

## **W. H. WALTERS FREE PUBLIC LIBRARY**

### **MISSION STATEMENT**

*It is the mission of the W.H. Walters Free Public Library to put books and information into the hands of people whose lives will be enriched and whose purposes furthered thereby. The W.H. Walters Free Public Library is the child's gateway to learning, the institution where individuals may seek self-development on their own terms, and the means whereby all people may refresh old insights and gain new knowledge of the world around them. The Board of Trustees adheres to the philosophy expressed in the ALA Bill of Rights, Freedom to View and Freedom to Read statements.*

### **LIBRARY PATRON CONDUCT POLICY**

All persons are welcome to use the Library and its facilities and information resources during regularly scheduled hours. In order to protect the rights of all library patrons and the safety of library staff members, and in accord with relevant Alpha Town ordinances, the Library Board of Trustees has adopted the following Rules of Patron Conduct:

*Patrons shall be engaged in activities associated with the use of a public library while on Library premises. These include reading, studying, accessing information from electronic sources, and attending library-sponsored programs or other meetings which adhere to Library Meeting Room Policies and Procedures. Patrons using the Internet shall abide by the W.H. Walters Free Public Library Internet Use Policy. Patrons shall respect the rights of other patrons, and shall not disturb, harass or annoy others.*

#### **THE FOLLOWING ARE NOT PERMITTED ON LIBRARY PREMISES:**

Food, drink, tobacco products.  
Weapons (exception: local, Warren County and State Police)  
Animals (exception: Service Animals covered by A.D.A.)

#### **BEHAVIORS PROHIBITED BY THESE RULES:**

Disturbing patrons or staff by making loud noises (talking, singing, arguing), following, or intruding on others  
Playing audio equipment so that others can hear it  
Running or jumping  
Climbing on furnishings or fixtures  
Using cell phones  
Any illegal activity  
Fighting or challenging others to fight  
Being under the influence of alcohol or drugs  
Defacing, marring or altering library materials, property, equipment or computer systems  
Interfering with Library Staff in the performance of their duties

**Leaving a child under the age of 11 unattended in the library without the supervision of an adult**

**Sleeping**

**Having bodily hygiene so offensive as to constitute a nuisance to others**

**Being in the library without a shirt or without footwear**

**Willful exposure of private parts**

**Displaying images deemed inappropriate to a library setting**

**Verbally abusing or threatening Library Staff or other library patrons**

**INFRACTIONS OF THESE RULES that do not require the intervention of law enforcement offices will be dealt with by a Library Staff member, with the assistance of another staff member.**

- **Patrons in possession of prohibited items, or who are behaving in a prohibited manner, will be asked to cease the infraction.**
- **Patrons who do not cease the infraction when asked to do so by Library Staff will be required to leave the building; denied the use of the library's materials or equipment and/or banned from re-entering the library for a period of time.**
- **Patrons who disagree with these actions may request a hearing with the Library Board of Trustees.**

**INFRACTIONS which, in the judgment of the Library Staff, pose a threat to the safety of staff or patrons, or which may be illegal, must be reported to the local police department. Patrons who have been required to leave the building and refuse to do so will be reported to the local police department.**

**ALL LIBRARY PATRONS, including those attending library-sponsored programs or meetings held by outside groups, must leave the premises at closing time. Patrons who require assistance to return home, such as minors or disable adults, and who remain on the premises after closing time, may be referred to the local police department in order to assure their safety.**

### **MATERIALS LENDING POLICY**

#### **1. Use of Materials**

**The W.H. Walters Free Public Library makes all of its materials available for reference and research within the Library building. Any orderly person appearing in the building will be extended this service.**

#### **2. Internet-Based Services**

**Any person may search the W.H. Walters Free Public Library catalog. Some areas of the catalog may be accessed only by registered borrowers. Use of online resources licensed to the Library via the Internet may be restricted to registered borrowers.**

#### **3. Free Borrowing Privileges**

**The following may register without fee upon presenting adequate information.**

- Any person residing within the Town of Alpha.
- Any faculty member employed by an education system within the Town of Alpha.
- Any person employed by the Town of Alpha.
- Any person who owns property with the Town of Alpha upon presentation of a current property tax bill in their name.

#### **4. Nonresident Fees**

Any person not covered in 1-4 above may apply for borrowing privileges subject to payment fees. Fees are reviewed annually by the Board of Trustees. Any change in fees will take effect in January of the year following Board resolution.

##### **Schedule of Nonresident Fees**

Individual \$5.00 per year.

Family \$12.50 per year.

#### **5. Materials Subject to Borrowing**

Any item may be borrowed so long as it is not required in the building for reference or research purposes, unsuitable for lending by reason of its age, rarity, size or condition, or otherwise restricted by deed or gift. Video formats may be borrowed only by adults and students (9<sup>th</sup> grade or older). Students may be required to present high school identification cards.

\*Adequate identification is defined as bearing the applicant's name and current street address. If the ID presented lacks one of these elements, a second form of ID is required.

#### **6. Temporary Limits**

At the discretion of the Library Staff, the W.H. Walters Free Public Library may temporarily limit the number of items of a certain type that may be borrowed per patron. This may apply to titles on a certain subject or items in a specified format or collection.

#### **7. Loan Periods (shown below in the format: item, loan period, renewals)**

##### **Material Type Loan Period Renewal\***

Books, 14 days, new books- no renewals

Audio Books, 7 days, new audio books- no renewals

Magazines, 7 days, no renewals

DVDs, 7 days, no renewals

Reference materials: discretion of Library Staff

**\*Materials that are in demand will not be renewed.**

**8. Overdue Materials**

**Late fee of ten cents per day for each item up to a maximum of \$5.00 (applies to all materials except video formats).**

**Late fee of \$1.00 per day for each video format up to a maximum of \$5.00.**

**9. Lost or Damaged Materials**

**Library card-holders are responsible for all materials borrowed on their cards. Special charges may be assessed for damaged materials. At the discretion of the Library Staff, replacement cost may be charged for materials returned in an unusable condition. Replacement cost\*\* will be charged for lost materials.**

**10. Library Staff may revoke borrowing privileges in cases of persistent or extensive abuse of the Materials Lending Policy.**

**11. Reserves may be placed at no charge on books, audio books and music recording in the circulating collection or on order.**

**12. Copying of Materials**

**Copies of materials owned by the Library may be made at 15 cents per page, subject to Fair Use and Copyright laws. Printouts from the Internet may be made at 20 cents per page, subject to Fair Use, Copyright and any other applicable laws.**

**\*\* Replacement cost is defined as the cost of the materials, plus administrative/processing costs.**

**ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES**

**The Library Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow residents to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by residents to information sources but reserves the right to limit library use to materials appropriate to educational purposes.**

**The Board provides access to computer network/computers for educational and research purposes only. The Board retains the right to restrict or terminate access to the computer network/computers at any time, for any reason. The Board retains the right to have library personnel monitor network activity, in any network and insure its proper use.**

## **INTERNET ACCEPTABLE USE POLICY**

- 1. The W.H. Walters Free Public Library does not monitor, and has no control over, any information found on the Internet, and is not responsible for its content, timeliness or accuracy.**
- 2. Confidentiality**
  - a. Users are advised to guard their credit card numbers, ID, and other personal information from the gaze of others, as well as from anyone on the Internet who may request such information.**
  - b. The Library is not responsible for any information users may input or save on public computers.**
  - c. The Library uses a daily procedure that is intended to destroy any data, documents or files left on public computers. The Library staff cannot retrieve this information.**
- 3. Internet Safety for Minors**
  - a. Pursuant to the Children's Internet Protection Act and the FCC Order of July 23, 2003, all computers connected to the Internet are provided with a Technology Protection Measure in order to protect against visual depictions of obscenity, child pornography and materials harmful to minors. Parents wishing to file a complaint related to under-blocking of such depictions should contact the Federal Communications Commission.**
  - b. Since no Technology Protection Measure can be 100% effective, parents are encouraged at all times to supervise their minor children's computer use.**
- 4. Safety for Minors Using IM, IRC, Email, and Other Direct Electronic Communications**
  - a. Internet use in the Library is intended to be for World Wide Web access. Since online chat and messaging are not primarily sources of information, they do not support the Library's Mission and are prohibited.**
  - b. Since Internet-based email support the mission of the Library and its World of Work program, use of Library computers for this purpose is allowed. The Library makes no further provision for personal email accounts.**
  - c. Minors are hereby cautioned against disclosing their personal information online.**
  - d. Minors should report to a parent or to law enforcement authorities any attempt by an Internet correspondent to arrange an in-person meeting.**
- 5. The Technology Protection Measure will be disabled at the request of any adult 17 years of age or older, for any lawful purpose. Proof of age may be required. Adults wishing to file a complaint related to failure to disable the Technology Protection Measure should contact an attorney to be advised of his/her rights under the Supreme Court Decision in the Case of ALA v. US, 2003.**

6. The Library Staff will assist patrons in connecting to the Internet, and will provide a brief explanation of how to search for information. The Library Staff cannot provide individual training beyond that level.
7. It is expected that Library users will abide by any and all copyright laws when printing, copying or downloading copyrighted materials from the Internet.
8. Users who fail to abide by these policies and procedures may be prohibited from using Library computers, and may be required to leave the Library. Illegal activities will be reported to the proper authorities.

#### **Internet Acceptable Use Procedures**

1. Use of computers is first come, first served. Users' time is subject to limits. More time may be granted at the discretion of the Librarian on duty.
2. There is no charge to access the Internet.
3. Users may not save files to Library hard drives. *See Internet Acceptable Use Policy #2 above.* Files may be saved to your personal flash drives if needed.
4. Making any change to the setup of Library computers, downloading or installing software of any kind is strictly prohibited.
5. The Library makes no provisions for telnet, FTP, scanning or faxing services.
6. Users who wish to print from the Internet must pay for printouts at a rate of 20 cents per sheet of paper used. Payments are accepted at the Circulation Desk.

#### **Consent Requirement**

No person under the age of 18 shall be allowed to use the computer network and the Internet unless they have filed with the Library, a consent form signed by the person and his/her parent(s) or guardian(s).

