

Ardmore Public Library Policy Manual

The Ardmore Public Library connects people with ideas, and supports lifelong learning by providing reliable information resources, a well-rounded book collection, and other materials and programs that foster a literate, informed and culturally aware community.

Ardmore Public Library 2008

Policies in this manual will be reviewed and revised as needed by Library staff and subject to approval of the Library Board.

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Introduction

*Approved by Library Board: September 2005
Latest update: October 2008*

Mission Statement

"The Ardmore Public Library connects people with ideas, and supports lifelong learning by providing reliable information resources, a well-rounded book collection, and other materials and programs that foster a literate, informed and culturally aware community."

Description

The Ardmore Public Library is a department within the greater City of Ardmore government. Ardmore Public Library serves all people who live, work, attend school or own property in Carter County. Persons residing outside of the county limits may obtain a Library card for a 15.00 annual fee.

Several information providers serve the people of Ardmore including the Ardmore Higher Education Center, the Southern Oklahoma Technology Center, the Greater Southwest Historical Museum and the Chickasaw Regional Library System. The Ardmore Public Library seeks not to compete with these institutions but to complement their services and materials, thereby offering citizens a broad array of information choices.

General Objectives

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

Circulation

Approved by Library Board: September 2005
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Purpose:

The Library will set policies for circulating items in order to ensure that adequate records are kept of circulating Library materials, to generate circulation statistics, and to ensure fair and equal access to Library materials for all patrons.

Issues

Confidentiality

Patron account information is kept confidential. Records of materials borrowed by a patron are protected by state statute* from disclosure to anyone else, except:

- Persons acting within the scope of their duties in administration of the Library.
- Persons authorized to inspect such records, in writing, by the individual or group.
- By order of a court of law.

Equality

The Ardmore Public Library adopts the standard of equal access in accordance with the American Library Association's **Library Bill of Rights**, which states in section V:

"A person's right to use a Library should not be denied or abridged because of origin, age, background or views," and the ALA's **Code of Ethics** which states in section I:

"We provide the highest level of service to all Library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests." [See appendices for the full text of each document.]

Cards

A Library borrower's card may be issued to:

- any individual who lives, works or owns property in Carter County
- persons attending school within Carter County (with proof of enrollment)
- literacy students tutored by Ardmore Literacy Council volunteers even if they do not meet residency requirements
- Minors (under age 18) who meet one of the above qualifications unaccompanied by a parent/guardian may apply for a Library card which will be mailed to their home address.
- Non-residents of Carter County may obtain a Library card for a \$15.00 annual fee. This card may be used by any member of the immediate family residing in the same home.

First-time borrowers may only check out 2 items.

Lost cards will be replaced for a charge of \$1.00 each.

A user must present his/her card each time he/she checks out or requests items and may only use his/her own card for this purpose. In addition, a user can only be provided information about activity on his/her own account.

Spouses, adult children caregivers, and others who may need to conduct library business on behalf of another adult, may be allowed to do so after submitting a signed "Alternate Card-User Authorization" form. [See appendices for a copy of this form.]

Parents/legal guardians of minors may have access to their children's account information.

Proof of Residency

Identification showing current address is required for adult customers (ages eighteen and older and emancipated minors) before a permanent Library card can be issued. Identification sources accepted include:

- Driver's license with current name and address
- Personal check with printed current name and address
- Utility bills or receipts postmarked within 30 days showing current name and address
- Voter registration card with current name and address

Adults without address identification must wait to check out items until they receive a Library card mailed to the provided address.

Expiration dates

All library cards expire annually. The Library's automated circulation system will prompt staff to update patron records with current contact information, which must be shown using one of the sources listed above.

Circulation Services

Borrowing Periods

- Library materials may be checked out for a 28-day period with the exception of videos, music CDs, periodicals, and high-demand items which have a 7-day check out period.
- Juveniles 13 years and up may check out videos. Only users aged 17 years and up may check out R-rated videos.
- Patrons may have up to 25 items, including up to 5 videos and 5 music CDs, checked out at one time. This limit may be waived for teachers to allow them to check out materials for classroom use.
- Library materials may be renewed one time, either in person, by phone, or via the online catalog providing the item is not on hold for another patron.

Reserves/Holds

Patrons may place a "hold" or request for Library materials that are checked out or on order either in person, by phone or via the online catalog. When the material becomes available for checkout the requesting patron will receive a phone call. A patron may have 25 holds placed concurrently.

Lost or Damaged Items

- Patrons will be notified up to four times by phone when Library materials become past due. After 2 months the item(s) will be marked "lost" and the price of the book will be charged against that patron's account.
- After 6 months the item will be marked "missing" and while the charge remains on the patron's account, the check-in link will be broken.
- Patrons returning long overdue (4 months or more) items will need to do so in person so a staff member can remove the charge from their account.
- Patrons will be charged for damaged items, including Library cases, based on the extent of the damage. If the item can no longer be used by the Library, the full cost will be charged, just as if the item had been lost.

Fines

The Ardmore Public Library does not charge fines for overdue items. However, unreturned Library materials will be charged against the patron's account. Patrons with account charges of \$30.00 and over will not be allowed further check out or Internet privileges. The Library may offer periods of amnesty when patrons can participate in programs designed to clear their account of lost item charges.

Interlibrary Loans

Patrons may request materials that the Library does not own, but are available in another Library. Any member of the Library staff will take requests, and the patron will receive a notice by phone when the item is available. We follow the Oklahoma Department of Libraries' **General Policies on Interlibrary Loan for Oklahoma Libraries**. [See appendices for full text of this policy.]

Disputes

- Occasional disputes may arise between patrons and Library staff regarding charges against their accounts. The Library staff will make a good faith effort to locate the item within the Library. Likewise, the patron will be encouraged to carefully search his/her home for the missing item.
- For damaged items, the Library will assess the damage and check the amount of time the patron had the item and the number of previous checkouts, among other possible factors, in considering the resolution of the dispute.
- If the material in dispute cannot be located/repared, a Library supervisor may forgive the charge, at their discretion.
- No more than one lost/damaged item will be forgiven per patron account.

Equipment Rental

- Audio/visual equipment may be borrowed for a fee of \$1.00 per day.
- Patrons must have a valid Library card in order to borrow A/V equipment.

Copier/Printer

- There is a .10 charge per page for copies made on the photocopier.
- Copies from the microfilm reader/printer are also .10 cents per page.
- As per the Internet policy, the first 15 pages printed from public access computers each day are free. Each additional page is .10 cents.
- Color copies/print-outs are \$1.00 per page.
- Faxes can be sent for \$1.00 per page and can be received on the Library's fax machine for \$1.00 per page.

Notary Public

The library offers notary service for a charge of \$5.00 per instrument being notarized. This service is not available all hours the library is open, only when a staff member who is a notary is on duty.

*** Oklahoma Statutes**

Section 65-1-105. Disclosure of records.

A. Any Library which is in whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

1. Persons acting within the scope of their duties in the administration of the Library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

B. The requirements of this section shall not prohibit middle and elementary school libraries from maintaining a system of records that identifies the individual or group to whom Library materials have been loaned even if such system permits a determination, independent of any disclosure of such information by the Library, that documents or materials have been loaned to an individual or group.

Collection Development

*Approved by Library Board: September 2005
Latest update: January 2010*

Purpose:

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

Collection Policy Objectives

A comprehensive and current collection development policy provides a framework for equitable growth and efficient management of Library materials. This framework includes these objectives:

- To provide guidance for materials selectors
- To provide the public with information regarding selection principles
- To assure continued growth of the collection
- To provide a means for the Library to evaluate its selection process
- To respond to public concerns regarding the content of the Library's collection

Criteria for Selection

Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. The Library strives to collect materials from differing viewpoints in an effort to represent current understanding of an issue. The Library subscribes to the principles contained in the **Freedom to Read Statement** and the **Library Bill of Rights** adopted by the American Library Association. [See appendices for the full text of each document.]

The Library will not purchase pornographic materials. The Library will not knowingly add or retain materials that are judicially determined to be illegal under Oklahoma or United States law. However, serious works presenting an honest aspect of life will not be excluded solely on the basis of language or frankness. The Library will provide controversial works representing different points of view on serious and important issues. Books will not be excluded because of the race, sexual preference, nationality, political or religious views of the writer.

Selection Tools

Persons responsible for the selection of Library materials will use a variety of tools to choose items that are needed and appropriate for addition to the collection. These tools include but are not limited to:

- Professional journals
- Customer requests
- Newspapers
- Established lists
- Staff recommendations
- Online reviewing sources

Responsibility for Selection

Senior staff members of the Library select Library materials for purchase and addition. Those members include:

- Library Director
- Assistant Director
- Reference Librarian
- Children's Librarian

- Circulation Supervisor

The Library Director has final approval for all staff-selected materials.

Methods of Collection Development

Various methods are used to assure that Library materials will be available in a timely manner and in adequate quantity to satisfy reasonable demand by citizens. These methods include but are not limited to:

Standing orders

Certain works are updated regularly and are considered vital to a timely collection. By receiving these books directly from the publisher as per a prearranged agreement, the Library saves time and maintains current, vital titles.

Gifts and Donations

Gifts selected for addition to the collection will meet the same selection criteria as purchased materials. Materials donated to the Library become the property of the Library and may be sold or disposed of as conditions warrant. Staff will issue a receipt with quantity and type of materials listed, upon request. Staff cannot provide a monetary value to gifts for tax purposes.

High Demand Titles

Multiple copies of certain high-demand titles, typically, anticipated best sellers, will be ordered in quantity. Additional copies will be ordered when customer holds exceed five.

Duplicates/Replacements

Duplicate copies of high demand works will be kept for as long as demand dictates need. When an essential or valuable item is stolen, lost, or damaged beyond repair and is available for purchase, it will be replaced.

Interlibrary Loan

Customers may request items that Library staff declines to add to the collection. These items, if available, can be ordered from participating lending libraries through inter-library loan for a time period determined by the lending Library. The Library does not request recent publications for inter-library loan (ILL).

Databases

In addition to the databases available statewide through the Oklahoma Department of Libraries, the Library will broker agreements with database vendors to supply needed database resources for customers. These databases will be accessible through the Library's Internet computers. Some databases may be accessible off site as well, using passwords and access codes supplied by the Library as per the vendor agreement. Databases will be purchased according to content, community need, ease of use, cost and actual usage statistics.

General Collection

Fiction

The Library provides a permanent collection of standard fiction by recognized authors in addition to a wide ranging selection of contemporary fiction. Genres collected within the heading of fiction include mystery, western, science fiction, fantasy, and romance.

The following criteria will be used in selecting fiction:

- Author
- Artistic merit
- Originality
- Sustained series
- Reviews
- Popularity
- Prizes and/or awards

Non-Fiction

Non-fiction is chosen for its usefulness, accuracy, cost, balanced contribution to subject area and customer demand. Subject areas collected within the heading of non-fiction include but are not limited to: science, literature, history, biography, art, sports, travel, social issues, religion, and medicine.

The following criteria will be used in selecting non-fiction:

- Topic
- Authoritativeness
- Scope
- Objectivity
- Clarity
- Accuracy
- Interest
- Format
- Publication date
- Reviews

Reference

A major function of the Library is to provide the community with accurate, timely and accessible information on a wide variety of topics. Encyclopedias, dictionaries, directories, indices, genealogical and state/area specific works are purchased as new titles become available. In addition to the criteria listed for non-fiction, the purchase of reference works include but are not limited to:

- Price
- Ease of use
- Local demand

Large Print

The Library will purchase large print materials for visually challenged customers using a combination of standing orders and the same material selection procedures that apply to the general collection. Large print fiction materials are shelved separately from the general collection for ease of access.

Foreign Language Materials

The Library is limited by space from maintaining a comprehensive foreign language collection. However, basic foreign language dictionaries will be available in the reference collection and some instructional print and audio materials will be purchased for check out. In response to changing community demographics, Spanish language materials are purchased across the general collection.

Paperbacks

When a hardback copy of a particular item is available it will be generally be selected. Price and availability may limit this option, however, to paper editions. The Library accepts donations of

paperbacks and adds many to the collection for customer use. These paperbacks are shelved in a separate area of the general collection.

Periodicals

A current collection of newspapers and magazines are kept in the Ben and Dolores Curtis room within the Library. Most magazines may be checked out with the exception of the most recent issue. Back issues of magazines are not kept for a specific time period, but are weeded as storage space shrinks. Certain magazines are categorized Reference and do not circulate at all.

Newspapers are selected to provide local, state, regional and national coverage. Newspapers do not circulate. At this time, the Library does not collect back issues of any newspapers (with the exception of the Ardmore newspaper on microfilm). The Library also collects various newsletters and specialty papers of interest to the community, as space allows.

Areas of Particular Emphasis

The Ardmore Public Library is fortunate to possess and maintain a variety of resources that aid genealogical and historical regional research. Among these resources is the McGalliard photograph and document collection of early Oklahoma/Ardmore subjects. The Library further aids study by providing the most recent census data on microfilm. Various family and local self-published works as well as materials specific to Ardmore, Carter County, and Oklahoma history will be collected with more latitude than materials in the general collection. As these items can be specific and rare, their collection may occur on a serendipitous basis as items are donated or made available through collectors.

Children's Collection

The Children's Librarian is the primary selector of children's materials. Books and other materials are selected which are considered to be of value and interest to children from the pre-reader through adolescence. The Children's Collection contains books and other materials for young people birth to age 17, their caregivers, and persons interested in children's literature. Materials are selected to stimulate and foster reading, to fill recreational needs, and to supplement school projects and assignments. Quality of materials, balance within the collection and customer needs are considered when selecting children's resources.

- Responsibility for the materials checked out and/or read by children rests with their parents and legal guardians. The Library's selection of materials for adults will not be inhibited by the possibility that children may come into contact with said materials. The Library strives to maintain separate collections for adults and children in terms of space, organization and staffing, but young people are not restricted to the Children's Collection, and have access to the general collection.
- The Library does not order textbooks for class assignments, rather builds the Children's Collection in terms of supplemental materials. Multiple copies of certain high demand titles may be ordered from required reading lists. The Library will also strive to obtain books highlighted in state and national award lists, such as the Sequoyah books in Oklahoma and the Newbery and Caldecott medal winners from the American Library Association.
- The Library maintains Accelerated Reader lists for all area schools. The Library does not provide AR testing, but will assist children in making book selections that meet their AR requirements.

Formats

The Library recognizes that the printed book is not sufficient as the single standard medium for communication and therefore strives to obtain materials in a variety of alternative formats including:

Audio Books

Audio books will be selected using the same criteria as outlined for the general collection (fiction and non-fiction). This collection has particular value for vision-impaired customers and those who commute. This collection is held on Compact Disc (CD).

Audio CDs – Music

Audio CDs will be selected to create a collection that is representative of all genres of music, taking into account the interests of the community. In addition, the following criteria will be considered in selecting music CDs:

- Artistic merit
- Reviews
- Popularity
- Awards
- Compilations

Videos

The Library will select videos of literary, classic and instructional programs, as well as popular movies and television programs for entertainment purposes. Children's videos may be collected with the intention of public viewing as part of children's programming. This collection is held on Digital Video Disc (DVD).

Electronic

Electronic resources are added to the Library's website as a service to customers for remote or in-house access. These website links will be tested quarterly for continued connection. Websites collected for use will be notable for their factual content, broad appeal and ease of use in information searching. Some of these resources are subscription based and may only be available in the Library.

Microfilm

Some needed material is so dense and detailed that collecting it in print is unwieldy and cost prohibitive. Materials like the census will be purchased for customer use in microfilm format. Access is facilitated by a microfilm reader/printer. Reference librarians can assist customers in obtaining information through these formats.

Weeding/Deselection

Judicious and systematic discarding of Library materials is necessary to keep the collection attractive, useful and current. The Library will engage in systematic withdrawal of materials which are worn, outdated, duplicated or no longer of interest, as well as donated items which the Library chooses not to add to the collection. These items will be sold in the Library book sale, with proceeds benefiting the Library, or may be donated to another community organization.

Requests for Reconsideration

The Library strives to maintain a collection with a broad appeal for all the citizens in Ardmore. To this end, the Library has adopted the American Library Association's **Library Bill of Rights** and **Freedom to Read Statement**. [See appendices for the full text of each document.]

Customers and members of the staff may advise the Library if they feel that material has been added to the collection in violation of this policy. The concerned person should contact the Library Director and complete a "Request for Reconsideration of Materials" form available at the front desk. [See appendices for a copy of this form.]

The Library Director will report this information to the Library Board. The Library Board will then determine if the material in question was selected according to this Policy. The concerned person will be notified by the Library Director of the Board's decision. Challenged materials will remain in the collection until the Board's final decision. Under no circumstances will the personal view or taste of either the Library Director or the members of the Library Board concerning the material be criteria in making a ruling. The determination will be made solely on the basis of compliance with the Collection Development Policy.

Customer Services

*Approved by Library Board: September 2005
Latest update: May 2009*

Purpose:

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

Meeting Rooms

Library meeting rooms are available free of charge to community groups and organizations for educational purposes such as study, training classes, seminars, lectures, public forums, and the like. For-profit organizations may use the Library's meeting rooms for internal purposes only.

The following Library rooms may be reserved:

Smith Meeting Room	capacity: 96
Franks Board Room	capacity: 14
Study Room No. 1	capacity: 6
Study Room No. 2	capacity: 8

In addition, study rooms may be used by individuals for quiet study any time one is available; however, individuals may not reserve study rooms in advance. Tutors/teachers with students may book the study rooms in advance, and will be expected to fill out the meeting room user agreement.

No admission fee may be charged for meetings held in the Library. However, membership dues, and /or registration fees to cover materials or speakers/presenters fees are permitted. Buying and selling of goods or services in the Library is not permitted.

Library programs will get first priority in scheduling and City of Ardmore functions will get second. All other groups will be scheduled on a first-come, first-served basis. Every effort will be made to avoid having to reschedule a group's planned meeting(s), but if a conflict with a Library or City event or program develops, this may be necessary.

Reservations should be made in advance and the person making the reservation should have a valid Library card. Organizations may reserve meeting rooms on a regular and continuing basis. In order to allow for equitable use of the Library's meeting rooms, we will schedule a maximum of one year (January – December, up to 52 meetings) of meetings for any one group. The Library reserves the right to deny a scheduling request based on availability of meeting rooms, frequency of meetings, and demand from other organizations.

All organizations wishing to use the Library's meeting rooms must submit a completed User Agreement. [See appendices for a copy of this form.] This must be done annually. Beginning each August 1st, the Library will begin taking reservations for meeting rooms for the following calendar year (January – December) at the specific request of the organization and once the User Agreement for that year is on file.

Organizations will be expected to provide some basic information such as:

- Name of organization
- Time desired
- Number of persons expected
- Contact information of responsible person
- Equipment needs

Library meeting rooms are available only during hours that the library is staffed. These hours are as follows:

Monday – Thursday	8:00 a.m. – 8:00 p.m.	
Friday	8:00 a.m. – 6:00 p.m.	(only until 4:00 p.m. on any Friday before Cinema Saturday)
Saturday – Sunday	1:00 p.m. – 5:00 p.m.	

The Library has assistive listening devices for hearing impaired individuals to use during Library programs. Patrons who anticipate a need for this device should place a request in advance of the meeting. In addition, some rooms have other equipment available for use such as TV, DVD player, overhead projector, Internet connection, and more. If you will need any such equipment, please let us know in advance.

The Library is a tobacco free facility; in addition, no smoking is allowed outside the library within 25 feet of any entrance. Food and beverages may be served; however, no alcoholic beverages may be served or consumed on the premises.

Each room has tables and chairs which the group using the room may arrange to suit its needs before their meeting begins. Unless prior arrangement with the Library has been made, Library staff will not setup the rooms. The organization holding the meeting is responsible to return the room to the state in which they found it (clean up trash, return borrowed equipment, etc.). The organization holding the meeting will also assume financial responsibility for any repair or replacement of damaged Library property or equipment that may occur. Use of the Library meeting rooms in no way constitutes endorsement by the Library Board, Management or Staff, nor by the City of Ardmore.

The Library Director may refuse to allow use of the facility to groups whose activity might interfere with proper functioning of the Library or who fail to abide by the terms of this policy.

Bulletin Boards

Display space is available on the bulletin board in the Library for educational, artistic, and cultural materials that promote interest in books or Library materials, or that share information about local groups. Preference will be given to exhibits that are timely and of general interest.

Commercial displays are not appropriate.

Groups or individuals desiring to use the bulletin board should present their material to a staff member who will obtain approval from senior staff. Undated materials will be removed by Library staff after 30 days.

The Library Director may reject any exhibit or display that does not fit with the mission of the Library or that is not neat and presented attractively.

The Library assumes no responsibility in the event of loss, theft, or damage to display materials.

The posting of any item on a Library bulletin board in no way constitutes endorsement by the Library Board, Management or Staff, nor by the City of Ardmore.

Solicitation

Personal solicitation of Library users or staff by individuals or groups who have items to sell is not allowed on Library premises.

Approaching Library users or staff to request a signature on a petition, to distribute literature, or to conduct a survey is not allowed inside the Library. Outside the Library, such activity cannot impede ingress or egress to and from the building entrance.

Requests for money (panhandling) may not be made to Library users or staff anywhere on Library property.

Staff-to-staff sales (i.e., fundraisers, Tupperware, etc.) are allowed via indirect solicitation by leaving catalogs, order forms, etc., in the staff workroom for staff consideration during their break times.

Library-sponsored events shall be exempted from this policy.

Unattended Children

The Ardmore Public Library strives to provide a safe and clean environment for all its patrons. However, Library staff cannot supervise children for extended time periods. The Library cannot serve as a day care center. Library employees who notice that a child has been left an excessive length of time in the Library may call parents or caregivers and ask them to pick up their child(ren). If a responsible person cannot be located, the staff may report an abandoned child situation to the appropriate authorities.

A child who is unable to provide his/her vital information such as name, address, phone, or parent's name, should never be left unattended in the Library. If a parent cannot be located, staff will call the proper authorities to report an abandoned child.

Parents, guardians, assigned chaperones or babysitters (including siblings) are responsible for the behavior of the children in their charge while in the Library. This includes caregivers who use Library computers. A staff member may approach patrons in regard to their child's behavior and ask them to end their computer session in order to attend to the child(ren) in their care.

Older children who are disruptive will be asked to leave the Library. If the child cannot safely leave the Library to return home, a staff member will call for a ride. If no one can be contacted, Library staff will either allow the child to remain at the Library under close supervision until contact with a ride can be made, or contact the proper authorities, depending upon the severity of the situation.

Library staff members will place calls for children who have not been picked up at closing time. Unattended children under age 12 will not be left outside alone after the Library's closing. The Ardmore Police Department will be called to pick up children left at the Library for longer than 30 minutes after closing.

Staff members may not transport children.

Customer Behavior

The Ardmore Public Library encourages all people to visit the Library. Those using the Library and its resources have the right to expect a safe, comfortable environment that supports appropriate Library services.

Disruptive patrons will be required to leave the Library after one warning from staff. Disruptive behavior includes but is not limited to:

- Eating
- Tobacco use
- Running
- Boisterous actions

- Abuse of Library property
- Inappropriate use of electronic equipment (as per Internet policy)
- Lewd acts, including excessive displays of affection or sexual misconduct
- Arguments between patrons
- Inappropriate/offensive clothing

Repeat offenders may be banned from the Library for a specific period of time.

Abusive language and behavior toward staff will not be tolerated.

Parents/Guardians are responsible for the behavior of the children in their care. Inattentive caregivers of disruptive children may be asked to correct the problem or leave the Library as specified by staff.

Serious acts of misconduct will be reported to the Library Director. Serious incidents include but are not limited to incidents involving an unwilling person, inappropriate or indecent behavior with a child, and harassment that denies another person use of the Library.

Persons committing illegal acts will be reported to the Ardmore Police.

Telephones

Cell Phone Use

At this time, cell phone use is not prohibited inside the Library. However, if the use of a cell phone in some way limits the ability of others to enjoy or use the Library in reasonable comfort, the cell phone user may be asked to end a call or take his/her conversation to the vestibule area of the Library. Reasons may include incessant ringing, overly loud conversation, and abusive or obscene language. In addition, cell phone users are asked to set their ringers to silent/vibrate while in the Library and this is indicated by signage posted within the building as well as the computer usage guidelines posted on each public PC (as the internet homepage for those machines).

Public Telephone

The Library does not provide a public telephone. A Library staff member may place a call for a patron in the event he/she needs transportation or in an emergency situation.

Food and Drink

In order to protect equipment and furnishings, no food or drink may be consumed in the Library proper.

ELECTRONIC SERVICES & INTERNET SAFETY POLICY

*Approved by Library Board: September 2005
Latest update: October 2008*

Purpose:

Electronic resources including the Internet, computer software, and databases are made available to the public to assist individuals in their quest for knowledge and information. These policies and guidelines are designed to make these resources available in a fair and reasonable way while maintaining the open family-friendly environment that the Library has always strived to have. In addition, this policy is in compliance with applicable local, state and federal laws.

Background

The Internet is a global network of networks, and as such, is not governed by any one entity. A vast array of information is available through this network, including news from around the world, weather, sports, movie and book reviews, encyclopedic information, economic and business resources, government information, as well as museum and cultural resources.

Because there are no controls on what may be published on the Internet, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. The Library is not responsible for accuracy or content of materials available on the Internet.

The Ardmore Public Library is sensitive to the responsibilities parents have for rearing their children, and wishes to be supportive of parents in making decisions as to what is appropriate for them. For this reason, the Library requires that parents and/or legal guardians give permission for their children (unmarried children under the age of 18) to use the Internet with or without their supervision. [If your child's form indicates he/she cannot use the Internet without your supervision, you are then required to accompany your child whenever he/she is going to use the Internet.] Those who give permission for their children to use the Internet without their supervision, are encouraged to accompany them the first time, and explain which sites are appropriate for their use as well as those they consider inappropriate.

The Ardmore Public Library uses an Internet Filtering device to prevent access to materials that are in violation of the Children's Internet Protection Act (CIPA). Presently there is no filter that is 100% effective and the Library cannot guarantee that sexually explicit material will not get past the filter or that there will not be other sites to which a parent might object. Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. If at any time, Library personnel or parents believe a minor is not using the Library's Internet access responsibly, the parent(s) will be required to monitor the child's access.

Internet users must sign an Internet use application form agreeing to comply with the policy and rules. [See appendices for a copy of this form.] Failure to comply with current policies and guidelines will result in suspension and/or cancellation of computer privileges. A Library supervisor will determine what inappropriate use is and enforce the Library policies. The Library Director may refer violations to local law enforcement for further investigation and possible prosecution.

OneNet Acceptable Use Policy

The Ardmore Public Library and its users are bound by the **Acceptable Use Policy** of OneNet, its Internet Service provider. [See appendices for the full text of this document.] The relevant section of which for end users at the Library is "Unacceptable Uses of OneNet" which states the following:

- It is not acceptable to use OneNet for commercial activities that are inconsistent with the mission and goals of OneNet or of the OneNet client. Activities recognized by the State Regents as economic development initiatives are permissible uses of OneNet.
- It is not acceptable to use OneNet for illegal purposes. Use of OneNet must be consistent with all applicable federal, state and local laws. Transmission of any material in violation of federal, state, local law or regulation is prohibited. This includes, but is not limited to: Copyrighted material, libelous or defamatory material, material protected by some right of privacy or publicity or material protected by trade secret.
- It is not acceptable to use OneNet to willfully transmit threatening, obscene or harassing materials or to knowingly cause such materials to be transmitted.
- It is not acceptable to use OneNet so as to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, and use of the network to make unauthorized entry to any other machine accessible via the network.
- It is not acceptable to use OneNet to post a single article or advertisement to more than ten (10) Usenet or other newsgroups, forums, e-mail mailing lists or other similar groups or lists; post to any Usenet or other newsgroup, forum, e-mail mailing list or other similar group or list articles that are off-topic according to the charter or other owner-published FAQ or description of the group or list; or send unsolicited mass e-mails to more than twenty-five (25) e-mail users if such unsolicited e-mails provoke complaints from recipients.
- It is assumed that information and resources available through OneNet are private to those individuals and organizations that own or hold rights to those resources and information and, unless specifically stated otherwise, by the owners or holders of rights. It is, therefore, not acceptable for an individual to use OneNet to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources and information.

Additional Library Rules & Principles

In addition to the OneNet provisions stated above, the following rules and principles shall be in effect at the Ardmore Public Library:

- The Library staff will provide general directions in use of the Internet, but time does not permit in-depth instruction.
- Patrons may use the Internet terminals for one hour at a time on a first-come, first-serve basis. If no one is waiting, they may continue, but must relinquish the terminal as soon as a new user indicates they wish to use it.
- The Library does not provide individual e-mail accounts; however, users may access individual web-based e-mail accounts provided by a commercial Internet provider.
- There is no charge for the first 15 pages printed from the Internet. Each additional page is 10 cents. Patrons may seek assistance from Library staff if this limit is not adequate for their research needs. It is unacceptable to print multiple copies of the same item for personal or business use. A photocopier is available if additional copies are needed at 10 cents a page.
- Library computers may not be used for any purposes which violate U.S., state, or local laws, including but not limited to the following:
 1. Transmitting threatening, obscene or harassing materials, including the use of profanity or offensive language.
 2. Distribution of unsolicited advertising.
 3. Tampering with computer or network security.
 4. Making unauthorized entry into any systems accessible via Library computers.
 5. Representing oneself as another person.
 6. Developing and/or propagating programs that harass other users or cause harm to other computer systems. (Examples of such programs are computer "viruses" and "worms".)

7. Copying, downloading or distributing commercial software or other material (e.g. music) in violation of federal copyright laws.
 8. Accessing or loading pornographic, obscene, or sexually explicit material.
- Other uses of Library computers may be deemed inappropriate at the discretion of Library management.

Violation of Policy

Appropriate action will be taken for anyone found abusing or misusing electronic resources, as outlined in this policy or as determined by Library management. Action may include:

- Temporary or permanent suspension of electronic privileges
- Temporary or permanent suspension of Library privileges
- Illegal acts involving the Library's computers may also be subject to prosecution by local, state or federal authorities.

Compliance with Local, State, & Federal Law

It is the practice of the Ardmore Public Library to comply with all applicable local, state, and federal laws in connection with providing electronic and internet services, and the expectation of the Library that users of these resources in the Library will do the same.

Ardmore City Ordinance

Title 19, Section 21.1 prohibits the display of lewd or indecent publications or materials in places frequented by minors.

Oklahoma Statutes

O.S. 21 § 1040.76 prohibits displaying materials which are harmful to minors in such a way that minors, as a part of the invited general public, will be exposed to view such material.

Children's Internet Protection Act (CIPA)

Pub. L. No. 106-554 and 47 USC 254(h) [known as the Children's Internet Protection Act (CIPA)] requires that blocking be applied to visual depictions of materials deemed obscene or child pornography or to any material deemed harmful to minors (as those terms are defined in the U.S. Code).

APPENDICES

*Approved by Library Board: September 2005
Latest update: October 2008*

Purpose:

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

Appendices		
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Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

Source: <http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/Librarybillrights.cfm>

Appendix B

Code of Ethics of the American Library Association

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

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

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

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

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

Adopted June 28, 1997, by the ALA Council; Amended January 22, 2008.

Source: <http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>

Appendix C

Oklahoma Department of Libraries General Policies on Interlibrary Loan for Oklahoma Libraries

- Last resort requests only
- No charges for services
- Loan period is 30 days
- AMIGOS/BCR Code signer

Periodicals:

Will lend original

Will photocopy up to 50 pages without charge

(See Copyright Restrictions below)

Books:

Lend most materials in general collection

Will lend Oklahoma Room items for "in-library use"

Newspapers:

Lend microfilm

Dissertations:

Lend those owned

Genealogy:

Genealogy and local history materials are usually non-circulating and not readily accessible through regular interlibrary loan channels. Because of the difficulty of acquiring, ODL does not refer these materials. Referral to libraries inside and outside of the state is the responsibility of the local library.

WorldCat is the source for locating genealogical materials.

Last Resort:

The Oklahoma Department of Libraries is the library to whom requests are sent for those items not found in Oklahoma libraries through the [Statewide Online Catalog](#). Requests are referred on OCLC to out-of-state libraries and the materials are sent directly to requesting libraries. No charges are levied for this referral service.

Requesting Procedures:

All requests referred to ODL must include libraries tried on the Statewide Online Catalog or via fax or mail. If there are no Oklahoma Library Technology Network locations, please note. ODL does not want to resend to libraries already tried.

All requests referred to the Department via fax or mail must be typed on the appropriate statewide catalog request forms, and two copies of each request must be sent. Include one request per form regardless of type of information requested.

Each request should be verified to the extent of the local library's ability. An ISSN/ISBN number must be included whenever possible. If no bibliographic verification is available, the citation or other verification should be provided.

If a request is resubmitted, clearly indicate that it is a second request and provide previous response.

Status reports will be provided for all referred requests.

Source: <http://www.odl.state.ok.us/genref/illpl.htm>

Oklahoma Department of Libraries Interlibrary Loan Policy Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research."

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Source: <http://www.odl.state.ok.us/genref/copyrite.htm>

Appendix D

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be

directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:
American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

Source: <http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

Appendix E

Ardmore Public Library Request for Reconsideration of Materials

Title: _____

Author: _____

Publisher: _____ Publication Date _____

Name: _____

Organization: _____

Address: _____

Phone: _____

What is your objection to this material? Please be specific; cite pages or scenes

Did you read the entire book or view the entire video?

Yes: _____ No: _____ If not, what parts? _____

Are there titles that you would recommend in place of this work?

According to the collection development policy, the Library has a process to follow when Library material has been challenged:

The Library Director will report this information to the Library Board. The Library Board will then determine if the material in question was selected according to this Policy. The concerned person will be notified by the Library Director of the Board's decision. Challenged materials will remain in the collection until the Board's final decision. Under no circumstances will the personal view or taste of either the Library Director or the members of the Library Board concerning the material be criteria in making a ruling. The determination will be made solely on the basis of compliance with the Collection Development Policy.

Signed _____ Date _____

Appendix F

Ardmore Public Library Meeting Room Letter & User Agreement

July 1, 20xx

Greetings from Ardmore Public Library!

Each month, our meeting rooms are used by over 2,000 people. We feel that providing such meeting space fulfills a valuable and needed service to the community. Because there is such demand, we have certain guidelines that we need each group to follow in booking, scheduling, and using the rooms. Enclosed please find a copy of our Meeting Room Policy.

After reading our policy, please complete the form below and return it to the library (you may mail or fax the form or drop it off in person). Beginning August 1, you may schedule meetings for your group for the following calendar year (in this case, for January through December 20xx) by calling Kim at the Library at 221-3242. You may also schedule meetings anytime throughout the year based on availability of our facilities.

Each meeting room has tables and chairs which your group may arrange to suit your needs prior to your meeting. In addition, other equipment is available for some rooms, such as PC hookups for internet, overhead projector, DVD player, assistive listening devices, and more. Please let us know in advance what equipment needs you may have.

If you have any questions, please do not hesitate to contact us. Thank you for using the Ardmore Public Library.

20xx Meeting Room User Agreement
Ardmore Public Library

Name of organization: _____

Name of contact person: _____

Phone number for contact: _____

Email address for contact (opt.): _____

Library card number of contact: _____

At the time you call to schedule your meeting(s), please be prepared to provide the following additional information:

- Date(s) and time(s) for meeting(s)
- Number of persons expected to attend
- Needed equipment
- Alternate contact person for particular meeting(s), as applicable

We agree to abide by the policies of the Ardmore Public Library with regard to scheduling and use of the Library meeting rooms, as well as by any other applicable Library policies.

SIGNED: _____ DATE: _____
(above listed contact person)

Appendix G

OneNet Acceptable Use Policy (AUP)

Submission of an order for OneNet services constitutes acceptance of these policies.

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

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

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

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

Policy Guidelines

- Institutions and organizations that are eligible for a direct connection to OneNet are identified by its Client Connection Policy.
- Except as is specifically provided herein, OneNet services may not be resold or provided without charge or otherwise shared to institutions or organizations whether or not that organization or institution is eligible for a direct connection as described in its Client Connection Policy.
- Use of OneNet must be consistent with its mission and with its goals, which include facilitating and disseminating knowledge, providing public service, aiding technology transfer to Oklahoma businesses for educational purposes, promoting economic development, conducting the affairs of government and building broader infrastructure in support of education and research.
- The telecommunications services provided by OneNet pursuant to tariff are provided at special government and educational rates and may not be used by, resold to or otherwise shared with, commercial entities except as provided herein.
- When telecommunications services are provided by OneNet pursuant to tariff, OneNet Clients must adhere to all provisions, restrictions and limitations of the applicable tariff.

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

Unacceptable uses of OneNet:

- It is not acceptable to use OneNet for commercial activities that are inconsistent with the mission and goals of OneNet or of the OneNet client. Activities recognized by the State Regents as economic development initiatives are permissible uses of OneNet.
- It is not acceptable to use OneNet for illegal purposes. Use of OneNet must be consistent with all applicable federal, state and local laws. Transmission of any material in violation of federal, state, local law or regulation is prohibited. This includes, but is not limited to: Copyrighted material, libelous or defamatory material, material protected by some right of privacy or publicity or material protected by trade secret.
- It is not acceptable to use OneNet to willfully transmit threatening, obscene or harassing materials or to knowingly cause such materials to be transmitted.
- It is not acceptable to use OneNet so as to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, and use of the network to make unauthorized entry to any other machine accessible via the network.
- It is not acceptable to use OneNet to post a single article or advertisement to more than ten (10) Usenet or other newsgroups, forums, e-mail mailing lists or other similar groups or lists; post to any Usenet or other newsgroup, forum, e-mail mailing list or other similar group or list articles that are off-topic according to the charter or other owner-published FAQ or description of the group or list; or send unsolicited mass e-mails to more than twenty-five (25) e-mail users if such unsolicited e-mails provoke complaints from recipients.
- It is assumed that information and resources available through OneNet are private to those individuals and organizations that own or hold rights to those resources and information and,

unless specifically stated otherwise, by the owners or holders of rights. It is, therefore, not acceptable for an individual to use OneNet to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources and information.

Early termination policy:

- All OneNet circuits are contracted for one year in advance. Therefore, if service is disconnected prior to the expiration of that contract term, OneNet will bill for the balance of that contract period.

Linking policy:

- Links from OneNet's Web page to other sites are provided for convenience of the site user or visitor. OneNet has no control over such sites and resources.
- OneNet is not responsible for the availability of such external sites and resources; does not endorse, recommend or certify and is not responsible or liable for any content, advertising, products or other materials on or available from such sites or resources. OneNet shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such site or resource.
- Copyright, trademark or other applicable federal or state laws may protect sites that are linked to OneNet's Web site. A link from OneNet's Web site does not preclude enforcement of those laws by the other site owner should a violation of law occur with respect to use of material on that site. Further, the existence of a link on a OneNet site does not operate as an indemnification of user misuse of the information contained on that site.
- OneNet's logo, is a registered mark. Use of the OneNet domain name and graphic banner for purposes other than linking to <http://www.OneNet.net> is expressly forbidden. The State Regents retains and reserves all rights in and to its trade names, trademarks and logo, copyrights and all other intellectual property with respect to the domain name and graphic banner.

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

Appendix H

Ardmore Public Library Borrowing & Internet Policies and Application

This is the form only. The complete policies and application brochure is available at the Library's circulation desk.

Last name _____	First _____	M.I. _____
Address _____		
City _____	State _____	Zip _____
County of Residence _____		
Home Phone _____		
Birth Date _____	Circle One: MALE FEMALE	
Email Address _____		
Employer _____	Phone _____	
Parent/Guardian _____		
Reference Name _____	Phone _____	

(The name and phone number of a Carter County resident not living at the same residence as the applicant.)

I am applying for Internet access from the Library. Yes _____ No _____

I authorize the library to provide the following type of access for my child:

_____ SUPERVISED, parent **must** be present _____ UNSUPERVISED, parent need not be present

I agree to abide by all policies of the Ardmore Public Library.

Signature: _____ Date: _____

Appendix I

Ardmore Public Library

Alternate Card-User Authorization Form

Pursuant to 65 O.S. § 1-105*, publicly-funded libraries must maintain confidentiality of patron's records. However, the statute allows you to authorize in writing another person to inspect those records.

If you would like to allow your spouse, adult child, other adult caregiver, helper, neighbor or friend to pick up your holds, check out books on your behalf using your card, find out about what you have overdue on your account, etc., please fill out the following form. We will note this in your record and as long as your authorized user has your card with them, they will be allowed to do these tasks on your behalf.

You may revoke such authorization at anytime by re-submitting this form and marking the "revoke" statement at the bottom of the page.

My name: _____

My library card number: _____

My phone number: _____ () home () cell

Name of authorized user: _____

Relationship to me: _____

My Signature: _____

Date: _____

I would like to revoke the above authorization at this time. _____ (initial) _____ (date)

65 O.S. § 1-105 **Authorized Disclosure of Records**

A. Any library which is in whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.