in the form of DVDs.

Community service will be offered in the form of literacy tutoring, and other specialized help such as big-print books, self-help books, craft books, and hosting classes as needed to serve the public.

Statement of Adoption:

The Board of the Stroud Public Library adopted a Statement of Purpose at its meeting on October 7, 1988.

Miriam Horn	October 7, 1988
Signature of Librarian	Date

Carolyn H. Trawick	October 7, 1988
Signature of Board Chairperson	Date

The Board of the Stroud Public Library amended the above Statement of Purpose at the meeting on June 15, 2018.

Signature of Librarian	Date

Signature of Board Chairperson	Date

MISSION STATEMENT

Stroud Public Library connects you to the joy of reading and information for life-long learning. It is our intent to provide the best in library services that knowledge and resources can furnish.

GENERAL POLICY OF THE STROUD PUBLIC LIBRARY

The library is open forty (40) hours per week. Hours of operation are:

Monday	9:00a.m.-1:00p.m.	2:00p.m.-6:00p.m.
Tuesday	9:00a.m.-1:00p.m.	2:00p.m.-6:00p.m.
Wednesday	9:00a.m.-1:00p.m.	2:00p.m.-5:00p.m.
Thursday	9:00a.m.-1:00p.m.	2:00p.m.-5:00p.m.
Friday	9:00a.m.-1:00p.m.	2:00p.m.-5:00p.m.
Saturday	9:00a.m.-12:00 noon	

The library is closed weekdays for lunch from 1:00p.m.-2:00p.m.

The library closes on the following holidays:
New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and day following and Christmas. *All holiday or library closings will be posted up to five days in advance, if possible.

Contact information:
Telephone: 918-968-2567
Fax: 918-968-4700
E-mail: library@cityofstroud.com
Website: www.cityofstroud.com
Street address: 301 W. 7th
Mailing address: P.O. Box 599
                              Stroud, Oklahoma 74079-0599

Staff: Library Director: Marsha Morgan
Assistant Librarian/Children: Open
Assistant Librarian/Adult/Webmaster: Lisa Hoover

Signs posted in the library outline both acceptable and unacceptable behavior. These include:

Acceptable: Reading, Browsing, Inquiring, Smiling, Checking Out Materials, Research, Respect, Quiet Socializing, Patience, Asking Staff, Be Safe.

Unacceptable: Tobacco, Food, Drink, Disruptive/Illegal Behavior, Recreational Wheels, Running/Climbing, and Unattended Children.

Notices concerning equipment failure (i.e. Copy machine, Computers, Internet) will be posted on the doors. Also posted in the library will be 2001 Oklahoma State Statute: Title 21-Section 1739 concerning the penalty for theft, or destruction of library materials.

CITY OF STROUD
JOB DESCRIPTION

TITLE: Library Director
DEPARTMENT: Library
REPORTS TO: City Manager/Library Board
FLSA STATUS: Non-exempt

JOB OBJECTIVE:
Serve as administrator for the Library Board; to be responsible for personnel supervision, budget and grant preparation, technical services management, public service duties, and supervise the day-to-day operation of the Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Review and establish Library policies in conjunction with the Library Board.

Submit annual reports to the Oklahoma Department of Libraries.

Submit needed forms and maintain documentation for the Library's participation in Universal Service (eRate) funding.

Supervise all aspects of technical services, including ordering and processing of books, materials, and special projects.

Maintain necessary financial records and other information for the Library Board, local government and state library as required. These records include supply orders, expenditures, estimates and paid invoices.

Maintain a statistical account of circulation, registration, acquisitions, interlibrary loans, and reference work and patron usage.

Maintain State Aid by meeting State Aid Rules and Regulations and submitting required state reports.

Establish objectives of library needs and services.

Orient and train new employees.

Oversee library programs.

Oversee proctoring of exams.

Set up or arrange meeting room, which encompasses moving and setting up tables and chairs to accommodate each group's requirements.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
Minimum of an associate degree or equivalent experience, one year of administrative experience. Must also possess knowledge of computers and various software.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, employees, and the general public.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:
Certified Public Librarian

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met successfully by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

CITY OF STROUD
JOB DESCRIPTION

TITLE: Assistant Librarian/Adult/General Services
DEPARTMENT: Library
REPORTS TO: Library Director/Supervisor
FLSA STATUS: Non-exempt

JOB OBJECTIVE:
Assist and be of service to customers in locating and checking out desired library materials.
Also assists customers in computer and e-reader use or Internet searches when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as may
be assigned, which could include but is not limited to webmaster duties (i.e. building and
maintaining), database management and other digital or electronic files.

General clerical duties such as answering telephone, making copies, typing, filing, and sending
faxes.

Processing and repairing library materials and donations.

Shelving returned materials.

Maintain a petty cash box for fines, copier money, fax money, etc.

Process interlibrary loan requests.

Research skills: uses available materials or the Internet.

Enter and process customer library cards and other new patron information.

Services machines as needed: copier, fax, etc.

Inventory collection.

Dust shelves.

Backup computer files monthly.

Closes and opens the Library and performs other duties of the Circulation desk as listed in library
policy.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty
satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High school diploma or general education degree (GED); some college or business school training; one to three months related experience and/or training; or equivalent combination of education and experience. Must also possess knowledge of computers and various software.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:
Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:
Certified Public Librarian

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met successfully by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

CITY OF STROUD
JOB DESCRIPTION

TITLE: Assistant Librarian/Children/Genealogy
DEPARTMENT: Library
REPORTS TO: Library Director
FLSA STATUS: Non-exempt

JOB OBJECTIVE:
Assist customers in locating and checking out desired library materials. Teaches library skills to school children and provides technical assistance on computers to library customers of all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as may be assigned.

General clerical duties such as answering telephone, making copies, typing and filing.

Preparing overdue notices and letters.

Shelving returned materials.

Maintain a petty cash box for fines and copier money.

Answering genealogical inquires.

Performing local historical research as needed.

Research skills: uses available materials or the Internet.

Coordinate school visits and class tours with school officials.

Assist children doing their computer activities.

Coordinate a Summer Reading Program and other programs.

Service machines as needed: copier and computers.

Perform inventory.

Dust shelves.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be friendly and have a helpful attitude. Ability to work well with children

is extremely important. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High School diploma or general education degree (GED) with a minimum of 1 year of library experience. Some college or business school training although not required, would be very desirable. Must possess computer skills and a willingness to learn.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, or governmental regulations. Knowledge of the Dewey Decimal System and ability to alphabetize and file accurately. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, employees, and the general public.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:
Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:
Certified Public Librarian – Level III

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met successfully by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk, use hand to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COLLECTION DEVELOPMENT

MATERIAL SELECTION POLICY

1. It is the policy of the Stroud Public Library to purchase the best books or other materials available, which will satisfy the needs and interests of the patrons.

2. The budget will be apportioned in such a manner that all of the various sections in the library will receive new material at intervals.

3. The library will not purchase textbooks except in cases where no other material exists or when demand is greater than can be met with books other than textbooks.

4. Religious material purchased by the library should be of a general nature.

5. The library may purchase paperback/trade paper editions when hardback editions are not available or are not necessary. Science fiction, westerns, and romance novels are usually acceptable to patrons, and should be purchased, in paperback form or remaindered stock in order that the greatest amount of the material can be obtained by the smallest expenditure of funds.

6. Special requests by patrons are accepted for consideration without obligation for purchase. Attention will be given as to the library's advantage of owning the requested book.

7. The library is sympathetic to needs of students, and while it is not the primary responsibility of the library to provide curriculum material for them, we will purchase such books as will enhance our collection.

8. It will be the library director's duty to evaluate all acquisitions, whether purchased or gifts. The purpose of the evaluation will determine whether to add the books/materials to the collection. If the book/material does not reach library standards, it will be discarded, or returned to the purchaser. To meet library standards:
   a. The material should be of quality content, expression, and format. It should also meet the needs and interests of our community.
   b. It must be of good physical condition and in most cases only a few years old, so as not to unduly age the collection as a whole.

9. The novel is a form of literature that recreates life and culture of the past, and portrays the problems of the present. However, the language of the book/material should show dignity and restraint.
   a. A patron's request to remove books/materials from the shelf should be met with courtesy. The item should be removed and reviewed carefully.

BOOKS/MATERIALS PROCESSING POLICY

1. The books/materials coming into the library will be the property of the City of Stroud, circulated by the Stroud Public Library. With the exception of those books/materials that are to be designated for a special collection and are therefore non-circulating.

2. Classification of materials shall reference the Dewey Decimal System (DDC).

COLLECTION MAINTENANCE POLICY

1. It shall be the policy of the Stroud Public Library to remove books/materials from the collection, which are no longer of value or which are in such poor condition that they are no longer usable.

2. Special attention shall be given to books/materials in which the subject, by classification, may have become outdated.

3. The weeding process shall follow recommendations suggested by the Oklahoma Department of Libraries.

4. The librarian shall be authorized to sell to individuals or give other libraries books/materials that have been discarded during the weeding process. This includes donations not accepted into the collection. No books/materials shall be given to any individual. Books/materials not disposed of in the above manner must be destroyed.

5. Books/materials shall be repaired if it is within the librarian's skill to do so.

6. Books/materials and shelves shall be dusted at least twice a year.

7. Inventory shall be performed on all items with a barcode twice a year.

SPECIAL COLLECTIONS POLICY

Stroud Public Library will build and maintain certain collections such as:

1. Oklahoma Collection: a collection of materials relating to the history of Oklahoma and to the literature of the state.

2. Genealogy Collection: a collection of materials relating to research of family history, including cemetery records, Census microfilms, Newspaper microfilms, etc.

3. Stroud History Collection: a collection of materials relating to the history of Stroud. This includes but is not limited to diaries, personal papers, photographs, school yearbooks, etc.

4. Quilt Collection: a collection of materials relating to quilting such as books, magazines and quilt patterns.

5. Wilma Elizabeth McDaniel collection: a collection of handwritten correspondence, manuscripts, books and other publications featuring the work of Wilma Elizabeth McDaniel.

These collections are designated and maintained in a specific area of the library. Since these are special collections, they are **non-circulating** and are for in-library-use-only.

E-BOOK COLLECTION POLICY

As a consortium member, Stroud Public Library contributes to building the OK Virtual Library collection. The library will use budgeted funding to purchase e-books on behalf of the Consortium, which will then belong to the Consortium. The entire collection will be available to Stroud Public Library patrons as long as the library is a consortium member.

Selection will be as follows:

1. Select titles which will satisfy the needs and interests of our patrons.

    a. Consider user requests made through OK Virtual Library

    b. Consider lists of most popular titles not in collection or titles for which there is a long waiting list.

    c. Try not to duplicate printed titles in library

2. Preference titles with One Copy/One User sale contracts

3. Preference titles not in collection

BOOKS/MATERIALS LOCATION POLICY

Specific areas of the library are designated to hold certain library collections. These areas should be plainly marked and easy to understand so that locating books/materials will not be frustrating to the patrons. Books/materials location should follow standard library principals.

Exceptions to the follow classification/shelving system include new or featured items and items on reserve or needing repair.

1. First Floor – Adult Collection includes DVDs, Reference materials, the Oklahoma collection, CDs, Audio books, Spanish materials, non-fiction materials, various genres of fiction, large print materials, and oversize materials designated "tall".
    a. Audio-visual materials are classified by their material type, DDC, and title. They are maintained in a separate section. Their spine labels are marked:
        i.   DVD   for compact discs
        ii. XXX   Dewey Decimal numbers for the work's subject matter
        iii. XXX   First three letters of the title or series title
        iv. XXX   The number it was assigned within the video collection
    b. Compact discs containing only audio are classified as a CD and shelved numerically according to their DDC. They are maintained in a separate section. Their spine labels are marked:
        i.   CD
        ii. XXX   Dewey Decimal numbers for the work's subject matter
        iii. XXX   First three letters of the name of the author/responsible party.
    c. Books designated as non-fiction are shelved numerically according to the Dewey Decimal classification and author's last name and are placed in a separate section. In the event that the library owns more than one of the author's works, then they will be shelved alphabetically according to title.   Spine labels for non-fiction will be marked with the following:
        i.   XXX   Dewey Decimal classification.
        ii. XXX   First 3 letters of the author's last name.
    d. Books/materials designated as reference are shelved numerically according to DDC numerical classification and are maintained in a separate section. **This collection is non-circulating.** Spine labels for reference are the same as all non-fiction with the exception of the additional R designator for reference. The label will read:
        i.   R   Reference
        ii. XXX   DDC classification
        iii. XXX   First 3 letters of the author's last name.
    e. The Oklahoma collection contains some fiction books/materials that are shelved alphabetically as with fiction. Non-fiction books/materials are shelved numerically according to their DDC. This is designated as a special collection and maintained in a separate section. **This collection is non-circulating.** The label will read:
        i.   OK   Oklahoma
        ii. XXX   DDC classification or library's fiction genre indicator such as F or E.
        iii. XXX   First 3 letters of the author's last name.
    f. Books/materials designated as tall are shelved numerically according to DDC numerical classification. They are maintained in a section of shelving that is spaced farther apart to allow for the oversized materials. Spine labels for reference are the same as all non-fiction with the exception of the additional T designator. The label will read:
        i.   T   Tall
        ii. XXX   DDC classification
        iii. XXX   First 3 letters of the author's last name.

    g. Fiction books are shelved alphabetically by the author's last name. Each designated genre is shelved in a separate section. If the library owns more than one title by an author, then they are shelved alphabetically by title. The spine labels for fiction will be marked with the following:

        i.
F	Fiction
F-M	Mystery
F-W	Western
SCI-FIC	Science fiction and fantasy
SC	Short story collections

        ii. XXX   First three letters of the author's last name.

        iii. XXX   Dewey Decimal numbers of the author's nationality, i.e. 813, 823, etc. (This is not included for story collections.)

    h. Audiobooks, materials written in Spanish and books in large print are shelved in separate sections. They are classified as other materials except for the initial designator. The labels should not exceed three lines and read:

        i.
AUDIO	Audio
SPANISH	Spanish
BP	Big Print

        ii. XXX   DDC numbers for non-fiction or fiction designator, i.e. F

        iii. XXX   First three letters of the author's last name

2. Children's collection includes Reference materials, non-fiction for multiple age groups, board books, easy-to-read fiction, juvenile fiction, young adult fiction, audiobooks, audio-visual materials, Spanish language materials and large print materials.

    a. Books designated as non-fiction are shelved numerically according to the Dewey Decimal classification and author's last name and are placed in a separate section. In the event that the library owns more than one of the author's works, then they will be shelved alphabetically according to title. Spine labels are additionally marked with an indicator of reading level:

        i.
E	Easy to read books appropriate for elementary school students
j-	Juvenile books appropriate for middle and high school students

        ii. XXX   Dewey Decimal classification.

        iii. XXX   First 3 letters of the author's last name.

    b. Books/materials designated as reference are shelved numerically according to DDC numerical classification and are maintained in a separate section. **This collection is non-circulating.** Spine labels for reference are the same as all non-fiction with the exception of the additional R designator for reference. The label will read:

        i. R   Reference

        ii. j-XXX   DDC classification

        iii. XXX   First 3 letters of the author's last name.

    c. Fiction books are shelved alphabetically by the author's last name. Each designated age group and genre is shelved in a separate section. If the library owns more than one title by an author, then they are shelved alphabetically by title. The spine labels for fiction will be marked with the following:

        i.
E FIC	Easy fiction
jF	Juvenile fiction
jF-M	Juvenile mysteries
YA	Young Adult

        ii. XXX   First 3 letters of the author's last name.

    d. Board books, audiobooks, materials written in Spanish and books in large print are shelved in separate sections. They are classified as other materials except for the initial designator. The labels should not exceed three lines and read:

        i. E-B   Board books appropriate for preschoolers

        AUDIO   Audio
        SPANISH Spanish
        BP   Big Print

    ii.   XXX   DDC numbers for non-fiction or fiction designator, i.e. FIC or jF.
    iii. XXX   First three letters of the author's last name

3. Basement – Special Collections include the Genealogy collection, which includes local history, Quilt collection and Elizabeth Wilma McDaniel collection.
   a. Books/materials designated in the local history, genealogy or quilt collections are shelved according to their class. Non-fiction books/materials are shelved numerically according to their classification. **These are non-circulating collections**. Spine labels for these collections will read as follows:
      i.   Q   Quilt
           GEN   Genealogy
      ii. XXX   DDC classification.
      iii. XXX   First 3 letters of the author's last name.

While it is library policy to maintain the correct placement of books/materials sometimes, this proves difficult. The library staff is always available to assist in finding materials.

CIRCULATION POLICY

LIBRARY CARD POLICY

1. It is the policy of the Stroud Public Library to loan books/materials free of charge, except for overdue fines or payment for lost or damaged books/materials. This service is extended to persons living within the corporate limits of Stroud, within the Stroud School District or within Lincoln County.
   a. It is expected that there will be exceptions to this policy. Requests for library privileges should be discussed with the prospective patron. If book return is not a problem, it is possible to extend service to those living outside the boundaries listed above, (i.e. those living in the Milfay-Depew area in Creek County).

2. Application for use of the facility and property of the Stroud Public Library must be on file.

3. Any information given by the patron will be kept on file. Access to the file will be restricted to library staff in the scope of their duties (i.e. overdue and books/materials retrieval).

4. Patrons are subject to all library policies.

5. A patron can register for e-book access as long as their library account is in good standing:
   a. Account has not expired
   b. No overdue books
   c. Less than ten dollars ($10) in fines

6. Patrons sign up for e-book access by providing an email address and agreeing to an initial pin number.
   a. Exceptions to providing an email address may be made on a case-by-case basis.
   b. Patrons can change their PIN number after initial use.
   c. The library will restrict the use of email addresses to official notifications.

7. E-book service is provided by Overdrive thru OK Virtual Library
   a. Service may end at any time.

8. Library cards do not cover access to the Internet. A separate document, the Internet Release Form, must be on file before patrons can access the Internet. (See Internet Release Form Policy)

LIBRARY CARD APPLICATION POLICY

1. All patrons desiring library privileges at Stroud Public Library are required to register for a library card. New applicants are subject to all regulations listed in "Library Card Policy."

2. Applicant should be asked if he/she lives within the Stroud Public Library service area. This area covers Stroud, the Stroud School District and Lincoln County.

3. The application must be filled out with as much information as possible. Any information given by the applicant will be kept on file. Access to the file will be restricted to library staff in the scope of their duties (i.e. overdue and books/materials retrieval).

4. Unaccompanied children wanting library cards should take the application home and have a parent or guardian complete it. (This is to make parents/guardians aware of their child's need for a library card. It is also to notify the parents/guardians of their responsibility for overdue, lost, or damaged books/materials).
   a. Children who want library cards should be in kindergarten or first grade before receiving their own card. Although a child has his/her own library card, the parent is ultimately responsible for the return of, or payment for, library materials.

5. Applicants may be asked to furnish proof of address. This may be a letter, utility bill, etc. A driver's license may not furnish a current address.

6. New applicants will be made aware of library policy in regards to the following:
   a. New applicants may only borrow one (1) book/item the first time they come in. Thereafter, when that book/item is returned, they are allowed the check-out limit of four (4) items per patron and two (2) videos per household. The only exception is adult mass-produced paperbacks without library barcodes, of which there is not a set limit.
   b. Books are loaned for a fourteen (14) day period. DVDs for seven (7) days.
   c. Fines for overdue books/materials are five cents ($0.05) per day, per item. No fines are charged for adult mass-produced paperbacks.
   d. Items checked out may be renewed over the phone or by email.
   e. Call the new applicant's attention to the due date and its location on the books/materials.
   f. Point out the location of book drop for use when the library is closed.
   g. Library cards include e-book access, but do not cover computer use.
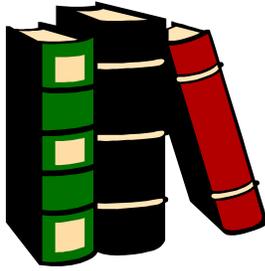
STROUD PUBLIC LIBRARY
APPLICATION FOR USE OF FACILITY AND MATERIALS

Effective Date: _____

Expiration Date: _____

Card #: _____

Name of Adult: _____ Driver's License # _____

Address: _____ City _____ State ___ Zip _____

Mailing Address: _____ City _____ State ___ Zip _____

E-mail Address: _____ EBooks PIN _____

Home Phone #: (_____) _____ Alternate Phone #: (_____) _____

     Employer: _____ Work Phone #: (_____) _____

     Work Address: _____ City _____ State ___ Zip _____

Name of Spouse: _____ Library Card # _____

     Spouse's Employer:_____ Work Phone #: _____

Children in household:

1. _____ Age _____ Library Card # _____
2. _____ Age _____ Library Card # _____
3. _____ Age _____ Library Card # _____
4. _____ Age _____ Library Card # _____

- Materials are checked out for a 14-day period. Limit of four (4) items.
- Materials may be renewed for ***one additional 14 day period.*** You may renew materials in person or by contacting the library.
- Five cents per day, per item will be fined on all overdue materials.

Payment is expected for books that have been damaged by spilled liquids, pencil, pen or crayon marks; pets; heat; or any other neglectful misuse of materials.

Full payment is expected for any materials not returned.   **Initials:** _____

PUBLIC NOTICE
Effective November 1, 1988

State Law makes theft or destruction of library materials a crime.

Any person shall be guilty, upon conviction, of library theft who willfully*:*

1. *Removes or attempts to remove any library materials from the premises of library facility without authority; **or***
2. *Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; **or***
3. *Fails to return any library materials which have been lent to said person by the library facility, within seven (7) days after demand has been made for the return of the library materials.*

Punishment for conviction of library theft shall be restitution and/or a fine of up to $10,000.
2001 Oklahoma Statutes
Title 21 Section 1739

CIRCULATION POLICY

1. Books, audiobooks, CD's and magazines may be loaned for a period of fourteen (14) days and can be rechecked for an additional fourteen (14) day period.

2. Audio-visual materials may be loaned for a period of seven (7) days. In the case of teachers using these materials in lesson plans, an additional time will be allowed upon request. R-rated movies will be restricted to Adult check out only; children will not be allowed to borrow movies rated as R.

3. New applicants may only borrow one (1) book/material the first time they come in. Thereafter, when that book/material is returned, they are allowed the checkout limit.

    a. The only exception for the first time one (1) book/material limit is with uncatalogued paperbacks. The new applicant is not limited to one (1).

4. Renewals may be done over the phone or by email.

5. Up to five (5) items can be placed on reserve per patron.
    a. Patron must provide contact information to be notified of an available item.
    b. Such items will be held for a week awaiting pick-up before the reserve is canceled.

6. The library reserves the right to designate any books/materials for restricted or special use, specifying that an item be for in-library use only and not for circulation.

    a. For example, class projects in which all students will be requiring the same resources. Due to a limited number of materials, it is better to restrict those sources to in-library use only. That way, all students will have access to those materials.

7. E-book circulation policy is determined by the Oklahoma Virtual Library.
    a. Checkout limit is six (6).
    b. Titles check out for two (2) weeks at most.
    c. They may be renewed only one time and only if another patron does not have a hold on the copy.
    d. Titles automatically expire at their due date and cannot be returned late. No late fees apply.
    e. Hold (reserve) limit is six (6).

OVERDUE MATERIALS POLICY

It is expected that patrons will not return borrowed materials on time even though library staff calls the patron's attention to when the materials are due back. All materials are stamped with a date due either on the outside of the cover or, as with the case of older materials, on the inside of the cover.

All materials are considered overdue when it is not received back on the due date. A fine of five cents ($0.05) is charged per item each day it is overdue. The patron has a one-day grace period during which time the fine will not be assessed and no fine will be assessed on Sundays. The maximum fine per item is two dollars ($2.00). An item is not considered to have been returned until it has been received by the library staff and properly checked in. No fines are charged for uncatalogued, adult mass-produced paperbacks.

A patron's borrowing privileges will be suspended if any of the following criteria have been reached:
1. One (1) or more items overdue
2. One (1) or more items not returned in the patrons past circulation history
3. Twenty dollars ($20.00) or more in outstanding fines
4. An insufficient check is not paid ten (10) days after the patron is notified.

Prosecution is possible under state law (2011 Oklahoma Statutes: Title 21-Section 1739) which defines Library Theft to include failure to return library materials within seven days after demand has been made for their return. It is a misdemeanor offense punishable by a fine and/or restitution.

Patrons with overdue materials are notified via the following methods: email, telephone calls, postcards (first and second notices), a letter from the library or a fine waiver letter may be sent on a case-by-case basis. Each letter states what action has taken place in previous notices, lists the material borrowed, the date due, and the amount of fine owed. In the case of the fine waiver letter, the patron is given a deadline to return the item and not be charged a fine. In some instances, an invoice containing the replacement cost of the item is sent if materials are not returned after a reasonable amount of time.

A patron's file is flagged, meaning a notice will appear on the circulation desk computers, when they try to borrow materials. This notifies the librarian of a problem that must be addressed before the patron can borrow materials.

A patron's record can be cleared if the material is returned and the fine paid, or they make full restitution for the items.

INTERLIBRARY LOAN (ILL) POLICY

Objective:

To provide patrons access to library materials not readily available in the local library, the Oklahoma Department of Libraries will serve as a provider for interlibrary loan material.

1. Eligible Borrowers:
   a. The patron must have a valid library card with a record of responsible borrowing from the local library.

2. Number of Requests:
   a. The patron is limited to three (3) requests within a three-week period.

3. Types of Requests:
   a. Books:
      i. Requests for titles already owned by the Stroud Public Library will not be processed.
      ii. Unusual material requests will not be processed (i.e. Genealogical or reference materials). Most libraries will not loan these materials.
      iii. Requests for textbooks will not be processed.
   b. Periodicals:
      i. These materials are limited to the article needed and not to the entire issue.
      ii. Requests must comply with copyright guidelines.
   c. Census Film and other Microforms:
      i. These materials are available from a special agency. Requests must be made for the film and rental fees paid by the patron. Films must be viewed in the library and cannot leave the premises.

4. Unfilled Requests:
   a. The patron will be notified promptly if a request cannot be filled or if the request will take a longer time to be filled.

5. Notification:
   a. The patron will be notified when he/she makes the request of mail/shipping fee.
   b. The patron will be notified as soon as possible upon the arrival of the requested material.
   c. The patron will be informed of the items due date at the time of pick-up.
   d. The patron will be told of any charges or fees that the lending library has made.

6. Renewals:
   a. Renewals will be permitted only if the lending source allows renewals. The lending library will be contacted and the Stroud Public Library must abide by their decision.

7. Fines, Lost/Damaged Materials, and Processing Fees:
   a. The patron will be charged for the cost of any unreturned or damaged item(s) and other fees (i.e. repair or replacement) assessed by the lending library.

8. Lending to Other Libraries:
   a. The Stroud Public Library will loan books/materials to other libraries for a period of 35 days, with these exceptions:
      i. No genealogical or reference books/materials will be loaned.

        ii. No books/materials in special collections such as Oklahoma, Stroud history, or quilts/quilting will be loaned. Within limits, Stroud Public Library will copy requested pages at the patron's expense.

       iii. Requests for renewals will be considered.

   b. However, the above has been null since June, 2009, and will be only left in the policy in case the Oklahoma Department of Libraries no longer serves as a conduit for interlibrary loan.

9. Mail/Shipping Fees:
   a. Due to the increase of postage cost all associated mail/shipping fees must be paid by the patron. A fair assessment is three dollars ($3.00) per item received; however, if the cost is above $3.00 (usually the postage label on the package/envelope the has cost) the patron must pay the higher amount.

BOOKS/MATERIALS CHECK OUT POLICY

It is the policy of the Stroud Public Library to furnish books/materials for the use by the public. These books/materials are available for Stroud Public Library cardholders to borrow. Certain limits are placed on this privilege; they include the following:

1. Borrower must have or have had a library card before he/she may borrow books/materials.

    a. Current information such as address and telephone number must be on file.

    b. Patron must not have any books/materials that are overdue.

    c. Patron must not have any unreturned books/materials.

    d. Patron must reimburse the library for any unreturned, lost, or damaged items before being allowed to borrow additional library materials.

2. There is a limit on the number of books/materials a patron may borrow at one time.

    a. There is a four (4) books/materials limit on items borrowed.

    b. There is a two (2) movie per household limit on items borrowed.

    c. Includes juvenile paperbacks.

    d. Includes magazines.

    e. There is no limit on the number of uncatalogued, adult mass produced paperbacks borrowed.

    f. Certain exceptions are granted for students using library materials for research papers. Students may borrow more than four (4) items depending on the number of sources needed to complete the project. This exception is allowed only if the student keeps current on the due date and does not allow the items to become overdue.

BOOKS/MATERIALS CHECK IN POLICY

It is the policy of the Stroud Public Library to check in books/materials as soon as they are returned to the library.

1. An item is considered returned when it is placed on the circulation desk. Implementation of the Check in procedure is started at this point.

2. A book drop is available outside the building for patron convenience. However, a book is not considered returned until it is at the circulation desk. A one day grace period allows for the delay without penalty.

BOOKS/MATERIALS SHELVING POLICY

Shelving the books/materials where they may be easily found is one of the most important jobs in the library.

1. Books/materials will be shelved as soon as possible after they are checked in.

2. Attention will be paid to proper placement on the shelf.

3. Shelves will be maintained in a neat and orderly manner with the spine label facing outward. Books/materials will be fronted as staff time permits.

4. Staff is to reshelf books/materials that have been left lying by patrons at study carrels and tables.

5. Staff is to remove from shelves books/materials that need mending or that are incorrectly marked.

6. Periodically the staff is to read the shelves by using the shelf list cards or a computer generated list. This will assure that proper placement of books/materials is maintained.

7. Never shelve books/materials flat on the top of books/materials that are standing upright. If the shelf is too crowded, shift the books/materials.

8. Shelving is adjustable; use this feature, as it becomes necessary.

LIBRARY BEHAVIOR GUIDELINES

BEHAVIOR GUIDLINES

Stroud Public Library welcomes you! Your entrance to this public library indicates that you are willing and able to act courteously toward all other persons here, act respectfully with regard to public property, and follow all rules of this facility.

Staff of our facility are authorized to make judgments regarding individual or group behavior. Unacceptable behavior may result in loss of library privileges. Appropriate law enforcement authorities will be informed of any unlawful activity.

CODE OF CONDUCT POLICY

The Stroud Public Library seeks to provide quality library service to all patrons. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working in Stroud Public Library. The Library staff will enforce this code in a courteous but firm manner. We ask your cooperation in helping us provide a safe and pleasant environment for all our patrons and staff.

Patrons shall engage in normal activities associated with the use of the public Library while in the building. These include reading, studying, research, and appropriate use of Library resources.

1. Unacceptable behavior is not permitted. Unacceptable behavior includes, but is not limited to:
   a. Loud talking or other noise
   b. Physical threats or abuse
   c. Threats, harassment or intimidation of others and may include impeding ingress to or egress from the building, etc.
   d. Running and roaming
   e. Abusive or foul language
   f. Abuse or misuse of Library furnishings, equipment or materials
   g. Congregating in or around entrances or stairways, inside or out
   h. Commission of an illegal or unauthorized act on Library property against the patrons, personnel or property of the Library, i.e., theft, trespass, assault, arson, etc.
   i. Use of alcohol or mood-altering drugs on library property
   j. Sexual conduct
   k. Skateboarding/bicycling on library property
   l. Not wearing a shirt or shoes
   m. Wearing wet swimsuits

2. The following are not permitted:
   a. Solicitation
   b. Smoking
   c. Eating or drinking
   d. Loitering
   e. Weapons
   f. Possession of alcohol; possession of illegal drugs
   g. Pets (with the exception of service animals)
   h. Unattended children

Patrons will be warned once and requested to leave if the unacceptable behavior continues.

Suspension of library privileges for a determinate or indeterminate period of time may occur if a patron is found to have engaged in unacceptable behavior on library property.

The library reserves the right to limit the number of individuals who may sit together.

UNATTENDED/ATTENDED CHILDREN POLICY

Library staff cannot assume responsibility for children who come unattended to the library. An adult or an older sibling, age 10 or above, must accompany children under six (6) years of age. Children under six (6) accompanied by an older sibling may stay, if the older sibling acknowledges his or her responsibility towards the younger child. Unaccompanied children under six (6) years of age will be asked to leave the library.

Any child, including those accompanied by someone other than a parent, who has been sent home sick from school or stayed home sick will not be permitted to stay in the library.

All children, whether accompanied or alone, are subjects to the library's rules and regulations. If a child fails to obey the library's rules and regulations then he or she will be asked to leave and will not be allowed back in the library for that day. Parents/Guardians will be notified if the child continually misbehaves while in the library.

If a child is still on library premises when the library closes for the day, an attempt will be made to contact a parent or guardian. If a parent or guardian has not been located within fifteen (15) minutes, the Stroud Police Department will be contacted and they will assume responsibility for the child.

The library acknowledges that it can be a fun place with various activities provided for children. However, the library cannot be considered a free daycare provider. It is not staffed nor equipped for prolonged stays by children.

SCHOOL STUDENT POLICY

Due to the proximity of Stroud High School, it is expected that students will be permitted to leave school property and come to the library during the school day. This is acceptable as long as school policies and certain guidelines are met and followed.

1. Students must have a pass from their teacher if they are unaccompanied by that teacher.

2. Students accompanied by a teacher do not need a pass.

3. Students may use the Internet during the school day. Student's school Internet Release will be in effect. However, the student must have the Internet Release Form of the library on file for use after school hours.

4. Students who have been sent home or who have stayed home from school because of illness cannot be permitted to stay in the library.

5. Use of the telephone by students will be covered in the Telephone Use Policy.

CELL PHONE POLICY

Cell phone use within the library can often prove disruptive to patrons and staff. Cell phones and other portable communication devices are not to be used audibly in the library. Such devices must be turned off or set to vibrate. All audible use shall be made outside the building. Patrons violating this policy may be asked to leave the library. Signs reflecting this policy are posted at each public entrance to the building.

WIRELESS INTERNET (WIFI) USE POLICY

The library provides free, unsecured, wireless Internet access for public use. Patrons are welcome to

bring laptops or other devices into the library which may access the wireless internet service.

1. The library may require acknowledgement of its Internet Use Policy through a click-on agreement for

    patrons accessing wireless services.

2. The library does not provide technical support for privately-owned personal wireless devices;

    however, library staff may provide guidance for the use of such devices when directly involved with

    library-owned materials.

3. Security for personal wireless devices rests solely with the owner of the wireless device.

4. The public and staff may use Internet access only for ethical and legal purposes. Because the library
    is a public facility, Internet access must be confined to viewing sites appropriate for a public setting.
    The following points constitute unacceptable use of library Internet access.
    a. Use of library internet access to engage in any activity that violates local, state, or federal
        laws is prohibited. Illegal acts involving library access to the Internet will be subject to
        prosecution by appropriate local, state, or federal authorities.
    b. Individuals who create a hostile environment for library staff, or other users, including
        individuals who retrieve materials, which harass staff or other users, may have their
        privileges revoked.
    c. Harassment of people on-line. This includes, but is not limited to, libel, slander, and
        threatening communications.
    d. Unauthorized downloading of copyright protected material.

5. Patrons should use headphones or mute their devices.

6. An SD card reader and headphones are available to borrow upon request.

7. The wireless network does not connect to the library printers.

LIBRARY EQUIPMENT

COMPUTER SERVICES POLICY AND FEES

Public use computers are available at the Stroud Public Library on a first come first served basis. Signup sheets are used and patrons must sign-in, putting the time of start and the time of finish. General computer use (i.e. document typing, using the scanner) is different than use of the Internet. An "Internet Release Form" must be on file for Internet use.

Patrons are urged to not to save any files onto the computer's hard-drive, but to use removable memory drives or email to save any uncompleted work.

Patrons are asked not to alter any settings or software. Tampering with either of these will result in loss of privileges. No personal software may be installed on library computers.

Patrons need to be aware of others who may need a computer and not monopolize this service.

Staff will be available for assistance in accessing programs and printing. Library staff reserve the right to remove any data or programs from the library's computers at any time.

Staff will not enter a patron's personal information into the computer (i.e. for taxes or social security) or provide typing services.

An SD card reader and headphones are available to borrow upon request.

Computers and all related equipment must be shut down ten (10) minutes before closing time.

Fees

A fee of fifteen cents ($0.15) per page is charged for black & white printouts. Color printouts are twenty-five cents ($0.25) per page or higher depending on the amount of color on the page. This is left to the librarian's discretion. Scanned printed pictures will be one dollar ($1.00) per page for color and fifteen cents ($0.15) per page for black and white. **All printouts must be paid for even if you choose not to keep the copy.** Patrons may ask for assistance in printing files or Library staff may encourage patrons to "print preview" before printing. These fees help defray the cost of paper and ink.

The Stroud Public Library Board reserves the right to modify the fee schedule at any time.

Please read this document carefully before signing for yourself or your children.

Introduction

The Internet, a global "network of networks," is not governed by any entity. As a network built on cooperation and entrepreneurship, it is unregulated and has no limits or checks on the kind of information that is maintained by and accessible to Internet users. Individuals should be aware that Internet sites frequently change locations or close down completely. To increase the information available to library customers and to provide them more communication opportunities, the library provides public access to the World Wide Web portion of the Internet. While the Internet provides useful ideas, information, opinions and services from around the world, it also contains content that may be offensive or incorrect. You are urged to be good information consumers. *Unwise use of the Internet, for example, supplying personal information through the Internet, may result in harm to the user. The library cannot guarantee customer privacy in their access to the Internet.*

Limitation of Liability

By accepting and signing this agreement, customers accept responsibility for their use of the Internet. The customer's signature represents acknowledgement that *the information, literature, and sites accessed through the Internet are not controlled by the library and that the library cannot be responsible for the accuracy or content of materials retrieved from nor transmitted via the Internet.* The library cannot protect customers from information they may find offensive.

Provision of access does not indicate library sponsorship or endorsement, nor does it imply responsibility for how literature and information are accessed or used by customers. The library cannot be held responsible for customers' use of the Internet. The freedom to access information is a fundamental right, but use of library equipment is a privilege.

Children and the Internet

Parents sign for and accept those same responsibilities and acknowledgements on behalf of their children under the age of 18. The library affirms the rights and responsibilities of parents and requires that parents (or guardians) supervise the choices of their children. A child's parent and/or legal guardian may withdraw permission for Internet Access at any time. Those parents or legal guardians who are concerned about their children's use of the Internet must provide guidance to their own children.

Responsibilities of the User

In an effort to ensure that the use of the Internet computer(s) is consistent, the following regulations apply:

1. The Internet computer(s) are located near the library circulation desks where they can be monitored by staff for assistance and security.
2. The user must have a "**Release of Liability for Internet Access in the Stroud Public Library"** on file.
3. A user must sign-in at the circulation desk before using the Internet computer(s).
   * A user is defined either as an individual or as a group of no more than two persons working together.
4. A user will be limited to one hour of Internet computer use per day. (Any desired printing or downloading must be included within the hour of use.) However, after 3:00 p.m. Internet access will be limited to thirty (30) minutes. The time period will begin with the sign-in at the circulation desk and will be regulated by the librarian at the desk. *The user must promptly cease use when time has expired or when asked by the librarian to finish.*
5. Use of computer(s) and the Internet access will be on a first come, first serve basis. *However, educational use and homework assistance will be given priority*.

6. The library will not supply e-mail accounts.
7. Removable memory drives brought in by the user will be permitted only with the permission of the librarian.
8. The public and staff may use Internet computer(s) only for ethical and legal purposes. Because the library is a public facility, Internet access must be confined to viewing sites appropriate for a public setting. The following points constitute unacceptable use of library Internet access.
    A. Use of library workstations to engage in any activity that violates local, state, or federal laws is prohibited. Illegal acts involving library computer access to the Internet will be subject to prosecution by appropriate local, state, or federal authorities.
    B. Individuals who create a hostile environment for library staff, or other users, including individuals who retrieve materials, which harass staff or other users, may have their privileges revoked.
    C. Harassment of people on-line. This includes, but is not limited to, libel, slander, and threatening communications.
    D. Destruction of, or damage to equipment, software, or data belonging to the library, to other library users, or to other people on-line. This includes, but is not limited to, the uploading or creation of computer viruses, <u>changes in the computer(s) settings or desktop, or installation of personal software or downloading software from the Internet</u>.
    E. Unauthorized printing or downloading of copyright protected material.
    F. Use of the Internet computers for commercial business ventures.
9. **Computer privileges can be suspended if you have overdue materials or outstanding fines. Privileges can also be terminated for unaccompanied children who are disruptive, loud, disrespectful or violate the library's Code of Conduct.**
10. Violation of any part of this policy will result in the cancellation of all Stroud Public Library computer privileges for the individual. In most cases, the cancellation will be for a period of 6 weeks; however, the time period is subject to Librarian's discretion. If inappropriate use continues, computer and Internet access privileges will be denied permanently.
11. All Release forms must be signed in the Library in the presence of a librarian. (Release forms will not be sent home for signatures.)
12. Instant messaging or chatting online is not permitted. Any user disregarding this rule will be reminded or the policy. If the user persists in chatting/IMing their privileges will be suspended or terminated.

Fees

1. Printing of Internet information is subject to the fees listed in the Computer Services Policy, which starts at fifteen cents ($0.15) per black & white page and twenty-five cents ($0.25) per color page. **Everything printed from the computer must be paid for even if you choose not to keep the copy.**

Please be advised that posted signage supersedes policy.

The Library reserves the right to add, delete or make changes to any software contained on the hard-drives of all library computers.

Wireless
The library provides free, unsecured, wireless Internet access for public use. The library does not provide technical support for privately-owned personal wireless devices; however, library staff may provide guidance for the use of such devices when directly involved with library-owned materials. Security for personal wireless devices rests solely with the owner of the wireless device. Use of these devices must conform to the library's acceptable use policies. The library may require acknowledgement of its Internet Use Policy through a click-on agreement for patrons accessing wireless services.

Addendum A
Additional Guidelines for Staff Internet Use

1. Staff are encouraged to utilize Internet resources in accomplishing their day-to-day work. This includes, but is not limited to, cataloging, information retrieval, inter-library loan and professional development (e.g., locating reference sources and participating in library related or Oklahoma Department of Libraries sponsored continuing education activities and so forth).

2. Staff may also use the Internet computer/s for personal use by following these instructions:

    *Personal use must be on the employees' own time.

    *Personal use must not interfere with any work-related activity.

    *Staff are required to pay all fees in regards to printing or floppy disks.

    *Computer hard-drive space must be used conservatively.

RELEASE OF LIABILITY FOR INTERNET ACCESS IN THE STROUD PUBLIC LIBRARY

The undersigned acknowledges that he/she has read and understands the Stroud Public Library Internet Computer Use Policy.

The undersigned further acknowledges that he/she may find Internet materials that are personally offensive and agrees that the Stroud Public Library assumes no liability for any damages, direct or indirect, that may occur to the user (or the user's data) as a result of being connected to any Internet service at the library.

For users under 18 years of age, the undersigned parent/legal guardian further acknowledges that a child may find Internet materials that are offensive to the child or the parent. The parent/legal guardian agrees to assume complete responsibility for the computer or Internet activities of his/her child. The Stroud Public Library assumes no liability for any damages, direct or indirect, that may occur to any child (or the child's data) as a result of being connected to any Internet services at the library.

_____Signature of Adult User

_____Signature of Parent/Legal Guardian
                                                                    for User/s Under 18 Years of Age

_____Date

_____Child/Children Authorized by
                                                                    Above Signature

_____

_____

_____

_____Signature of Librarian

Notes:_____

_____

COPY MACHINE POLICY AND FEES

1.   A copy machine, provided for the convenience of our patrons, will be used only with the permission of, or under the supervision of, library staff.

2.   There will be a fee for copies made for the general public.
        a.   Patron cost will be as follows:

        For 8.5 x 11 Letter sized and 8.5 x 14 Legal sized pages

Per page	Single sided	Double sided
Black & White	15¢	25¢
Any color on page	25¢	40¢
All color on page	50¢	90¢
Full page color	$1.00	$1.90

        11 x 17 Black & White Single sided fifty cents ($0.50) per page

3.   The charge for copies made for the public shall be posted at or near the copy machine.

4.   A receipt for the transaction can be provided upon the request of patron.

5.   The library reserves the right to deny use of the copy machine when they feel it is necessary (e.g. pornographic materials, etc.)

6.   All copyright guidelines (Title 17 U.S. Code) will be followed for all copies made. (See Appendix for copy of Code.)

7.   The copy machine also serves the computer printer. Printing fees will follow the fee schedule above.

8.   The copy machine also serves as a scanner. There are no fees for this service.

FAX MACHINE POLICY AND FEES

1. The Fax machine, provided for the convenience of our patrons, will be operated only by library staff.

2. The library staff reserves the right to deny use of the Fax machine when they feel it is necessary.

3. Requests to and from city government offices, serials exchange libraries, inter-library loans or library business shall be free.

4. All copyright guidelines will be followed for all Fax transmissions:
   a. Copyright: any request between libraries is covered by the copyright law (Title 17, U.S. Code). These include an indication on each request that it complies with the CCG (108 (g) (2) guidelines) or CCL (the remaining provisions of the copyright law).
   b. Section 109 (g) (2) limits requests for articles from a specific periodical title for five filled requests within any calendar year from articles published in the periodical within the past five years.

5. There is a charge for public use of the Fax machine. Costs are listed as follows:
   a. Transmitting is one dollar ($1.00) per page. There is no charge for the cover page, which is provided by the library upon request of the patron.
   b. There will be a one dollar ($1.00) charge for calls made to wrong numbers provided by the patron.
   c. Receiving is fifty cents ($0.50) per page.
   d. The library will not transmit international faxes.
   e. Fees must be paid after transmission or reception. A receipt will be provided upon patron's request.

6. The patron must provide the document to be transmitted in a sendable form (e.g. single page format).

7. Fees are set according to the guidelines of the Stroud Public Library Board.

8. The Stroud Public Library Board reserves the right to change the amount charged for the transmission of and receipt of faxes.

9. The Library is not responsible for lost or misdirected faxes or for the condition of the document as it is received at the transmitted site.

TELEPHONE USE POLICY

Due to the prevalence of personal cell phones the following policy is in place for Library telephone use. The policy and guidelines are for those who do not have a cell phone, i.e. young children.

1. The library is a business, and as such, must have the telephone free for incoming business calls.

2. No students/children will be allowed use of the telephone during school day hours.

3. Students must ask permission to use the telephone.

4. Students will be allowed to use the telephone only if the call is within the Stroud 968, 987, 290 or 908 exchanges. No long distance calls will be permitted.

5. Students/children are only allowed to call home to notify a parent of where they are or to ask for a ride home.

6. Students are not allowed to call friends just to chat.

7. Calls must be limited to two (2) minutes.

It is also expected that the telephone may be used by adults who are attending meetings in the conference room or visiting the library. This is fine, as long as demand does not get too great and telephone use follows these guidelines.

1. The library is a business, and, as such, must have the telephone free for incoming business calls.

2. Patrons must ask permission to use the telephone.

3. Long distance calls may be permitted on a case-by-case basis and only if the caller uses an 800 number or personal calling card.

4. Patrons are not allowed to call friends just to chat.

5. Calls must be limited to a few minutes.

For incoming calls asking for a certain patron, the call must be limited to two (2) minutes.

MICROFILM READERS POLICY

Microfilm readers are available for public use at Stroud Public Library. The primary use is for research purposes, such as the library owned census microfilm or newspaper microfilm. However, occasionally patrons bring in their own microfilm or microfiche to view. This is acceptable as long as they make the librarian aware of what they have brought in to the library.

Library staff are available for instructions in machine operation.

Fees

Fees could include rental fees for any census microfilm ordered through the Census Microfilm Rental Program. The patron will be notified of the cost at the time of receipt of the microfilm.

OTHER

MEETING ROOM POLICY

The meeting room(s), located in the lower level of the library may be reserved in compliance with the following policy.

1. The meeting room is available for use during regular library hours only.

2. Use of the meeting room is free of charge to local groups and organizations. However, the room is not to be used for private parties.

3. Non-profit groups, organizations or state agencies may use the conference rooms without charge.

4. For-profit groups and organizations are charged a fee of thirty-five dollars ($35.00) for use of the rooms. The fee is the same whether the group uses the room for part or all of the day. The fee must be paid at the time of use, at which time a receipt or an invoice will be provided; or the organization can request an invoice to be sent.

5. The Stroud Public Library is not responsible for the content, accuracy or outcome of any non-library sponsored use of the meeting room.

6. No food or drinks are allowed.

7. Smoking is not permitted in the meeting room.

8. Groups or organizations using the meeting room are asked to help maintain its cleanliness.

9. A contact name and telephone number must be given when booking the meeting room.

10. Any meetings that would be disruptive to the use of the library are prohibited.

11. Final decision rests with the Stroud Public Library Board as to use of the meeting room.

12. The Stroud Public Library Board reserves the right to set or change the amount charged in regard to the room use fee.

13. The Stroud Public Library Board reserves the right to deny any group or organization use of the meeting room if the group's use of the room violates any local, state, or federal laws.

PUBLICATIONS POLICY

The library catalog is available online as part of the service provided by our ILS company. This is referred to as the OPAC and can be found at http://stroud.booksys.net/opac/spl/#menuHome. All new circulating items are added to the catalog as part of the acquisition process.

The library's section of the city website, www.cityofstroud.com/library, is used to publicize library services and events. The information should be reviewed periodically to maintain accuracy. Indexes of Census information and obituaries are also published. This allows the public to determine which of certain information is available in our microfilm without their having to visit or contact the library, possibly from a non-negligible distance.

A link to the e-book catalog is on the library's home page and on the OPAC as part of the contract for e-book service. A link to the OPAC is also on the website.

Space is available for persons and organizations to leave brochures, flyers, etc. These materials should only contain information for the public and not be used for solicitation or sales. They are for free distribution to patrons as long as supplies last. Flyers may also be posted on the doors to advertise local events. A librarian should be asked permission before any materials are left/posted.

An area in the library is designated for tax materials. It is well marked with signs throughout the building directing patrons to its location. The area contains those tax publications which have been provided to the library free of charge and are distributed to patrons free of charge on a first come, first served basis. It also contains materials intended as originals to be copied. Copies of these materials are subject to regular Copy machine fees.

The library staff publishes several newsletters every year by emailing them to the local newspaper as a news release. Occasions for which an article may be written include, but is not limited to: Summer Reading Program, National Library Week, book sales, poetry contests, book purchases and updates on services.

All publications are subject to review and removal by the Library Director.

GIFT POLICY

All gift items must meet the criteria of the Books/Materials Selection Policy and Library Operating Policies.

The library cannot make appraisals on gift materials, both because it is an interested party in the transaction and because it is not possible to provide expert price knowledge.

The Stroud Public Library hereby acknowledges the receipt of the following gift(s):

Stroud Public Library

By:_____

I understand that this gift hereby becomes the property of the Stroud Public Library and will be used to the best advantage of the library, and that the library may exchange, sell or discard unneeded items.

Name of donor:_____

Date:_____

The above statements must be printed on library stationary.
See attachment.

STROUD PUBLIC LIBRARY

301 W. 7th Street, P.O. Box 599, Stroud, OK 74079 (918) 968-2567, Fax (918) 968-4700

Stroud Public Library hereby acknowledges the receipt of the following gifts/donations:

Stroud Public Library

By:_____

I understand that this gift/donation hereby becomes property of the Stroud Public Library and will be used to the best advantage of the library, and that the library may exchange, sell, or discard unneeded items.

Name of donor:_____

Date:_____

EMERGENCY CLOSING POLICY

Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, flood, explosion, or terrorism may require the closing of the library. The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The library cooperates fully with public safety departments and emergency providers.

In the case of extreme weather, the following criteria set closings:

1. Department of Public Safety issues an alert stating travel is hazardous and urges the public to stay off roads.

2. The Stroud School District issues a notice stating the school is closed.

3. The Stroud City Manager asks employees not to come to work because of hazardous conditions.

The Library Director or, in his/her absence, the City Manager will determine when to close the library during an emergency or catastrophe.

*Exceptions to this policy will include temporary closings of few hours or less in the event of a city employee meeting or funeral attendance. In these events, if sufficient notice has been received, a sign will be posted on the library doors.

LIBRARY PERSONNEL

1. Library personnel are employees of the City of Stroud, and, as such, are subject to requirements as set forth in the City of Stroud Personnel Handbook, as well as library regulations.
    a. Section 2-505, Ordinances, City of Stroud: The board shall supervise and control the public library or libraries of the city; and may remove the librarian and all personnel of the department, except as the board may authorize the librarian to appoint temporary or part-time employees.
    b. The librarian, subject to the authority of the library board shall have supervision and control of the library or libraries, including all personnel thereof.
    c. Section 31-104, Oklahoma Statutes: The library board shall have authority to appoint, and remove, a suitable librarian and necessary assistants.
    d. All actions must have concurrence of the Municipal authorities.

2. **The library must be open on time**; if the library is scheduled to open at 9 a.m. then it must open at 9 a.m. Do not have a fear of opening doors a few minutes early to accommodate a waiting patron. It is unacceptable to open the library five or ten minutes late. Also, **do not expect a co-worker to be responsible for opening and maintaining the library until you arrive.**
    a. The clock, located in the library, will be the primary source of timekeeping, not an employee's personal watch or clock.
    b. You should be ready for any library transaction when the doors are opened. If this requires you to come in ten to fifteen minutes early to turn on computers, copiers etc., do so.
    c. Do not wait until doors are unlocked for your personal grooming. If time is required for personal readiness, the employee should arrive in the building ahead of time to allow for this preparation.
    d. **An employee not at his/her place of work and ready to work at starting time will be considered tardy. (Sec. 500:507 City of Stroud Employee Handbook of Personnel Policies)**

3. All employees of the City of Stroud are authorized a rest period of no more than fifteen minutes for each four hours of continuous duty. You may not be able to take the same time each day. You may have to adjust time according to demand.
    a. It is expected that some food and/or drink will be consumed at this rest period. Limit consumption of food to this time.
    b. Leave all food, drink, candy, hard candy, etc. in the work area. All food and drink must be consumed in the kitchenette area. (A cough drop or hard candy for a sore or irritated throat is acceptable in the main areas of the library.)
    c. KEEP THE FOOD AREA CLEAN. Throw away your own empty drink cans and/or bottles and any boxes that have been emptied of food.
    d. DO NOT LEAVE DIRTY EATING UTENSILS OR CUPS IN THE SINK. EACH EMPLOYEE IS RESPONSIBLE FOR CLEANING UP AFTER HIS/HERSELF.

4. You are an employee of the City of Stroud, and, as such, are a servant of the public. Be polite. Serve each patron equally, without thought to what that person is to you outside of the library. (Sec. 100: J City of Stroud Employee Handbook of Personnel Policies)

5. When you leave the library, leave the problems of the library here. Do not discuss overdue books, children, or other library problems at the grocery store, drug store, beauty shop or any place outside the library building.

6. Complaints from patrons about library personnel will be judged by the librarian and referred to the library board.

7. Complaints of library personnel will be made to the Head Librarian and not made to a member of the library board or to a member of the municipal governing body. Failure to stay within the chain of command will be considered grounds for dismissal.

8. If a salesman, repairman, or patron is visiting in the library, please continue with your work. Do not feel that you must be included if a co-worker is in conversation with a visitor. There are correct times to visit with a patron, however, do not allow these visits become too long. You can indicate that you have work to finish to keep visiting to a minimum.

9. If a patron asks for the head librarian by name or title, then call that person. Do not indicate that you should be capable of handling the inquiry.

10. Employees should dress in as neat a manner as possible. Jeans, slacks, pant suits, split skirts are acceptable. Dress shorts are permissible if the inseam is 7" long or longer. Halters or other abbreviated attire will not be permitted.

11. Employees are expected to perform all library duties unless hired for one specific duty.
    a. Administrative duties will be addressed by the Director of Library services, not other personnel.
    b. Do not direct a co-worker to fulfill a duty in a certain way. The Director of Library Services will acquaint a library helper as to how duty should be performed.
    c. The Director may assign different duties at times, even on a daily basis, if necessary.
    d. The Director may refuse to assign certain duties to an assistant if that person does not perform the duty well, does not greet the public in a friendly manner, cannot or will not proof read and correct errors, or is not competent with equipment.

12. If an employee is absent from work for a time, upon return he/she should return to the existing schedule.

DUTIES OF THE PERSON WORKING AT THE UPSTAIRS CIRCULATION DESK

1. Take care of patron needs as requested:
    a. Check books and other materials in/out.
    b. Make copies as needed.
    c. Send faxes as needed.
    d. Assist patrons with public access computers as needed.
        1. Maintain computer sign in/out sheet.
        2. Maintain time each patron is allotted for computer use.
    e. Assist patrons in locating books or materials on the shelves.
    f. Take new patron applications and enter information into the computer system.
    g. Process inter-library loan requests.
    h. Process Internet release forms.
    i. Process reference and information requests.

2. Each morning:
    a. Turn on the elevator.
    b. Turn on computers and lights.
    c. Unlock doors.
    d. Remove books from the book drop.

3. Shelve books/materials as they are returned, or as soon as possible.
    a. Before a book is shelved double check to see if it has been checked in.
    b. Do not put off shelving books until the last thing you do for the day.
    c. Straighten any shelf on which you have put a book.

4. See that the desk, reading area and shelves are in order. To do so, it will be necessary to leave the circulation desk. Try to work away from the desk when no patrons are present. If a patron is selecting books, then you can work the shelves, keeping the desk in view. Move to the desk when the patron is ready to check out.

5. Watch shelves for books that have been taken to another part of the library, books with the spine to the back of shelf, or not in the correct place. Put books in correct order as time permits.

6. Each evening:
    a. Ten (10) minutes before closing shut down all PACs (public access computers).
    b. Move date stamp forward to the next day.
    c. Count paperback and ILL (Interlibrary loan)
    d. Record money taken in to petty cash
    e. Record number of patron visits
    f. Turn off the elevator.
    g. Turn off lights and lock doors. (<u>Do Not Lock Doors Early</u>)

7. Desk area is to remain neat and tidy. All drawers containing money will be locked. If you are to be away from the desk for a period of time (i.e., in restroom) you must either take the key with you or place it in a safe location.

8. Prepare books/materials for circulation by:
    a. Accessioning books/materials.
    b. Importing MARC records into the Atriuum system.
    c. Cleaning up the MARC records and assigning bar code numbers.

      d.   Printing barcode and spine labels and placing on books/materials.
      e.   Stamping the book and putting on a mylar cover over the dust jacket.

9.   Remove books/materials from circulation by:
      a.   Removing book card and pocket.
      b.   Stamping "discard" on book/material in several places.
      c.   Pulling inventory card.
      d.   Marking the accession book with date of discard.
      e.   Deleting MARC record from computer system.
      f.   Pulling catalog cards if applicable.
      g.   Putting discarded book information into the Withdrawn database.

10. Any filing that has to be done such as Internet release forms, new patron applications, etc.

11. Assist with computers when needed.

12. Mend and service any book that needs repair.

13. Straighten shelves, drawers, etc.

14. Keep area neat by putting away scissors, papers, cards, etc. when you are finished.

15. Service machines: copier, fax, and computers as needed.

16. At the end of the month:
      a.   Print fax log.
      b.   Count money in petty cash.
      c.   Backup computer files.
      d.   Turn calendars.
      e.   Check fire extinguishers.

17. Keep obituary database up-to-date:
      a.   Scan obituaries in the newspaper
      b.   Enter each obit in the database
      c.   Make index cards for each person

DUTIES OF THE PERSON WORKING AT THE DOWNSTAIRS CIRCULATION DESK
(SEPTEMBER 2016 THE CHILDREN'S LIBRARY WAS REMOVED TO UPSTAIRS)

1. Take care of patron needs as requested:
   a. Check books and other materials in/out.
   b. Make copies as needed.
   c. Assist patrons with public access computers as needed.
      i. Maintain computer sign in/out sheet.
      ii. Maintain time each patron is allotted for computer use.
   d. Assist patrons in locating books or materials on the shelves.
   e. Take new patron applications and enter information into the computer system.
   f. Process Internet release forms.
   g. Process reference and information requests.

2. Turn on computers each morning.
3. Shelve books/materials as they are returned, or as soon as possible.
   a. Before a book is shelved double check to see if it has been checked in.
   b. Do not put off shelving books until the last thing you do for the day.
   c. Straighten any shelf on which you have put a book.

4. Prepare and process overdues by making telephone calls or sending email, cards and letters. A master overdue sheet will be used for this process. A list of overdue items may be viewed in Atriuum at any time.
5. See that the desk, reading area and shelves are in order. To do so, it will be necessary to leave the circulation desk. Try to work away from the desk when no patrons are present. If a patron is selecting books, then you can work the shelves, keeping the desk in view. Move to the desk when the patron is ready to check out.

6. Watch shelves for books that have been taken to another part of the library, books with the spine to the back of shelf, or not in the correct place. Put books in correct order as time permits.

7. Each evening:
   a. Ten (10) minutes before closing shut down all PACs (public access computers).
   b. Move date stamp forward to the next day.
   c. Check restrooms.
   d. Record money taken in to petty cash
   e. Record number of patron visits

8. Desk area is to remain neat and tidy. All drawers containing money will be locked. If you are to be away from the desk for a period of time (i.e., in restroom) you must either take the key with you or place it in a safe location.

9. Keep local history collection up-to-date:
   a. clip articles out of newspaper
   b. paste in notebook
   c. enter into database

10. Oversee any proctoring of tests.
11. Straighten shelves, drawers, etc.
12. Keep area neat by putting away scissors, papers, cards, etc. when you are finished.
13. File obituary cards.

DEFINITIONS

Certain words describe different library processes. All library personnel need to understand the terminology pertaining to their work.

appropriation	anticipated income for a given period, usually one year. These funds come from the City of Stroud, as the library is one department of city government.
annual report	a summary of the year's activities, services, income and expenditures submitted to the Oklahoma Department of Libraries.
Atriuum	automation software used to maintain library functions, i.e. circulation, patron, and inventory files.
Board of Trustees or Library Board	the governing body of the library.
budget	items of estimated expenditure that the library plans to make.
call number	the classification number or letters of a book.
card catalog (automated)	computerized database of library holdings classified by author, title, and subject.
check in	a term used when books/materials have been returned to the library and are ready to be placed back in service.
check out	a term used when the library has loaned books/materials to a patron; usually for a specific period.
circulation	the process of checking books in and out.
due date	the date on which books/materials should be returned to the library by a patron.
e-book	an electronic version of a printed book that can be read on a computer or handheld device designed specifically for this purpose.
e-reader	a handheld device on which electronic versions of books, newspapers, magazines, etc., can be read.
fiction	books/materials that contain imaginary narratives with plots.
Illiad of ODL	an interlibrary loan and cataloging tool accessed through the Internet.
interlibrary loan	a process that allows the library to borrow books/materials from other libraries.
invoice	an itemized statement of material purchased, including date of purchase and price of each item.

item circulation class	rules in Atriuum that detail if an item can be checked out, for how long, and to whom. They include: Reference: does not circulate Circulation: standard two-week check out to all patrons Circulation_Video: one-week check out of DVDs to all patrons Circulation_Video_R: one-week check out to adult patrons only
item report class	approximately 65 classes in Atriuum which group items according to the call number of each item, used for statistics.
non-fiction	books/materials that contain factual information.
out-file	a tray of cards showing paperbacks or interlibrary loans (ILL) that have been checked out.
overdue	books/materials that have been kept past the due date by the patron.
patron card	a card filed in the library for identification of a borrower of books/materials.
patron circulation class	rules in Atriuum that detail a patron's borrowing privileges. They include: Adult: may check out any item according to its circulation class Juvenile: may check out any age-appropriate item according to its circulation class Suspended Account: may not check any item until reason for suspension is satisfied
periodicals or serials	are magazines.
public access computer or PAC	a computer made available to the public for various purposes such as typing documents, searching the automated card catalog, accessing the Internet.
purchase request	a form turned in to the purchasing agent requesting a purchase order number; the form contains information on which fund the purchase is to be debited and a copy of the order form.
purchase order	a paper stating that funds are available for a purchase. Issued from the office of the city clerk or purchasing agent.
receiving report	a form turned in to the purchasing agent after books/materials are received; the form contains the date the shipment arrived, the shipper, a packing slip, and copies of the invoice.
reference materials	books/materials (i.e. CD-ROM) that are ordinarily used only in the library to find definite facts.
reserved book	a book/material held for a patron who has made a special request for it.
shelf list or inventory file	a file of cards (3 x 5 inches) that shows how books/materials are arranged on shelves.

Wi-Fi or
wireless internet   a facility allowing computers, smartphones, or other devices to connect to the
Internet or communicate with one another wirelessly within a particular area.

PROCEDURES

QUICK REFERENCE

Library Information	Hours:
918-968-2567	M-T 9-1 & 2-6
Intercom "23" for Downstairs	W-F 9-1 & 2-5
Fines: .05 per day per book	Sat 9-12

Fax:	Copies:
918-968-4700	Black & White Copies .15ea
Receive: .50/page	Color Copies start at .25ea
Send: $1/page	ILL: $3/per book

Centennial Book: $45, +$4 mailing fee, box for it on top of shelf

Morning Responsibilities:
Turn on Lights, Computers, Copy Machine
Turn Elevator to "Run"
Get returned books from book drop.

Evening Responsibilities:
Write customer names in notebook
Write down how many paperbacks, etc. were checked out
Turn Date Stamp to next day's date and stamp note pad.
Turn off Computers, Copy Machine, Lights.
Turn Elevator to "Off"
Lock Front Doors

Uncataloged items	Circ: Books01
upstairs: 200001-200100	Wifi: read@BOOK

Illiad:	ODL card#	First Search:	Facebook:	Twitter:	@cityofstroud.com
StroudPL	d530011696	100-137-961	facebook@city	stroudlib@y	library
ill	dewey74079	FSOKSG	L!brary16	Twitter2017	library4106

http://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=s9183084&profile=ehost&groupid=main
login: spl
pass: patron

Elevator keys/codes:	To open downstairs south door,
1846 – Stop Svc.	turn the knob hard,
2389 – Fire	door will pop open.
2395 – Fan Light / Ind Svc.	

Special Elevator Key is located in Downstairs Circulation desk in Left drawer.

BOOKS/MATERIALS SELECTION PROCEDURE

1. Books and other materials will be purchased from the appropriation allowed by the City of Stroud; from funds received from the Oklahoma Department of Libraries; or other gifts or donations.
   a. Before any purchase is made a purchase order must be requested from the City clerk or purchasing agent. If the purchase is with city funds, it will be taken from the General Fund. If the purchase is from Oklahoma Department of Libraries funds, it is designated from the Special Library Fund. The fund should be specified on the purchase order request form.
   b. Orders will be prepared in triplicate or duplicate if the order is to be faxed or made online. The original will be prepared for the supplier; the second copy will be presented to the purchasing agent along with the purchase order request form. The third copy is for library files.

2. Purchase of textbooks should be considered carefully. Gifts of textbooks will be accepted and may be sufficient for the use intended. The patron should be informed the books will be used to the best benefit of the library.

3. Paperbacks intended for general reading may be accessioned and processed. Paperbacks needed for the reference section, which are not available in hardback edition, will be accessioned, classified, and processed in the same manner as a hardback.

4. Attention should be given to see that the addition of a requested book is to the advantage of the library. If it appears to be of value, it may be ordered on the next book order.

5. Student requests are usually for books that are needed immediately. If the subject appears to be one that will be asked for again, begin to search for books on that topic.

BOOKS/MATERIALS PROCCESSING PROCEDURE

1. On receipt of books/materials, unpack and check invoice/packing list against shipment received.
    a. Copy invoice if only one is provided.
    b. Fill out a receiving report for the shipment, information to be included in report is as follows:
        i. Name of the company the shipment is from.
        ii. Date the shipment was received.
        iii. Method shipped (i.e. U.S. Post, FedEx, or UPS)
        iv. Staple invoice and packing slip to the report.
        v. Receiving report must be turned in to the purchasing agent before any additional processing is done.
2. Books/materials are kept on a designated shelf until they are ready to be processed.
3. Record required information in the accession book, assigning the book/material an accession number.
4. In the book(s):
    a. On title page, parallel to the binding, write the date of acquisition, dealer, and price of the book.
    b. Write accession number on the inside back cover in the upper left corner.
5. In Atriuum, scan the book's ISBN into the Quick Cataloging tool to obtain a MARC record.
    a. Correct/Delete any extra information that does not pertain to the way Stroud Public Library catalogs and save.
        i. Add a cover image.
        ii. Choose reading level (For DVDs, this is the rating)
        iii. Choose material type
        iv. Make sure non-fiction items have adequate subject headings and fiction books have a summary.
    Also, started adding lexile numbers for children's books: fab.lexile.com
    b. Click 'Add Holdings' and assign classification (See Below) and barcode number.
        i. Set Item Circulation Class
        ii. Set Item Report Class
        iii. Check Hide from OPAC if item does not circulate
        iv. Choose Physical location
        v. Enter purchase date
        vi. Enter cost
        vii. Select vendor
        viii. Put accession number in the Holding Notes field
        ix. Check barcode and spine pocket labels
6. Print a shelf card. Information to be included on the card is as follows:
    a. Author
    b. Title
    c. Accession number
    d. Classification
    e. Publisher
    f. Date of publication
    g. Series title and volume or edition as applicable
    h. ISBN (International Standard Book Number)
    i. Barcode number
    j. Cost of book
    k. An 'A' indicating the book will have a record in the Automation system.

Clas-sifica-tion	ISBN	A	Barcode #
	Author		
	Title		
Acc. #	Series Title & Volume, as applicable		
	Place of Pub.: Publisher, Date of Pub.		
Cost			
LCCN			

7. Print out the scannable barcodes of assigned barcode numbers.
8. Print spine labels.
9. Apply label to the spine of the book. Labels should be placed 1" from the bottom of the spine. If the spine of the book is to thin, the label should be placed on the lower left front cover, 1" over from the edge of the spine and 1" inch up from the bottom. Use a label cover if the book does not have a dust jacket. Do not use a label cover if the book has a jacket, the Mylar jacket cover will protect the spine label.
10. Apply barcode label to the upper right side of the back cover. The label should be placed 1/2" inch from the top of the book and 1/2" inch over from the spine. If the book has a dust jacket place label on the jacket, if the book does not have a jacket, place label on the cover and put a label protector over it.
11. Cover the paper dust cover with a Mylar jacket for those books needing one.
12. Apply the adhesive date due slip 1/4-inch below the bar code.
13. Use the "Stroud Public Library" stamp and stamp the book in several places. Usually on the bottom, inside both covers, the title page, and at the bottom of various other pages. For DVDs, place round label with the accession number on the disc. Store disc in file cabinet; place empty cases on shelf.
14. Make sure the books are available for check out in the Automation system.

Library guidelines for Classification:
  1. For adult fiction:
     a. The first line of the label should contain the following, depending on genre.
        i. F   Fiction
        ii. F-M   Fiction Mystery
        iii. F-W   Fiction Western
        iv. Sci-Fic   Science Fiction
        v. SC   Story Collection
     b. The second line of the label should contain the first three letters of the author's last name.
     c. The third line should show the author's nationality, such as, 813, 823, 833 and so on. For example:
        XXX   Fiction genre
        XXX   First three letters of the author's last name.

        XXX   Nationality of the author.

2. For adult non-fiction:
   a. The first line of the label will be the Dewey Decimal classification.
   b. The second line on a non-fiction label will contain the first three letters of the author's last name.
   c. In some cases of non-fiction a third line is needed; the [B] is added to indicate the work is a biography. For example:

      XXX   DDC classification
      XXX   First three letters of author's last name.
      XXX   [B] if needed.

3. For juvenile fiction, the addition of a 'j' is used following the guidelines listed above. For young adult fiction, use YA. For example:

   jF   Juvenile Fiction or
   jF-M   Juvenile Fiction Mystery
   YA   Young Adult
   XXX   First three letters of the author's last name.

4. For juvenile non-fiction, the same technique used for adult labels applies. For example:

   j-XXX DDC
   XXX   First three letters of author's last name.
   XXX   [B] if needed.

5. For Easy fiction and non-fiction, the same guidelines listed above apply. For example:

   E   To indicate the work is easy.
   XXX   Fic to indicate fiction or DDC classification if the work is non-fiction.
   XXX   First three letters of the author's last name.

6. For materials in different formats, the first line is that designator for example: BP for Big Print and Spanish for Spanish titles. Follow standard library guidelines for the other lines.

BP	Format		Spanish	Format
F	Genre	or	XXX	DDC Classification
XXX	Author		XXX	Author

7. For processing materials in different formats, such as audio and video, the steps are basically the same. There are a few changes in marking the materials.
   a. Audio spine labels will contain the following information:
      i. Audio   To indicate the format.
      ii. XXX   F fiction, F-M fiction mystery, Sci-Fic science fiction, F-W fiction western, SC story collection, or DDC classification for non-fiction.
      iii. XXX   First three letters of the author's last name.
   b. DVD spine labels will contain the following information:
      i. DVD   To indicate the material type
      ii. XXX   DDC classification
      iii. XXX   First three letters of the title
      iv. XXX   Number assigned by the library in the order the material was received.
   c. Write the accession number, date of acquisition, and price of the item inside the container.
   d. Each individual disc will have a round label with the accession number and Stroud Public Library written on it.
   e. Placement of the barcode label is the same as for books.
   f. The date due label will be posted on the front cover in the upper left corner.

BOOKS/MATERIALS INVENTORY PROCEDURE

You will need a computer with access to the barcode scanner, its manual and Visual Xpress

1.   Open the scanner manual and go to USB Com Port Emulation. Scan barcode.

2.   In Atriuum, click Catalog, then Inventory.

3.   Choose a name for the new inventory. Click create.

4.   Specify the collection you will be scanning. Click Generate List.

5.   Start Visual Xpress.

6.   Scan item barcodes.

7.   Click file and save. Make sure you know where the file is saved. Close Visual Xpress.

8.   Return to Atriuum…

    a.   In the Actions list, click File Update

    b.   Under "Update Inventory From File" click Browse… and select the file of barcodes you just made. Click Update Inventory.

    c.   For circulating collections, click on Action Update and click Set Seen.

10.   You can now click on Reports and Show Unseen Inventory Items to see any missing titles.

11.   When finished with that collection, click Finalize Inventory.

12.   Repeat steps 2-11 for each collection.

13.   When finished with inventory, go to the scanner manual, to USB Keyboard (PC) and scan the barcode.

14.   Atriuum can create a report of Lost Items.

BOOKS/MATERIALS DISCARD PROCEDURE

1. Items are selected for discard under a variety of circumstances.
   a. When a damaged or lost item is moved to the discard shelf outside of normal weeding:
      i. Change the Atriuum record not to display on OPAC
      ii. Change the condition in Atriuum to "To Be Withdrawn"
   b. When weeding:
      i. Scan barcodes
      ii. Use Reclassify items to change the condition in Atriuum to "To Be Withdrawn"

2. Gather the books to be discarded or note of a book lost to patron.
   a. You'll need a black pen and paper clips.

3. For each item:
   a. Pull the shelf card.
   b. Make sure the accession # and barcode matches on the item and on the cards.

4. For each item:
   a. Write the "discard", date and the fiscal year on the shelf card.
   b. If the book card is still in the book, clip it to and write a "B" on the shelf card.
   c. Take the pocket & date due slip out of the book.
   d. Stamp "withdrawn" on the item.
   e. Toss/box.

5. Sort the shelf cards by accession #.

6. Write in the accession book "discard", the date and the fiscal year.
   a. Write "A" on the shelf card.
   b. Sort out those without a "B" already on them - keep them in acc# order.

7. Find book card by acc #, clip it to the shelf card; write "B".
   a. If item does not have a book card, write "X".

8. Delete records from Atriuum. On the shelf card cross out a circled A.
   a. Atriuum will not delete records with associated fines. For each item, if a fine is owed:
      i. Waive it.
      ii. Re-asses it as a fee.
   b. Filter for items where condition equals To be withdrawn. Click add.
   c. Click delete queued records.

9. List each item in the Withdrawn database, sorted by barcode.

PERIODICAL PROCESSING PROCEDURES

Magazines and other small publications are available for circulation.

New periodicals processing procedure

1. Periodicals shipped directly to the library may be shelved immediately.

2. Periodicals donated to the library should have any information identifying their previous owners

    removed before being shelved.

Shelving procedure

1. Some publications have dedicated space on the shelving or in the magazine rack, including:

    a. Stroud American   g. OCHEC informer
    b. Lincoln County News   h. Oklahoma Humanities
    c. Observer   i. Art Focus Oklahoma
    d. Corridor   j. Preservation Oklahoma News
    e. Odyssey   k. Bright Future
    f. The Remnant   l. Ageless Time

2. Other magazines can be shelved according to their age:

    a. Newest magazines go in the magazine rack.

    b. Overflow from the magazine rack goes on the regular shelving.

    c. Older magazines can be stacked on a desk until discarded.

Discarding procedure

1. Small periodicals can be thrown away.

2. Magazines should be bundled by title and date.

    a. Try to bundle a year's worth together.

    b. Substitute issues on a similar subject matter to fill out light bundles.

3. Sell bundled magazines in book sale.

BOOKS/MATERIALS CHECK OUT PROCEDURE

1.   See that the rotary date stamp is set to fourteen (14) days in the future.

2.   After the patron has selected his/her books/materials, the following steps must be taken.
        a.   Call up the patron's name in Atriuum on the computer.
        b.   Use bar-code wand to scan the bar-code of the item(s) selected.
        c.   Remove card from the book pocket, if it has one.
                i.   This legacy card gets filed, not returned to the book.
        d.   Stamp due date on the book/material.
                i.   For DVD's write the date.
        e.   Click Check out in Atriuum.
        f.   Call the patron's attention to the date the book/material is due back.

3.   For library materials (magazines, adult paperbacks) that do not have bar-codes the following steps must be taken.
        a.   Stamp the date due on the item(s), for paperbacks it is usually inside the front cover, for magazines on the front cover or within the first few pages.
        b.   Paperbacks must include the patron's initials next to the date due.
        c.   Using a scrap index card write the following information if the patron is borrowing paperbacks.
                i.   Patron's name.
                ii.   Number of paperbacks borrowed.
        d.   Using a scrap index card write the following information if the patron is borrowing magazines.
                i.   Patron's name.
                ii.   Name of the magazine and the date of publication.
        e.   Call patron's attention to when the material is due back.
        f.   Place card in front of the outfile box.

4.   At the end of the day count the number of cards in the outfile and manually record the number on the library activity sheet. Record only those items that do not have a bar-code. Interlibrary loans shall be recorded in the magazine/ILL category.

5.   Interlibrary loans received by the library shall be checked out in the following manner.
        a.   Call the patron's attention to the due date set by the lending library (usually posted inside or on the ILL). Remind the patron to return the ILL a few days ahead of that date. This will allow the library time to mail the ILL back in order to meet that deadline.
        b.   Record date of pick up in the record for that request in the ILL database.

BOOKS/MATERIALS CHECK IN PROCEDURE

1.   Prepare a place to put books/materials as they are returned by the patron.

2.   As soon as you are not busy helping a patron, check in the books/materials that have been returned by following these steps.
   a.   Check for due date of book/material.
   b.   Using the bar-code wand scan the bar code of the item into Atriuum.
   c.   You will hear a trilling tone from the computer signifying a successful scan.
   d.   Check for discrepancies between the information that came up on the computer screen and the book/material returned.
   e.   For audio or video materials check to see if all the cassettes/CDs are in package.
   f.   Place book/material on book cart to be shelved.
   g.   Inform patron of any fines.   If patron pays fine:
      i.   In the patrons account, click on the amount of Fines Owed.
      ii.   Fill in the amount, uncheck print receipt, and click Pay.
      iii.   Put money in drawer.
      iv.   Offer (written) receipt.
      v.   Log money received.

3.   While the bulk of library books/materials have a bar-code, some items, namely magazines and adult paperback books do not. Check in of magazines and paperbacks is accomplished in the following manner.
   a.   Check the item for a due date, usually found on the inside cover or first and second page.
   b.   Check outfile under that date for the checkout card.
   c.   Make sure the information on the card matches the item or items checked in.
      i.   In the case of magazines, the card should contain the following information.
         1.   Name of the patron borrowing the material.
         2.   Name of the magazine.
         3.   Date of publication.
      ii.   In the case of paperbacks, the card should contain the following information.
         1.   Name of the patron borrowing the material.
         2.   Quantity of paperbacks being borrowed.
            a.   If a patron borrows 6 paperbacks and only brings back 3; mark the card as having 3 returned and 3 still borrowed and place the card back under the original date. This will insure that when the patron returns the three remaining paperbacks a record for that transaction can be found.
   d.   Place the item/s on the book cart to be shelved.

4.   If any book/material comes into the library for which you find no information or card, check to see if the book/material belongs to the library. The book/material may belong to the school, another library, or an individual. If no markings are found the material is considered a donation and handled accordingly.

BOOKS/MATERIALS RESERVE PROCEDURE

1. Patron can place an item on reserve through the OPAC or

2. by contacting the library.

    a. Staff member brings up patron's account in Atriuum.

    b. Enter barcode of item to be reserved.

    c. Click Reserve.

        i. Staff can override notice that item is checked in.

3. When the item is checked in, Atriuum will notify of reservation.

4. Place item on reserve shelf behind upstairs circulation desk.

5. Notify patron that the item is available.

6. If patron has not come to check out the item in a week, cancel reserve and shelve item.

BOOKS/MATERIALS SHELVING PROCEDURE

1.   Books/materials will be shelved when they are checked in or as soon as staff can be away from the circulation desk.

2.   Never leave shelving books/materials until the last thing to do for the day.

3.   As you shelve books/materials remember to put it in its correct place and to straighten the shelf on which is it placed.

4.   Books/materials should stand straight, with the spine one inch (1") back from the front edge of the shelf.

NEW PATRON PROCEDURES

1. All persons applying for library cards should fill out or turn in their application at the main circulation desk on the first floor.

2. Before giving out the application, ask the patron if they live within the library service area.

3. Once the application is completed and turned in, look the application over for any missed blanks. Make sure the applicant has read and initialed the statements on the bottom of the application. Also, question the applicant if the writing is unclear to you. At this time we do not require documentation of address (i.e. driver's license, telephone bill, etc.) however that may change in the future. If the patron furnishes the documentation without request go ahead and check for correctness.
   a. Check online, with City Hall or call the post office if you have any questions about an address.

4. Explain the location of books/materials in the library. Point out areas such as Audio, Video, Non-fiction, Fiction, Reference and so on.

5. Explain that first time applicants are limited to one book/material.

6. Explain the library policy concerning checkout periods, fines, book drop location, rechecking procedure, and so on. Also, include information concerning e-books and Internet availability that is not covered by the library card application.

7. Answer any questions the new applicant may have concerning library services.

8. While he/she is selecting a book/material, start processing the application.
   a. Enter patron information into the Atriuum system.
      i. Patrons name, address, telephone number, email, age and gender and circulation class.
         A. Upload photo, if available.
      ii. If the applicant is an…
         1. Adult, enter driver's license in Patron ID field.
         2. Child, enter the parent's names in the Guardian field.
      iii. Any miscellaneous messages, such as check out limits set by parents can be added at this time.
      iv. Save the information.
      v. The system will automatically assign a barcode number for the patron.
   b. Write that number on the application on the Card No. line.
   c. File the application in the New Applicant folder for further processing.
      i. Periodically, for every ten new patrons, the new patron application file must be processed.
         1. Print a library card with the patron's name, identification number, and expiration date.
            a. The expiration date is three years from the date when the card was issued.
         2. Print out a patron information card for library files.
         3. Print out patron barcode numbers assigned by the system.
         4. Attach the barcode to the back of the patron card.

5. Laminate the patron's library card.
6. Paperclip the library card to the patron information card and file in the new patron box.
7. Note that a card has been made in the Alert field of the patron's Atriuum record.
   a. The patron will receive his/her library card on their next visit.
8. An email notification will be sent when the card is ready.
9. File the original application in the patron application notebooks.

9. If a patron is interested in e-books:

   a. Confirm email in Atriuum record

   b. Agree upon PIN and enter in Atriuum

   c. In Atriuum under Patrons, click Print Form Letters

      i. Enter patron's ID number, click add

      ii. Choose EBooks form letter and click "E-Mail Patron If Possible"

      iii. Click "Print/Send E-Mail"

   d. Inform patron of email's contents: login information, link to change PIN, link to catalog, link to help videos. Note: some patrons with Gmail have found our emails in their spam folder

10. If a patron is interested in using a computer:

    a. Give them a copy of the Internet Use Policy with a copy of the Internet Release Form attached.

    b. Explain the basics of the Policy and that we need the form signed.

    c. Take the signed Release form. Offer the Use Policy back.

    d. Explain that the patron is to use the sign in sheet each time they come to use the computer.

    e. Enter name and date in Internet release list

    f. Put signed form in folder to file.

    g. If they don't keep the Use Policy, put it back in the folder to have another form stapled to it.

    h. Periodically, file the signed forms in the release notebooks.

OVERDUE NOTICE PROCEDURE

1. In Atriuum click on Patrons and Print Form Letters

2. Enter barcodes of patrons with overdue items. Click Add.

3. Select the form letter to be sent.

    a. Click E-Mail Patron if Possible

4. Click Print/Send Email

5. Print and mail letters.

INTERLIBRARY LOAN PROCEDURE

1. The patron must provide information on the book/material requested. Items such as title, author, publication date, etc. are needed.
   a. If the patron has only the title or author, some addition information may be found via the Internet by looking at sites such as Amazon (www.amazon.com) or Barnes and Noble (www.bn.com). These sites usually provide ISBNs, publisher, and publication date and should supply sufficient amounts of information needed in order to process a request.

2. Inform the patron that an interlibrary loan request may take from 3 days to several weeks to fill.
   a. Make sure we have the patron's correct contact information.

3. The steps for making and returning a request made via the Internet through the OCLC and ILLIAD databases are as follows:
   a. Go to http://statelibraryok.worldcat.org/advancedsearch
   b. Search for the item using the title, author's name, or by using the ISBN.
   c. Click on an item and click on the link "Request Item through Interlibrary Loan"
      i. Request items held by the Oklahoma Department of Libraries when possible.
   d. Log on to ODL's ILLIAD system:
      Login: stroudpl
      Password: ill
   e. Scroll down the page and click "Submit Request"
   f. Note request number.
   g. Exit ILLIAD and WorldCat.
   h. Record the request in the ILL log database.
      i. Patrons name.
      ii. Title requested.
      iii. Date request was made.
      iv. Interlibrary loan number assigned by ILLIAD

4. The patron will be notified if the library is unable to fill the request.

5. When the item is received:
   a. Record date request was received in ILL log.
   b. Put paperwork and return address label with package in store room.
   c. Notify the patron as soon as the book/material has been received.

6. When the Patron picks up the item, inform him/her of the date on which the book/material has to be returned to the lending library.

7. When the item is returned:
   a. Collect shipping charge from Patron.
   b. Retrieve package in which the item was sent.
   c. Put the return label on and seal the item and paperwork in the package.
   d. Record date request was returned in ILL log.

COPY MACHINE PROCEDURE

1.   All U. S. Copyright guidelines will be followed.

2.   The copy machine will be operated by library staff or under library staff supervision.

3.   Copy machine use usually follows these steps:
   a.   Patron makes a request to library staff to make copies or if the patron is familiar with copy machine operation, he/she can make their own copies.
   b.   After copies have been made and counted, the patron is told the amount he owes. See Library Equipment – Copy Machine Policy & Fees.
   c.   A receipt for the transaction can be made, if requested by the patron.
   d.   Record the number of copies made and the amount received on the copy machine log.

4.   The library reserves the right to refuse to copy any material that violates copyright laws.

5.   Fees received will be posted monthly.

SCANNER PROCEDURE

1.   Scanning use usually follows these steps:
   a.   Patron makes a request to library staff to scan in a document.
   b.   Staff member notes which computer the patron is using.
   c.   Scans the document to that machine.
   d.   Shows the patron where to find the new computer file.
   e.   This service is free.

Instructions for individual copy machines are available on the server for staff member's reference.

FACSMILE (FAX) MACHINE PROCEDURE

1. **Library staff members only** will operate the FAX machine.

2. All copyright guidelines will be followed for all FAX transmissions.

3. The patron must provide the correct FAX number for transmissions to other locations.
    a. The patron will be charged one dollar ($1.00) if a call is made to an incorrect number.

4. The patron will provide the document to be transmitted in a sendable form (i.e. single page format). If a copy has to be made in order to transmit a clear page (i.e. carbons, newsprint, etc.) the patron is charged for copy costs.
    a. For documents smaller than standard letter size, the document carrier folder must be used.

5. Staff members or the patron will fill out the cover sheet (see attachment) so that the receiving location will know to whom the document is addressed.

6. Once transmission is complete, the FAX machine prints a report including the date, time and number called.

7. Appropriate fees will be collected and a receipt prepared, if requested by the patron.

8. Fees received will be recorded as all other library fund collections and posted monthly.

STROUD PUBLIC LIBRARY

301 W. 7th / P.O. Box 599
Stroud, Oklahoma 74079-0599
Phone: 918.968.2567 Fax: 918.968.4700

FAX TRANSMITTAL COVER SHEET

Date: _____

To: _____ **Fax Number:** _____

From: _____ **Phone Number**: _____

Re: _____

Number of pages *TRANSMITTED* including cover sheet: _____

@ $1.00 per page   *Note: We do not charge for transmitted cover sheets.*

Message:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Please notify if you encounter a problem receiving this transmission.

MEETING ROOM BOOKING PROCEDURE

All bookings for the conference room will be handled by the librarian at the main circulation desk. The following steps will be implemented:

1. When a request for reservation is made check both calendars (i.e. desk pad and monthly planner) for availability.

2. Obtain the following information from the person making the reservation:
    a. Name of organization
    b. Name of person booking
    c. Telephone number
    d. Date/Time room is needed
    e. Number of persons expected to attending meeting

3. Write booking information in the desk calendar and in monthly planner.

4. Inquire of person booking if they want directions to the library and provide them if needed.

5. Notify person working at the children's circulation desk in the basement of the booking.
    a. Person working children's circulation desk will write booking information in basement desk calendar.

CENTENNIAL BOOK SALE PROCEDURE

1. Book is forty-five dollars ($45).
2. Book is in storage room. Try to choose one with minimal damage.
3. If in person, can use receipt book.
4. If mailing
    a. shipping is four dollars ($4)
    b. customer should send check with request
    c. Mailing boxes just for this are in storage room on top of shelving.
    d. Wrap book to prevent scuffing during shipping.
    e. Make paid invoice.

5. Give money/check to Head Librarian for proper accounting. Funds collected belong to the Library Society/Friends of the Stroud Public Library.

APPENDIX 1

PUBLIC NOTICE

Effective November 1, 1988

State Law makes theft or destruction of library materials a crime.

Any person shall be guilty, upon conviction, of library theft who willfully:

1) *Removes or attempts to remove any library material from the premises of a library facility without authority; or*

2) *Mutilates, destroys, alters or otherwise damages, in whole or in part, any library materials; or*

3) *Fails to return any library materials which have been lent to said person by the library facility within seven (7) days after demand has been made for the return library materials.*

Punishment for conviction of library theft shall be restitution and/or a fine of up to $10,000.

2011 Oklahoma State Statutes
Title 21-Section 1739

108. Limitations on exclusive rights: Reproduction by libraries and archives[41]

(a) Except as otherwise provided in this title and notwithstanding the provisions of <u>section 106</u>, it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, except as provided in subsections (b) and (c), or to distribute such copy or phonorecord, under the conditions specified by this section, if—

(1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;

(2) the collections of the library or archives are (i) open to the public, or (ii) available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and

(3) the reproduction or distribution of the work includes a notice of copyright that appears on the copy or phonorecord that is reproduced under the provisions of this section, or includes a legend stating that the work may be protected by copyright if no such notice can be found on the copy or phonorecord that is reproduced under the provisions of this section.

(b) The rights of reproduction and distribution under this section apply to three copies or phonorecords of an unpublished work duplicated solely for purposes of preservation and security or for deposit for research use in another library or archives of the type described by clause (2) of subsection (a), if—

(1) the copy or phonorecord reproduced is currently in the collections of the library or archives; and

(2) any such copy or phonorecord that is reproduced in digital format is not otherwise distributed in that format and is not made available to the public in that format outside the premises of the library or archives.

(c) The right of reproduction under this section applies to three copies or phonorecords of a published work duplicated solely for the purpose of replacement of a copy or phonorecord that is damaged, deteriorating, lost, or stolen, or if the existing format in which the work is stored has become obsolete, if—

(1) the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price; and

(2) any such copy or phonorecord that is reproduced in digital format is not made available to the public in that format outside the premises of the library or archives in lawful possession of such copy.

For purposes of this subsection, a format shall be considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace.

(d) The rights of reproduction and distribution under this section apply to a copy, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, of no more than one article or other contribution to a copyrighted collection or periodical issue, or to a copy or phonorecord of a small part of any other copyrighted work, if—

(1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(e) The rights of reproduction and distribution under this section apply to the entire work, or to a substantial part of it, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, if the library or archives has first determined, on the basis of a reasonable investigation, that a copy or phonorecord of the copyrighted work cannot be obtained at a fair price, if—

(1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(f) Nothing in this section—

(1) shall be construed to impose liability for copyright infringement upon a library or archives or its employees for the unsupervised use of reproducing equipment located on its premises: Provided, That such equipment displays a notice that the making of a copy may be subject to the copyright law;

(2) excuses a person who uses such reproducing equipment or who requests a copy or phonorecord under subsection (d) from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by section 107;

(3) shall be construed to limit the reproduction and distribution by lending of a limited number of copies and excerpts by a library or archives of an audiovisual news program, subject to clauses (1), (2), and (3) of subsection (a); or

(4) in any way affects the right of fair use as provided by section 107, or any contractual obligations assumed at any time by the library or archives when it obtained a copy or phonorecord of a work in its collections.

(g) The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phonorecord of the same material on separate occasions, but do not extend to cases where the library or archives, or its employee—

(1) is aware or has substantial reason to believe that it is engaging in the related or concerted reproduction or distribution of multiple copies or phonorecords of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one or more individuals or for separate use by the individual members of a group; or

(2) engages in the systematic reproduction or distribution of single or multiple copies or phonorecords of material described in subsection (d): Provided, That nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.

(h)(1) For purposes of this section, during the last 20 years of any term of copyright of a published work, a library or archives, including a nonprofit educational institution that functions as such, may reproduce, distribute, display, or perform in facsimile or digital form a copy or phonorecord of such work, or portions thereof, for purposes of preservation, scholarship, or research, if such library or archives has first determined, on the basis of a reasonable investigation, that none of the conditions set forth in subparagraphs (A), (B), and (C) of paragraph (2) apply.

(2) No reproduction, distribution, display, or performance is authorized under this subsection if—

(A) the work is subject to normal commercial exploitation;

(B) a copy or phonorecord of the work can be obtained at a reasonable price; or

(C) the copyright owner or its agent provides notice pursuant to regulations promulgated by the Register of Copyrights that either of the conditions set forth in subparagraphs (A) and (B) applies.

(3) The exemption provided in this subsection does not apply to any subsequent uses by users other than such library or archives.

(i) The rights of reproduction and distribution under this section do not apply to a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news, except that no such limitation shall apply with respect to rights granted by subsections (b), (c), and (h), or with respect to pictorial or graphic works published as illustrations, diagrams, or similar adjuncts to works of which copies are reproduced or distributed in accordance with subsections (d) and (e).

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STATE LAW TITLE 405, CHAPTER 25 STATE AID GRANTS TO PUBLIC LIBRARIES

TITLE 405. OKLAHOMA DEPARTMENT OF LIBRARIES
CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES
EFFECTIVE SEPTEMBER 11, 2017
405:25-1-2. Definitions
The following words or terms, when used in this Chapter shall have the following meanings, unless the context clearly indicates otherwise:
"Bibliographic access" means the provision of author, title, and subject indexes to the library materials, and classification and location.
"Free library service" means that libraries will provide circulation of books and library materials and admittance to library programs without charge in their service area, i.e., town, city, county or library system.
"Library system" means libraries organized under Title 65, Article 4 of the Oklahoma Statutes and funded under Article 10, § 10 A of the Oklahoma Constitution.
"Long range plan" means a written strategy for action for improvement of library service over a specified period of time officially adopted by the library board.
"ODL" means the Oklahoma Department of Libraries as defined in 65 O.S. § 3-101.
"Statement of purpose" means a written declaration of the role the library has chosen to serve its community officially adopted by the library board.
405:25-1-3. Eligibility for State aid grants to public libraries
Eligibility for state aid grants to public libraries is governed by the following requirements:
(1) **Basic requirements.**
(A) Libraries must meet the definition of a public library as defined in 65 O.S. § 1-104.
(B) Libraries must be legally established and operating according to Oklahoma Statutes, Title 65, Article 4, § 101 and Title 11, Article 31; and Article 10, § 10A of the Oklahoma Constitution.
(2) **User service requirements.**
(A) Libraries must provide free library service.
(B) Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:
(i) cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week;
(ii) cities and towns of at least 2,000 but less than 5,000 people, will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended;
(iii) cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours;
(iv) cities with at least 10,000, but less than 25,000, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours; and 2

(v) cities with 25,000 or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.

(C) Libraries must have a telephone located in the library with a listed number.

(D) All libraries and branches must provide internet access to the public. The library shall have a written internet use policy.

(E) All libraries shall at a minimum offer programming for youth under 18 years of age.

(F) A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

(i) Libraries shall provide bibliographic access to its collection for customers.

(ii) The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

(iii) The library shall do an age and condition study on its collection every four years as determined by the Oklahoma Department of Libraries and report the findings to its library board and the Oklahoma Department of Libraries.

(3) **Administration and finance requirements.**

(A) Legally established libraries that are not part of a library system must complete and submit the Oklahoma Department of Libraries' online annual report for the preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(B) Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries. The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by the Oklahoma Department of Libraries and shall report all current policies to the Oklahoma Department of Libraries. Required policies are:

(i) Circulation policy which shall include interlibrary loan;

(ii) Library materials selection policy; and

(iii) Internet use policy.

(C) Libraries must receive operating income from local government sources, i.e. town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

(D) Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. Public library systems organized under 65 O.S. §§ 151-161 and §§ 551-561, §§ 4-101-107.1 and §§ 4-201-206 may not reduce their millage levy. Exemption waivers to drop in operating income based on special circumstances shall be considered.

(i) If a city or county has less total income for the most recent fiscal year as compared to the immediate fiscal year, exemption to the requirement in (D) of this paragraph may be made. The Oklahoma Department of Libraries will then supply forms for city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget. 3

(ii) The requirement in (D) of this paragraph may be waived in those years when the budget is decreased according to (i) of this subparagraph.
(E) Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standards Act.
(F) All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one (1) year.
(G) Multi-county library systems must abide by the Oklahoma Department of Libraries' rules concerning systems as set forth in Chapter 10 of this title.
(H) Libraries must file with the Oklahoma Department of Libraries, Office of Library Development, a report of expenditures made with state aid grant funds each preceding fiscal year by August 15th and library systems must submit such reports by October 1st.
(I) Libraries must have a written statement of purpose.
(J) Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.
(K) Libraries must provide bibliographic access to their collections.
(L) Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.
(M) Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.
(N) Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.
(O) Libraries shall submit performance measures to the Oklahoma Department of Libraries on a schedule as determined by the Oklahoma Department of Libraries.
405:25-1-6. State aid formula
The Oklahoma Department of Libraries will utilize the latest population estimates from the United States Census Bureau to determine per capita payments for the distribution of state aid funds for public libraries.

RULES AND REGULATIONS FOR STATE AID GRANTS TO PUBLIC LIBRARIES
PERFORMANCE MEASURE SURVEYS SCHEDULE

This is being revised by the State and is not currently available.