

Hominy Public Library Policies and Procedures

Computer / Internet

Access:

- The Hominy Public Library will supply Internet access to any patron who has signed an Internet User's Agreement.
- Patrons under the age of 18, must also have a parent/guardian sign their policy before they are allowed to use a library workstation.
- The library supplies free Wi-Fi for it's patrons. Patrons should observe the same rules outlined in the Internet User's Agreement and in our policies when using Wi-Fi on their personal devices.
- All data accessed through the library's Internet connection is filtered, including Wi-Fi.
- The library is not responsible for information accessed by patrons through the Wi-Fi.
- Patrons may not connect to the internal network via ethernet.
- Printer access is not available to patrons via Wi-Fi.
- An Internet User's Agreement is not required for patrons accessing Wi-Fi via their own devices; however, by using the connection you agree to abide by it's terms and conditions.

Sessions:

- Access to a library workstation is limited to no more than two, one hour turns each day.
- Patrons must use their library card information to login on a public workstation.
- Special accommodations may be made for those who are taking tests or doing research, at the discretion of the staff.
- Sessions may be terminated by the staff if the content being accessed is inappropriate.
- Sessions will be unavailable Friday afternoons between the hours of 2:00 – 5:00 PM. Scheduled maintenance of our public computer systems takes place during that time.

Content:

- Terms of Service, including age restrictions set by any website will be followed when using the library's connection.
- Sites containing offensive language, pornographic/ sexual content and extreme hate should not be accessed in the library.
- No programs, including games and instant messengers, may be downloaded and/or installed on the library's workstations.

Media:

- If the capability to access such media is available on the workstation you are using; Floppy Disks, CDs, DVD, 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.
- The library does not supply any type of media, nor do we have it for purchase.

Information Security:

- The library is not responsible for your private information that you submit when using a library workstation, or when you access the Internet using the library's connection.
- Should information such as credit card numbers, personally identifiable information, login names, passwords or the like become compromised; the Hominy Public Library and/or any associated entities will not be held responsible.
- You supply such information at your own risk.

Computer Related Services:

- The library offers free access to the Internet, certain online databases and several programs which may be used for document creation.
- In order to fairly serve our patrons, the library's staff may not create email addresses, resumes, type documents or fill in forms for you.

Library Conduct

- Running, yelling and cursing will not be tolerated.
- Patrons use the library to study, take tests and read, please be respectful of their rights.
- Please do not stand or sit behind those who are using the computer.
- Food and drink is not allowed in the library without consent of the library staff.
These items may be put on the table as you enter the library and picked when you leave.
- Police or parents may be contacted if a patron becomes disorderly.
- The Hominy Public Library, it's staff, and/or any associated entities, are not responsible for any accidents or injuries to patrons, which may occur in the library.
- Tobacco, alcohol and firearms are not permitted in the library.
- Patrons regardless of age must wear a shirt and shoes inside the library. This includes children.
- Parents/Guardians, whether here or absent, are responsible for their child.

Faxing, Copying and Printing

- The library offers fax and copy services to it's patrons for a small fee.
- Copyright guidelines will be followed when faxing or photocopying.
- The library does not have a scanner for public use.
- A reasonable number of copies from non-circulating reference materials may be made at no charge, at the discretion of the staff.
- Due to the large amount of printer usage, only the first five copies per patron each day are free when printed from the computer. Additional prints: 5¢
- Other Fees are as follows:
Fax: \$1.00 per page. Sending or Receiving
Copies: 10¢ each.
Copies for non-profit organizations: 5¢

Phone Usage

- Cellular phone usage is **prohibited** in the library. Please turn your cellular phone off or on silent before coming into the library.
- The library's phone is a business phone and if used by a patron the calls should be brief and no more than two calls may be placed each day. No long distance calls.

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.

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 if 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.

Library Card

Creation:

- Any patron who is able to sign their name may create a library card.
- When creating a card, patrons have the option to allow other specific people to access their account and conduct business on their behalf.
Due to laws governing privacy, we are not allowed to supply information about patron history or personal information to anyone, including parents, without the express permission of the card holder or by court order. Okl. St. § 65-1-105

Checkout:

- New patrons, ages 15 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 15, 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.

New Items:

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

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 the trend continues, the patron may be limited to one checkout at a time.
- In the event that the problem still persists, that patron will lose checkout privileges.
- Replacement costs/fines for lost books are as follows:
 - \$20 for hardback books
 - \$10 for paperback books
- These may be replaced with a new copy of the same item at the discretion of the Director.

Reference Items

- 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 an Interlibrary Loan book is checked out to you, then you are obligated to return it within a 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 the item is picked up.
- 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.
- Only two items may be requested per patron at a time.

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.

Closings

- The Hominy Public Library may close for local events which occur during regular business hours, such as parades, or other city-related events.
- The library may also close for one day Staff Development Courses and major repairs or upgrades.
- 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.
- The library observes the same holidays as the local City offices.