

# Hominy Public Library Policies

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## I. Computer / Internet Usage

### ACCESS:

The Hominy Public Library will supply Internet access to any patron who has signed an Internet Policy.

If you are under the age of 18, then your parent must also sign the policy.

### SESSIONS:

Computer/Internet Sessions are limited to no more than two 1-hour turns each day.

Persons doing research may be allotted more time at the discretion of the Staff.

Your session may be terminated by the Staff at their discretion.

You may only reserve a computer on the day that you wish to use it.

Using the Computers/Internet is a privilege; those who abuse it will have it taken away.

Sessions begin on the hour.

If you begin a session after that; it will still end on the next hour.

### CHATTING:

You must be 18 years old to chat in the library.

Voice and video chatting is not allowed.

Those accessing chat rooms in the library should exercise caution relating to content.

Computer privileges may be terminated if inappropriate content is discussed.

### INSTANT MESSENGERS:

Because of privacy concerns, Instant Messenger programs **which must be installed** are not allowed.

Use of a web-based Instant Messenger is considered chatting; therefore, you must be 18 in order to use this service in the library.

## **SERVICES:**

The Library offers free access to the Internet and has several programs which may be used for document creation.

The Library Staff will not create email addresses, resumes, type documents or fill out forms for you.

## **GAMING:**

Any games which must be installed or downloaded are strictly prohibited.

Games which have a mature rating are not allowed.

## **MEDIA:**

Media such as Floppy Disks, CDs, USB or Flash-based devices may be used.

However, we are not responsible for any data loss, file corruption or media damage which may occur at the library.

\*\* The library doesn't supply any types of media nor do we have them for purchase. \*\*

## **DOWNLOADING:**

Downloading programs to install on or for usage on the library's computers is prohibited.

Items which are downloaded for personal use elsewhere may not remain on the library's computers and must be not be illegal, such as but not limited to: Copyrighted music, copyrighted video, programs or resources not owned by the patron.

**Peer-to-peer sharing is prohibited.**

## **INFORMATION SECURITY:**

The Library is not responsible for your private information.

Should items such as passwords, login ID's, email addresses, credit card/ banking numbers, etc, become compromised or stolen then the Hominy Public Library or any associated entities are not to be held responsible.

You supply such information at your own risk.

## **CONTENT FILTERING/ CIPA:**

All computers will be filtered, as required by the Children's Internet Protection Act.

Upon the request of an individual 18 years of age or older the filter may be disabled while they use the computer as long as the content being viewed is suitable for library viewing.

The Staff may monitor public accessed material for inappropriate content.

## **TERMS OF SERVICE:**

When not covered by library policy; patrons must abide by the terms and conditions of websites they are accessing. This includes age restrictions for any site.

## **COMPUTER CONDUCT:**

Stay seated as not to disturb others.

Do not stand or sit behind those who are on the computers.

You may not use more then one workstation at a time.

## **II. Signed Internet Policies**

Patrons who wish to use the Internet at the Hominy Public Library must first sign an Internet Policy.

## **III. Library Conduct**

You must be quiet when you are in the library.

Running, yelling or cursing will not be tolerated.

If you are not looking for a book then please have a seat as not to disturb others which may be reading or on a computer.

**Food and Drink are not allowed in the library**, without consent of the library staff, as they may be spilled on books or computer equipment. You may put your drink or food on the table as you come in the door and pick it up when you leave.

Parents or police may be contacted to deal with **ANY** disorderly patron.

The Hominy Public Library, its Staff, the City of Hominy, and/or the State of Oklahoma **are not responsible for any accidents or injuries**, etc, which may occur to any person(s) while at the Hominy Public Library.

Tobacco, alcohol and firearms are forbidden in a city/government owned public building. Please keep all of these items out of the library.

**Patrons, regardless of age, must wear both shoes and a shirt inside the library.**

Parents/guardians, whether here or absent, are responsible for their child, and that child's behavior.

## **IV. Faxing, Copying and Printing**

The Library offers FAX and copy services to its patrons.

We **do not** have a scanner available for public use.

Copyright guidelines will be followed for all FAX and photocopying.

### **FEES:**

FAX - \$1.00 per page sending and receiving.

Copies - Ten cents per page.

A reasonable number of copies from non-circulating reference materials will be made at no charge.

Due to the large amount of printer usage, your first five pages are free from the **printer**, after that you must pay ten cents for each additional page.

## **V. Donations and Gifts**

The Hominy Public Library accepts gifts of books, periodicals and other usable materials with the understanding that the Library may do with them as it sees fit.

Gifts of materials added to the library collection must meet the criteria of the library's Collection Maintenance / Development policy.

The library will not accept gifts of materials that are not outright gifts.

All gifts of materials must be in usable physical condition.

It is understood that the Library Director is to have full authority as to if, when, where and how gifts of any type are displayed or used.

A library that is used extensively by its public sustains losses through theft, mutilation, and ordinary wear.

Weeding of materials that have become outdated is part of normal library routine.

The library cannot guarantee that any gift will be part of the collection permanently if it is used.

The library encourages and welcomes cash gifts, endowment funds and bequests for: Purchase of books, other library materials and equipment, and improving the library facilities.

This money may be used for memorial purposes.

## **VI. Collection Maintenance/Development**

### **COLLECTION DEVELOPMENT:**

Each year certain areas of the collection maybe targeted for review and updating. Items in each area will be analyzed in regard to current interest, permanent value and the diversity they lend to the collection.

The degree of updating to be done in each area will depend on the total funds allocated for book purchases and space allotted for materials in that particular area.

The relative sizes of the children's collection and the adult collection will reflect the ratio of adults to children in the population.

Response to the demand for new materials is necessary in order to serve the community adequately and will be given priority in budgeting book purchases.

Special consideration when purchasing will be given to materials that have been selected as winners of major literary awards.

All materials in the library's collection will be displayed, circulated, or made available for use in a manner consistent with its facilities, good library practice and the needs of the public.

### **COLLECTION MAINTENANCE:**

To maintain the effectiveness of the library's total collection, materials that are no longer useful will be periodically identified and removed. Determination of whether an item will be withdrawn from the collection will be based on frequency of use, physical condition and whether its content continues to be useful.

The library does not automatically replace materials withdrawn because of loss, damage or wear.

Need for replacement is weighted with regard to several factors:

Number of duplicate copies, existence of adequate coverage of a field, similar material in the collection, later or more authoritative material, as well as current demand for the particular subject, title or author.

## **VII. Phone Usage**

### **LIBRARY PHONE USAGE:**

The library's phone is a business phone and should not be used for personal calls. If you must use the phone then there are limitations and they are:

- 1. You may make two calls a day.*
- 2. Calls should be brief; no more than two minutes.*
- 3. Long distance calls are prohibited.*

### **CELLULAR PHONE USAGE:**

**Patron cell phone usage is prohibited in the library.  
Phones must be set to silent or turned off.**

## **VIII. Book Check-out**

New patrons, ages 18 and older, may check out no more than three items during their first visit. Upon returning items in a timely manner, up to ten items may be checked out at a time.

New patrons, under the age of 18, may check out one item during their first visit. Upon returning items in a timely manner, up to five items may be checked out at a time.

### **FINES:**

The Library shall charge **five cents per item for each day** after it is due until it is returned or renewed by the patron.

Once the item has accrued a \$5.00 fine the item is declared lost at which time the patron is responsible for the replacement cost of the item.

Additional materials will NOT be checked out to a patron who has unpaid fines on their account.

If an overdue item is returned, any fines associated with the item will stay on the account until paid.

## **MUTILATION / LOST ITEMS:**

If a book is checked out and later returned in worse condition, or it is lost then that patron is responsible for the replacement of that book.

If this becomes a problem then the person checking out the book may become limited to one checkout at a time for only one week.

In the event that the problem still persists, that person may lose their privilege to check books out from the library.

Replacement costs/fines for lost books are as follows \$20 for hardback books and \$10 for paperback books.

These may be replaced with a new copy of the same item at the discretion of the Director.

## **NEW ITEMS:**

New books may not be renewed and no more than two may be checked out by a patron at one time.

## **REFERENCE MATERIALS:**

Reference items are for library use only.

No reference books shall be checked out without the consent of the Director.

## **INTERLIBRARY LOAN:**

Interlibrary Loan is a program which allows us to borrow a book from another library.

If you get an Interlibrary Loan book then you are obligated to return it within the two week period (unless specified otherwise).

Contact information will be obtained when you request the materials, and the patron will agree to pay a **\$2.00 postage fee** when an ILL item.

We will attempt to contact you when your materials arrive.

After you are contacted, the ILL is kept for **one week** before it is returned to the lending library.

If items are returned late the patron is responsible **for any fines or fees** which the lending library may impose.

If you **lose the book** or any item associated with the book (CDs, DVD, VHS, Audio Cassette, etc.) then you are responsible for the replacement cost.

That **cost is determined by the lending library** and you are responsible for the whole amount, including cost of the book and any processing fees.

In the event that you **lose or mutilate an Interlibrary Loan** book you will no longer be able to use the Interlibrary Loan service at this library.

Only two items may be requested per patron at a time.

Failure to pick up the item or refusal to pay postal fees will result in the item being returned to the lending library and a suspension of Interlibrary Loan privileges for two months.

## **IX. Inclement Weather**

In the event that there is severe weather (snow, ice, etc...) the library may, for safety reasons, close.

Several factors will be taken into consideration.

Should the library be open and weather conditions become severe we may close down for the remainder of the day.

If you feel that weather conditions may not be favorable, please call us before coming to the library to ensure that we are open.

In any situation we are not responsible for any person(s), including children, who may be at the library at the time of closing.

## **X. Wi-Fi Access (Wireless Internet)**

The Hominy Public Library's Wireless Internet Connection is an open gateway to the Internet for people with devices which have the capabilities to connect to a wireless network.

The Hominy Public Library is not responsible for any information which may be viewed on patron devices while using this medium.

Any damages sustained by any device accessing this medium are the responsibility of the patron.

The library offers this access as a courtesy to our patrons and is in no way responsible for any technical issues or damages.

We encourage the patrons to use discretion when accessing the materials from their own devices.

Our Information Security policy is also in effect when accessing this connection.

Printer access is not available through the Wi-Fi connection.

SSID Broadcast name for the network is "HOMINYPUBLIC".

Should the Library Staff find that materials being accessed by the patron are offensive or violate our policies pertaining to computer content, then that patron may be barred from using the Wi-Fi access provided by the Hominy Public Library.

Patrons accessing Wi-Fi with their own devices are not required to sign an Internet Policy, but by using the connection are bound by its terms and conditions.

## **XI. Conference Room Availability**

The conference room may be used by patrons for peaceful gatherings during business hours.

The room must be reserved in advance to guarantee availability.

The use of the conference room on a reoccurring basis for an indefinite amount of time can not be guaranteed.

The Library reserves the right to deny the use of the conference room at their discretion.