Index
COWETA PUBLIC LIBRARY
POLICIES

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COWETA PUBLIC LIBRARY
CIRCULATION POLICY

Library membership:

Free library memberships are issued to persons living inside Coweta city limits, persons working inside Coweta city limits, children (18 or younger) living inside Coweta school district and immediate family members (spouse or children 18 & younger) of Coweta city employees. If you are under age 18, a parent or guardian must sign for your library card. Parent or guardian will be responsible for all materials checked out on juvenile accounts. Library cards are issued for a yearly fee to persons living in Wagoner County.

Non-resident adult	$15.00
Non-resident senior (55+)	$10.00
Non-resident family	$20.00
Non-resident students (college included)	$ 5.00

Each member is responsible for all materials checked out under his/her name.
No library cards are issued to persons living outside Wagoner County.

Registration of borrowers:

Library cards must be filled out at the library. An applicant must provide two forms of identification. Acceptable verification includes driver's license, utility bill, checkbook, etc. A child, six years of age or older is eligible for an individual library card, with a parent or guardian providing proper verification of address.

No library cards will be issued 30 minutes prior to closing.

Circulation Periods:

Books: two(2) weeks
Audio books: two(2) weeks
Periodicals: two(2) weeks
Videos and DVD's: three (3) days
Books, audio books and periodicals may be renewed one time providing there are no holds on the item.
Videos/DVD's may not be renewed.
Renewals may be requested at the front desk or by phone.
Library customers are limited to 30 checkout items per card.
During the school year there is a limit of three nonfiction books per subject.
Due to limited availability, new books are limited to 3 per person.
New items less than 90 days old may not be renewed.
Items may be returned after hours in the outside drop-box.

Fines:

Books: ten cents per day, maximum of $2.00 per item
Audio books: ten cents per day, maximum of $2.00 per item
Videos/DVD's: $1.00 per day per item, $10.00 maximum per item
Videos have a .50 cent rewind fee per item
All lost or damaged items will be charged at replacement cost plus processing fees.
Fines may be paid out, but fees for lost/damaged items must be paid in full.

Computers:

Computers are available for library members. Databases and internet are available on all patron computers. No outside devices are allowed.
Computer use is limited to 60 minutes per day per patron.

Exceptions: Computer use and borrowing privileges will be restricted when materials are overdue and or fines/fees are in excess of $5.00.
Patrons who have fines in excess of $5.00 or who have overdue, lost or damaged items will be restricted. Patrons are linked by family, therefore if one family member is restricted all will be restricted until item/s are returned and any fines/fees are paid.

Hours:

Monday, Tuesday and Thursday	10:00 a.m. - 8:00 p.m.
Wednesday	10:00 a.m. - 6:00 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.
Sunday	Closed

Library services:

Meeting rooms are available without charge to non-profit groups. Each group must fill out a meeting room policy before use.
Cultural and community information programs are offered throughout the year.
Photocopy services are available
Fax services are available
Lamination services are available
On-going book sale
Orientation tours available for groups and classes (must pre-schedule dates)
Storytime: Wednesdays at 10:30 a.m. (ages 3-5)
Tutoring services (subject to availability of volunteers).
Literacy services (subject to availability of volunteers).

Revised 10/2008

COWETA PUBLIC LIBRARY
DISPLAYS/EXHIBITS POLICY

It is part of the Library's function to provide access to intellectual and cultural resources to the community. Thus, the Coweta Public Library welcomes the opportunity to allow community groups, organizations or individuals to use display areas of the library. Space is provided for displays of educational, cultural, civic, or recreational nature rather than commercial or political purposes.

Exhibits in the library are seen by anyone who walks into the library (both children and adults) who may have various degrees of sophistication. The materials of the exhibits must therefore meet what is generally known as "standard of acceptance to the community."

Applications for exhibits must be made through the library director's office and will be on a first come-first serve basis. The library shall have the final decision on content and arrangement of all exhibits. The library shall submit all publicity material relating to exhibits for approval.

It is the responsibility of the exhibitor to set up and remove the exhibits. Exhibits will normally be scheduled for a period of one calendar month. The Library Director must approve exceptions. The library does not carry insurance on, and is not responsible for items owned by the exhibitor. All exhibitors are required to sign a form that releases the library from any responsibility for exhibited items.

DISPLAY/EXHIBIT RELEASE

I, (we) the undersigned, hereby lend the following works of art or other material to the Coweta Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility of loss, damage, or destruction while they are in possession of the library.

Description of material _____

_____

_____

_____

Date loaned: _____

Signature: _____

Address: _____

Telephone: Home _____ Work_____ Cell_____

E-Mail: _____

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10/2008

COWETA PUBLIC LIBRARY
GIFT POLICY

The Coweta Public Library accepts gifts of money, books, periodicals and the like 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 Materials Selection Policy. The library will not accept gifts of materials that are not outright gifts. All gifts of materials must be in usable physical condition.

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.

It is understood that the Library Board of Directors and the City of Coweta have full authority as to when, where, and how any gifts of material are displayed or used.

The Library will try to comply with the wishes of the donor of gifts, but it reserves the rights as conditions change to assign any of its materials whenever the need is greatest.

A library that is used extensively by its public sustains losses through theft, mutilation, and ordinary wear. The library cannot guarantee that any gift will be part of the collection permanently.

The library encourages and welcomes cash gifts, endowment funds and bequests for: purchase of books, other library materials and equipment, and for improving the library facilities. This money may be used for memorial purpose.

Coweta Public Library
Employee Signature _____ Date _____

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

Name of Donor _____

Signature of Donor _____ Date _____

Revised 10/2008

COWETA PUBLIC LIBRARY

Computer and Internet Usage Policy

The Library provides public Internet access to ensure equal access to information and resources to meet the educational and recreational needs of the community. The Internet provides access to many resources for different age levels and reflects various points of views. Patrons should know that not all Internet sources give accurate, complete, age-appropriate, or current information.

We have installed filters to comply with the **Children's Internet Protection Act (CIPA)**, a federal law that requires public libraries that rely on federal funds for Internet use to install filtering devices on library computers to protect children from the inappropriate sites of the Internet.

General Computer Usage Rules

USERS MUST:

1. Have a valid library card at the Coweta Public Library. (Exceptions to this rule may be made for out-of-town visitors. Temporary use can be granted.)
2. Read and sign that they understand the Computer and Internet Usage Policy (reverse side Library Application Card).
3. Understand a child's access to the Internet is the responsibility of the parent/guardian. Children ages 10-18 will be permitted to use the Internet if a parent/guardian gives written permission (reverse side Library Application Card). No child under the age of 10 will be allowed on the Internet unless accompanied by an adult. Children under the age of 10 do have access to the children's programs on certain computers.
4. Limit use to 60 minutes per day. Please leave the workstation as soon as your time is up.
5. Pay 10 cents per page printed.

USERS MAY NOT:

1. Use the library system Internet computers for viewing illegal material as determined by the Oklahoma State Statute, Title 21, Chapter 39. (for additional information on state statutes, please visit our website at cityofcoweta-ok.gov).
2. Have fines totaling $5.00 and/or overdue, lost or damaged materials.
3. Make any attempt to damage computer equipment or software.
4. Alter software configurations of any kind including the desktop, icons, screensaver, etc.
5. Upload, download, install or delete any software in the computers.
6. Use outside devices such as floppy disks, thumb drives etc. due to possible virus/illegal material being exposed to the library computers. However, clean floppy disks are available from the library at a cost of 50 cents. Once purchased, these disks may be kept on file for the patron's continuous use.
7. Violate copyright laws or software licensing agreements in their use of library computers.
8. Demand excessive assistance from library personnel for computer instructions.

All Internet users must have a signed Internet Use Agreement on file, agreeing to abide by library policies, to accept full responsibility for use of the Internet, and to hold the library blameless for materials acquired on the Internet. Users who violate the Computer and Internet Usage Policy are subject to having their library Internet privileges suspended for up to one year.

Disclaimer and Children's Use of the Internet

The Internet is an unregulated medium. It offers access to a wealth of material that is personally, professionally and culturally enriching. It also enables access to some material that may be offensive, disturbing and/or illegal. The Coweta Public Library and/or the staff assume no responsibility whatsoever for use of the Internet by library patrons of any age, including minor children under the age of 18. Individual users and parents of minor children must accept responsibility for their own use and their children's use of the Internet through the library system's connection. Discuss with your child the dangers of giving out personal information; i.e. name, address, etc., online.

Visitor Section Only

Please complete the following

First Name	Last Name
Address	
Tel.	Date

Revised 10/2008

Children's Internet Protection Act

FCC Consumer Facts

Background

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

What CIPA Requires

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.
- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.
- Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

What CIPA Requires (cont'd.)

Schools and libraries are required to certify that they have their safety policies and technology in place before receiving E-rate funding.

- CIPA does not affect E-rate funding for schools and libraries receiving discounts only for telecommunications, such as telephone service.
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD) at www.sl.universalservice.org. SLD also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

(More) →

For More Information

For information about other telecommunications issues, visit the FCC's Consumer & Governmental Affairs Bureau website at **www.fcc.gov/consumer-governmental-affairs-bureau**, or contact the FCC's Consumer Center by calling 1-888-CALL-FCC (1-888-225-5322) voice or 1-888-TELL-FCC (1-888-835-5322) TTY; faxing 1-866-418-0232; or writing to:

Federal Communications Commission
Consumer & Governmental Affairs Bureau
Consumer Inquiries and Complaints Division
445 12th Street, SW
Washington, D.C. 20554.

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*For this or any other consumer publication in an accessible format (electronic ASCII text, Braille, large print or audio), please write or call us at the address or phone number below, or send an email to **FCC504@fcc.gov**.*

*To receive information on this and other FCC consumer topics through the Commission's electronic subscriber service, visit **www.fcc.gov/cgb/contacts/**.*

This document is for consumer education purposes only and is not intended to affect any proceedings or cases involving this subject matter or related issues.

COWETA BIBLIOTECA PÚBLICA

Computadora y Política de Uso de Internet

La Biblioteca proporciona el público el acceso de Internet para asegurar el acceso igual a la información y recursos de encontrar las necesidades educativas y recreacionales de la comunidad. El Internet provee el acceso a muchos recursos para la edad diferente nivela y refleja los varios puntos de vistas(opiniones). Los patrones deberían saber que no todas las fuentes de Internet dan la información exacta, completa, apropiada de edad, o corriente.

Hemos instalado filtros para cumplir con el Acto de Protección de Internet De niños (CIPA), una ley federal que requiere las bibliotecas públicas que confían en fondos federales para el empleo de Internet para instalar la filtración dispositivos sobre computadoras de biblioteca para proteger a niños de los sitios inadecuados del Internet.

Reglas de Uso de Computadora Generales

LOS USUARIOS DEBEN:

1. Tener una tarjeta de biblioteca válida en la Biblioteca pública Coweta. (Las Excepciones a esta regla pueden ser hechas para de - visitantes de ciudad. Pueden conceder el empleo temporal.)
2. Leído y el signo que ellos entienden la Computadora y el Política de Uso de Internet (la Tarjeta de Uso de Biblioteca de lado inversa).
3. Entender que el acceso de un niño al Internet es la responsabilidad del padre / guarda. Los niños envejecen 10-18 permitirán usar el Internet si un padre / guarda da el permiso escrito (la Tarjeta de Uso de Biblioteca de lado inversa). No permitirán a ningún niño menor de edad de 10 sobre el Internet a no ser que no acompañado por un adulto. Los niños menor de edad de 10 tienen el acceso a los programas de niños sobre ciertas computadoras.
4. Empleo de límite a 60 minutos por día. Por favor abandone el terminal de trabajo en cuanto su tiempo está encima de.
5. Pagar 10 centavos por la página impresa.

LOS USUARIOS NO PUEDEN:

1. Usar el sistema de biblioteca computadoras de Internet para la inspección del material ilegal como determinado por Oklahoma el Estatuto de Estado, el Título 21, el Capítulo 39.
2. Tener multas que suman 5.00 $ materiales y\o atrasados.
3. Hacer cualquier tentativa de dañar el equipo de computadora o el software.
4. Cambiar las configuraciones de software de cualquier clase que incluye el escritorio, iconos, screensaver, etc.
5. Upload, la transmisión, instala o suprime cualquier software en las computadoras.
6. Usar sus propios disketes debido a posibles virus / ilegal el material ser(siendo,estando) expuesto a las computadoras de biblioteca. Sin embargo, disketes limpios están disponibles de la biblioteca en un coste de 50 centavos. Una vez comprado, estos discos pueden ser siguieron el archivo para el empleo continuo del patrón.

7. Violar leyes de propiedad intelectual o acuerdos de licencia de software en su empleo de computadoras de biblioteca.
8. Exigir la ayuda excesiva del personal de biblioteca para instrucciones de computadora.

Todos los usuarios de Internet deben tener un Acuerdo de Empleo de Internet firmado sobre el archivo, conviniendo a de cumplir con la política de biblioteca, aceptar la responsabilidad llena del empleo del Internet, y sostener la biblioteca intachable para materiales adquiridos sobre el Internet. Los usuarios quien violan la Computadora y la Política de Uso de Internet son sujetos al teniendo de(habiendo) de su biblioteca privilegios de Internet suspendidos para hasta un año.

Negación y Empleo De niños del Internet

El Internet es un medio inregulado. Esto ofrece el acceso a una riqueza de material que es personalmente, profesionalmente y culturalmente el enriquecimiento. Esto también permite el acceso a algún material que puede ser ofensivo, inquietante y\o ilegal. La Biblioteca pública Coweta y\o el personal no asume ninguna responsabilidad en absoluto para el empleo del Internet por los patrones de biblioteca de cualquier edad, incluyendo a niños menores menor de edad de 18. Usuarios individuales y los padres de niños menores deben aceptar la responsabilidad de su propio empleo y su empleo de niños del Internet por la conexión del sistema de biblioteca. Hable con su niño de los peligros de dar de la información personal; esto es nombre, dirección, etc., en línea.

Sección de Visitante Sólo

Por favor complete el siguiente

Apellido de Nombre de pila
Dirección
Teléfono. Fecha

10/2008

Revisado

COWETA PUBLIC LIBRARY
MATERIALS SELECTION POLICY

The cornerstone of library service is the book collection. To provide a vital book collection-one which has meaning for the public served-requires continuous attention. It means retaining the best of the old and selecting the best of the new. Obsolete titles must be withdrawn; worn books must be replaced; materials to meet special needs must be obtained; duplicate titles must be ordered as needed-these are the elements which contribute to a lively and meaningful book collection.

This policy governs the selection and maintenance of the Coweta Public Library's collection of books and other materials acquired by the Library. The Library recognizes its responsibilities, in accordance with the American Library Association guidelines, to collect materials and in the use and interpretation of its collection.

I. OBJECTIVES

A. To facilitate informal self-education of all people in the community.
B. To enrich and further develop the subjects on which individuals are undertaking formal education.
C. To meet the informational needs of all.
D. To support the educational, civic, and cultural activities of groups and organizations.
E. To encourage enjoyable leisure reading time.

II. COMMUNITY FACTORS

The Coweta Public Library serves a variety of people from a fairly large geographic area. Our collection must be broad in subject, comprehensive in viewpoint, and have wide latitude in reading levels. We do, however, cooperate with other libraries to supplement our book collection. We work closely with the public schools. We belong to OCLC (Online Computer Library Center).

III. BOOK SELECTION POLICIES AND PROCEDURES

A. RESPONSIBILITY: Ultimate responsibility for book selection rests with the Library Director, who operates within the framework of policies determined by the Library Board. It is considered desirable to ensure maximum participation of staff members in the reviewing process. Thorough review of selected books is encouraged since an informed staff contributes immeasurably to intelligent use of the book collection.
B. OBJECTIVES: The book selection policy is intended to implement the general objectives of the public library. The purpose of the selection process is to obtain expertly selected books and other materials to further the library program of giving information, reference assistance, and help

to those engaged in educational pursuits, as well as to provide general home reading. In general, the library's policy is to purchase the best books, to satisfy the clientele of the library within budget limitations.

Points considered in book selection are literacy, educational, informational, and recreational value; authority and effectiveness of presentation; qualities conducive to critical thought and understanding; our available funds and space. Contemporary and popular authors are included, as well as those who have demonstrated ensuring worth. Titles are selected on the basis of content as a whole and without regard to questions, variety and balance of opinions are sought whenever available.

THE CRITERIA FOR ALL FIELDS INCLUDE:

1. Permanent or timely value.
2. Accurate information.
3. Authoritativeness
4. Clear presentation and readability, literary quality.
5. Social significance.
6. Presentation of both sides of controversial issues (labor management, planned parenthood, Communism, etc.).
7. Balance of special group interests with general demand.
8. Inclusion of books of doubtful value occasionally for their timeliness (campaign biographies, flying saucers, popular fiction).
9. Format and price may be deciding factors.

C. Children and young adults:
The aim of book selection for children is to choose the best new books and replace and duplicate older titles that have proved their worth. We include books for recreational reading, inspirational books of lasting value, and books of information covering a wide range of knowledge that will satisfy the child's natural curiosity and widen this interest. The aim with children and young adults is to contribute to the development of well-rounded citizens of their own country and the world. To this end, readable adult titles are selected that are keyed to young people's needs and interests, as well as books that will tend to open up new interests in cultural, economic and social fields. Titles written specifically for young adults are included in the collection. All books are purchased in the hope that they will lead to continued reading in adult fields on as high a level as possible for each individual.

D. BOOK SELECTION AIDS:
It is desirable but impossible to read every book for the library to purchase. The staff, therefore, makes use of selection aides such as basic

and current general lists, special bibliographies, and book reviewing journals. No one publication is relied upon exclusively and the critical opinions of reviewers are checked against each other.

E. CONTROVERSIAL ISSUES:

The public library asserts its right and duty to keep on its shelves a representative selection of books on all subjects of interest to its readers. The library will not prohibit by law books on all sides of controversial questions, books on any subject, if published by a reputable publisher and sold without restrictions in bookstores. The public library has no right to emphasize one subject at the expense of another, or one side of a subject without regard to the other side. It must carry the important books on all sides of all subjects.

F. SPECIAL ASPECTS OF BOOK SELECTION:

1. Religious matter and gift books must be of general nature and of value to the collection as a whole. Material designed to proselytize is not suitable for the library's collection.
2. Addition of a book to the library's collection in no way represents an endorsement of any theory, idea, or policy contained therein.
3. The language or content of certain books may restrict their use to the mature reader.
4. Donated books and equipment become library property and subject to this policy.
5. Questions concerning this policy, or complaints or comments on a specific book should be addressed to the Library Director. In the event that such a complaint cannot be satisfactorily resolved between a patron and the director, the patron should apply to the Library board. A form will be provided for the patron to list objections to a particular book or other library material.

G. DISCARDING:

Systematic removal from the collection of material that is no longer useful is essential. Criteria for removal may include timeliness, condition, and degree of use.

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COWETA PUBLIC LIBRARY
120 E. SYCAMORE STREET
COWETA, OKLAHOMA 74429
(918) 486-6532 FAX (918) 486-3497

The meeting room of the Coweta Public Library is primarily intended to support the goals of the library: to promote the educational and recreational needs of the community. In providing free space for public use, the Library supports the American Library Association's Library Bill of Rights, which states:
"Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

MEETING ROOM POLICY

Non-profit organizations are encouraged to use the meeting room facilities at the Coweta Public Library for educational, cultural, professional, political and civic purposes. All meetings must be open to the public.

First Priority	**Coweta Public Library Activities** **Coweta Public Library Board of Director's Meetings and Activities** **City of Coweta Municipal Government Activities**
Second Priority	**Non-profit civic organizations** **Educational and professional organizations** **Non-profit service organizations**
Third Priority	**Cultural organizations** **Religious organizations** **Political organizations**

Library programs are given precedence when booking the meeting room. The Library reserves the right to reschedule other meetings when the room is needed for Library programs.

Pursuant to Oklahoma law, smoking is NOT permitted in libraries. Each group is responsible for ensuring their program is in compliance with all applicable state and federal statutes (i.e. Open Meeting Act, Copyright Law, A.D.A.).

Organizations are allowed to book NO MORE than 6 months in advance. Reservations will be accepted on a first come-first serve basis,

except library-related events and meetings of the City of Coweta will take precedence.

Meeting rooms may not be scheduled for purely commercial purposes, social functions, such as showers, parties or receptions. Individuals may not reserve or use the meeting rooms.

The room may be scheduled for City of Coweta sponsored activities (Library, City Hall, Fire Department, Police Department, & etc.) Anyone else requesting the room must come to the Library and fill out a request to use the room. Library Director must consider all requests.

NO ONE other than a City employee is to be given a key-unless approved by Library Director or City Manager's Office.

Only animals that are confined to cages are allowed in the meeting room. Guide animals are exempt from this rule.

Users are not permitted to attach items to walls or ceilings.

Other than Library events, NO admission charge may be made for any function held in the Library meeting rooms.

Non-profit organizations may sell items, provided that ALL of the money collected goes to the non-profit organization. Percentage of sale arrangements will not qualify under this rule.

The meeting room will not be reserved to groups for activities that are likely to disturb regular Library functions.

The booking group is responsible for:

- **Arranging the room to meet its needs;**
- **Returning the room to its original arrangement;**
- **Leaving the room in a neat, clean and orderly condition;**
- **Reimbursing the Library for any special cleaning needed and/or repair, replacement of damaged Library property or equipment.**
- **Bagging all trash and placing in dumpster.**
- **Giving a 24 hour cancellation notice.**

CHARGES

At discretion of Library Director, light refreshments may be served in the meeting rooms when a $25.00 deposit is made when reserving the room. The deposit will be returned if group complies with above rules. Special permission is required from the Library Director should a group use the room after regular Library hours. A $10.00 per hour fee will apply in such circumstances. Fees are to be paid when room is reserved. Any portion of an hour will be charged as a whole hour. No alcoholic beverages may be served.

The use of the facilities by any organization does not necessarily constitute an endorsement.

The Library reserves the right to refuse use of the meeting rooms to any group, which violates any of the above regulations.

PARKING

Due to lack of parking for our library customers, please notify your attendees that they must park across the street from the library if the meeting is to be held during library operational hours.

LIABILITY

The Coweta Public Library is not responsible for accidents, injury or loss of individual property while using Library facilities.

MEETING ROOM RESPONSIBILITY AGREEMENT

Date of Meeting _____ Start time _____ to _____

Name of Organization _____

Purpose of Meeting _____

Expected Attendance _____

Person Responsible _____

Address _____ City _____ State _____

Telephone _____ E-Mail _____

Meetings must be free and open to the public. Free-will donations, membership dues, and/or registration fees covering materials and/or speaker are permitted. Buying and selling are NOT permitted at meetings sponsored by for-profit groups.

Each group is responsible for ensuring their program is in compliance with applicable state and federal statutes (i.e. Open Meeting Act, Copyright Law, A.D.A., no tobacco products, no alcohol, etc.).

Due to lack of parking for our library customers, please notify your attendees that they must park across the street from the library if the meeting is to be held during library operational hours.

THE BOOKING ORGANIZATION IS RESPONSIBLE FOR:

- Arranging the room to meet its needs;
- Returning the room to its original arrangement;
- Leaving the room in a neat, clean and orderly condition;
- Reimbursing the Library for any special cleaning needed;
- Repair or replacement of damaged library property or equipment.
- Bagging all trash and placing in dumpster.
- Giving a 24 hour cancellation notice.

Library reserves the right to deny use of the library meeting space to any group which knowingly violates any of the above listed guidelines and the meeting room policy. The use of the library meeting space by any organization does not necessarily constitute an endorsement of that organization's policies or beliefs by the Library, the Library Board, or the City of Coweta.

_____(Name of individual signing this agreement) agrees to supervise the cleaning and restoration of the Library meeting room and restrooms after use. (The Library staff on duty will check the premises). I have read and agreed to comply with meeting room policy and agreement. I have been given a copy of the meeting room policy.

Signed by_____ Date_____

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COWETA PUBLIC LIBRARY
NON-LIBRARY USE OF AUDIO-VISUAL EQUIPMENT POLICY

Upon compliance with the procedures stated below, individuals, recognized groups, organizations and institutions may be permitted to use Library-owned audio-visual equipment (e.g. television, combo VCR/DVD player) in the Coweta Public Library.

PROCEDURES

1. Requests to use the audio-visual equipment must be made in advance to the library to determine if the equipment is available for non-library use and if a viewing or listening space is available.
2. Library staff will be available to operate audio-visual equipment by appointment.
3. Persons requesting use of the equipment must describe the nature or content of the program materials.
4. Persons requesting use of the audiovisual equipment must sign a "release of liability" statement or form releasing the library from all liability for damages or loss to the program materials (videotapes and DVDs) involved. (See form on following page.)
5. Library reproduction equipment (VCR/DVD player) will not be used to describe any copyrighted materials without written permission from the producer of the material or written proof that the material is no longer available on the market.
6. The Library shall retain, in its files, copies of the completed "release of liability" forms and statements of permission to reproduce copyrighted material and statements of proof of unavailability of material.

COWETA PUBLIC LIBRARY
RELEASE OF LIABILITY
NON-LIBRARY USE OF AUDIO-VISUAL EQUIPMENT

I, (We) _____
(Name and address)

representing _____
(Name and address of organization)

do hereby release and forever discharge the Coweta Public Library and the City of Coweta from any consequences, claims or demands for direct or indirect damages to, or loss of the audio-visual program materials being played or shown on audio-visual equipment owned by the Library:

_____

_____

_____

_____

_____

_____ _____
(Signature) (Date)

Library Staff member acknowledging receipt of release:

_____ _____
(Name Printed) (Signature)

Revised 10/2008

COWETA PUBLIC LIBRARY
PROHIBITED ACTIVITIES & CONDUCT POLICY

We ask for your cooperation in maintaining an atmosphere that is conducive to study and to pleasant use of the library. Persons using the library for purposes other than those for which the library was established may be asked to leave.

The following items are prohibited for the protection and comfort of library visitors and staff:

1. Possession of, consumption of or suspicion of being under the influence of alcohol or a controlled or restricted drug or substance .
2. Bodily assault or threats to do harm to library property or an individual
3. Soliciting, panhandling, voyeurism (peeping) and indecent exposure.
4. Within the restrooms, and elsewhere, sexual propositioning, washing of body and/or hair (other than washing of hands), or smoking.
5. Smoking or eating in a public area unless permission is posted.
6. Sleeping.
7. Obvious vermin infestation.
8. Obstructing walkways.
9. Mutilating and/or stealing library material or other property.
10. Bringing in animals except guide dogs or other animals used in library programs.
11. Talking in a loud or abusive voice or otherwise making disrupting noises.
12. Entering non-public areas of the library without proper authorization.
13. All other offenses, which are subject to prosecution under criminal or civil code of law.
14. Use of cell phones in the library. Patrons may take the phone into the lobby and use it there.
15. No person shall enter the library without shirt or shoes.
16. No person shall enter library in a bathing suit or while wet from the splash pad.
17. Library restrooms will be closed for cleaning 15 minutes prior to closing.

Anyone known to have violated any of the above rules will be asked to leave the library and further library privileges may be suspended. The police will remove uncooperative patrons. Suspended patrons may not return to library without the express permission of the Library Director.

Revised 10/2008

COWETA PUBLIC LIBRARY
REFERENCE POLICY

Reference and information service is an integral part of the library's commitment to serve the needs of the residents of Coweta. Library staff will give polite, reasonable explanations to all inquiries. It is the primary intent of the library to provide answers to patron's questions. (As time allows, the library will provide instruction for users to find information for themselves.)

Oklahoma Law protects the confidentiality of library user records. *Reference service is also confidential. Staff shall not discuss patrons, their borrowing habits or their information requests except as required in seeking assistance from other library staff to find the desired information.

* The "Confidentiality of Library User's Records Law is O.S. 65 Sect. 1-105 (1991).

All reference and information questions shall be handled with equal effort, regardless of the originating sources.

The Library will provide information for users, but will not interpret or evaluate any type of information. All answers are to be found in the appropriate source and the title source and page number provided to the patron.

The Library's ability to provide reference service will be limited by the following factors:

- Patron's time limit
- Complexity of the materials to be used
- Number of patrons needing assistance
- Number of staff available to help patrons

Telephone reference service is limited to information that is readily available, does not require extensive searching and may be imparted over the telephone. If questions cannot be answered quickly, they will be taken as a callback or referred to another agency. As circumstances allow, a limit of three requests per phone call shall be allowed.

For inquiries by mail, the patron shall be billed at the same rate as the photocopy charges. Patron will receive a copy of the title page free of charge as part of the "site of the source" policy of this library. The name (or initials) of the staff person answering the inquiry should also be included in the response.

Requests will be taken in the following order:

1. Patrons coming into the library.
2. Telephone requests.
3. Fax requests.
4. E-Mail.
5. Mail.

Revised 10/2008

COWETA PUBLIC LIBRARY
LIBRARY RESPONSIBILITIES FOR
UNSUPERVISED CHILDREN IN THE LIBRARY

INTRODUCTION: The staff of the Coweta Public Library welcomes children and invites them to come to know the library as a warm and inviting place. The safety and well-being of young people who visit the library are of great importance to the library. Therefore, the presence of children who stay in the library for several hours without a parent/guardian raises concerns about how to best serve them and their safety.

Children, left on their own, may be able to keep themselves occupied for a time, but often become bored, restless, and disturb others. Such behavior can prompt reprimands from the staff, fostering a negative rather than a positive atmosphere. These children often require more individual attention than can be provided without neglecting other library users. When unsupervised children are present, staff must also give considerable attention to the possibility of accidents or whether a child is leaving the building with a parent or with a stranger. Also, some children may be waiting for a ride after the facilities close, and this poses concern for their safety.

The following policy and accompanying procedures have been established for the protection and well-being of children who visit the library.

POLICY STATEMENT: The responsibility for the safety and well-being of children using the Coweta Public Library rests with the parent/guardian or assigned chaperone, and not with the library personnel.

The presence of unsupervised children in the library during service hours or after closing may require library personnel to take action in the interest of the child or other library users if the child engages in disruptive behavior.

STAFF PROCEDURES:

I. If an unsupervised child becomes frightened or uneasy about his/her situation, the following steps should be taken:

   A. A staff member should stay with the child until the parent/guardian can be located through questioning the child, searching library records, using the phone book, etc.
   B. When the parent/guardian is located, this person should be informed of the library's policy and asked to either join the child at the library or pick up the child immediately.
   C. If the parent/guardian is unable to come at once, he/she will be told that the child may stay this time, but that further occurrences will require a prompt response or the police may become involved.

II. If an unsupervised child's behavior endangers his/her safety or interferes with others' use of the library, the following steps should be taken:

A. A staff member should advise the child to stop the behavior which is endangering his/her safety or interfering with others' use of the library. IF THE DISRUPTIVE BEHAVIOR CONTINUES, a staff member should contact the child's parent/guardian and inform them of the library's policy concerning unsupervised children. The parent should then be asked to pick up the child immediately. If the parent/guardian is unable to come at once, the staff should keep the child under close watch until they arrive. The parent/guardian should be informed that further occurrences will require a prompt response or the police may become involved.
B. A staff member should warn the child and his/her parent/guardian that future incidents of poor behavior may result in eviction from the library.
C. If the parent/guardian cannot be located and the child continues to behave in a disruptive manner, the staff should contact the police for assistance.

III. If the library is closing and a child has not yet been picked up, the following steps should be taken:

A. An attempt should be made to contact the child's parent/guardian.
B. If the parent/guardian is not located, the staff should contact the police department and ask that someone be sent to pick up the child. One of the staff should wait for the officer to arrive. Staff members should never take a child off library property or transport the child to the police station or home.
C. After the child is picked up by the police department, a staff member should post a note on the building's door advising the parent/guardian of the circumstances and stating where they can locate the child.

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INCLEMENT WEATHER POLICY

When Coweta Public Schools are cancelled for inclement weather, materials will be excused from late fees.
Patrons may check for library closings on the city website at: cityofcoweta-ok.gov

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WIRELESS INTERNET ACCESS (WI-FI) POLICY

Coweta Public Library offers wireless internet access ("wi-fi") to users who have a compatible device.

The service is free and available during the hours the library is open. Other than keeping the service itself up and running, the library cannot offer any technical support for user hardware or connection settings. The library cannot guarantee that your device will be able to connect to our wireless service.

The library's wireless access is password protected. However, the library recommends that users have up-to-date virus and spam protection on their devices. The library is not responsible for any compromised information or hardware/software damage due to security issues.

Users will need to operate on battery power, as library outlets are not available for use with this service.

There is no access to library printers via the wireless connection.

If using audio, patrons are expected to use headphones so as not to disturb other patrons.

Any restriction or monitoring of a minor's access to the library's wireless internet access is the sole responsibility of the parent or guardian.

Coweta Public Library assumes no responsibility for the safety of equipment or for compromise of configurations, security, or data files resulting from connection to the library's wireless access.

Coweta Public Library's Computer & Internet Usage Policy is incorporated into this policy and is applicable to wi-fi users at the library.

Library employees are not permitted to handle any outside devices brought into the library by patrons.(ie-nooks, i-phones, laptops-etc.)

Revised 10/2008

COWETA PUBLIC LIBRARY
INSPECTION OF BAGS AND PURSES

CAUTION: Do not begin to "inspect" materials before a patron has "willingly" presented the material to you, to do so could be construed as "seizure" and is illegal. Customers should be asked to hand materials to you or place materials on the checkout counter to be inspected.

The following items should be inspected:

A. Books
B. Periodicals
C. Notebooks
D. Zippered notebooks(ask the owner to open it for you)
E. Briefcases (ask the owner to open it for you)
F. Boxes, packs, sacks, purses and other objects big enough to conceal a small book must be checked.(ask that they open it for you)

Manner of examination

A. Do not place hands in purse, briefcase, etc.
B. If necessary, request that an item be removed for "inside cover" examination.

In the event of examination non-compliance

A. Make reasonable effort to gain compliance, pointing out the signs.
B. If the above fails, call the police.

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COWETA PUBLIC LIBRARY
INTERLIBRARY LOAN (ILL) POLICY

Interlibrary loan (ILL) offers library customers the opportunity to request and receive materials that are not currently owned by Coweta Public Library. Through ILL, you will have access to the circulating collections of public libraries as well as university libraries throughout the United States.

Eligible library borrowers must be current Coweta Public Library cardholders in good standing.

No ILL requests will be filled if the customer has overdue books, lost/damaged books or fines exceeding $ 5.00. No ILL requests will be filled if the customer does not provide valid contact information to Coweta Public Library. Customers of Coweta Public Library must provide a local contact number. Coweta Public Library is unable to contact customers long distance. Customers of Coweta Public Library who request ILL 's, but do not pick them up will be restricted from future ILL requests.

ILL requests are limited to 2 requests at one time.

Any item received via ILL is subject to the same fines/fees placed on similar items owned by Coweta Public Library.

Materials which may not be requested through ILL include but are not limited to:

Items currently owned by the Coweta Public Library
Newly published materials (less than a year old)
Textbooks
Videos, DVD's
Rare books
No children's board books or picture books

Some materials are more difficult to get, take longer to receive, and may have shorter loan periods.

Requested materials will be delivered to the Coweta Public Library. You will be contacted when the material is available for pickup. ILL materials must be returned within 14 days. No renewals of ILL materials will be allowed.

To ensure proper credit for returning the ILL materials, all ILL's must be returned to the front desk. Please do not put ILL items in the outside drop box. Please do not remove the lending labels from the ILL items.

Customers will be responsible for lost or damaged books. Customers will be charged the price of the ILL item plus any fees charged by the lending library.

Under no circumstance may the borrower contact the lending library to request renewal of materials.

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