

ONEONTA
PUBLIC
LIBRARY

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ONEONTA PUBLIC LIBRARY

Vision Statement

The Oneonta Public Library exists to promote the free exchange of ideas, to provide opportunity for lifelong learning, and to be an essential public institution serving both individual and community needs.

Mission Statement

The mission of Oneonta Public Library is to meet the informational, educational, cultural, and recreational needs of all citizens of Oneonta and Blount County by providing current, reliable, and relevant information, services and programs.

Oneonta Public Library, as a department of the City of Oneonta, supports the mission of the City of Oneonta.

Values Statement

Oneonta Public Library believes:

- That a free public library is essential to the public good;
- That all library users have the right to privacy, confidentiality, and intellectual freedom; and
- That all library users are entitled to the highest level of service, in a friendly, welcoming environment.

CITY OF ONEONTA

Mission Statement

Every organization has a philosophy either written or unwritten. Since its organization, the guiding principal for the City of Oneonta has been to achieve success by deserving it; to protect its citizens and their families and to serve them faithfully, adequately, honestly and economically.

That as a city organization our purpose:

1. That service is our best policy for our citizens.
2. To insure that our employees have an opportunity for a rewarding career.
3. For the Mayor and Council to serve and contribute to the welfare of our citizens.

We believe:

- That through the quality of service we are providing our citizens and their loved ones the best possible environment in which to live.
- To always act as professionals in our endeavor.
- We should always be proud of ourselves and our city.
- That we should always have a positive attitude.
- That we should be happy in our careers and enjoy each day to the fullest.
- That we should have the desire to succeed and pay the price through study, skill development and practice good habits.
- That we should promote the growth of the city each day.

We also think that it is a two way street. The obligation of the Mayor and Council to the employee and the obligation of the employee to the citizens.

I feel that the Mayor and Council have an obligation to the employee to provide the facility, training, tools, direction and supervision in all areas of the job.

Employee obligation is to follow all city rules and directions given by department heads. Be cooperative toward the city and other employees. Maintain at all times personal conduct and appearance as one who is a city employee. To fill the needs of the citizens of the City of Oneonta.

Darryl Ray,
Mayor

GOVERNMENT OF ONEONTA PUBLIC LIBRARY

Oneonta Public Library is governed by the Oneonta Public Library Board of Trustees consisting of five trustees whose appointment must be approved by the Oneonta City Council. The rules governing the Board are set forth in their By-Laws.

The Oneonta Public Library is a department of the City of Oneonta. Library personnel whose salaries are paid by the City come under the City Personnel Policies.

Funding to the library comes from Alabama Public Library Service, the City of Oneonta, and the Blount County Commission.

The Board is responsible for general policy setting, long range planning, and overseeing expenditures. The Director, who is appointed by the Board and approved by the City Council, is responsible for the day-to-day operations of the facility in all its aspects. This includes personnel, materials selection, public relations, budget preparation and allocation, and operational details.

BY-LAWS
of the
Oneonta Public Library Board of Trustees

ARTICLE I
Name, Board Membership

- A. The name of this organization is Oneonta City Public Library Board of Trustees, hereafter referred to as “Board”.
- B. The Oneonta City Public Library is affiliated with the Alabama Public Library Service.
- C. The Board shall consist of 5 (five) members.
- D. Each Board member’s term of office shall be 4 (four) years.
- E. Board members shall be appointed by a majority vote of the Oneonta City Council, with consideration given to recommendations of the existing Board.
- F. Board vacancies shall be filled in the manner by which Board members are regularly named, and are filled for the remainder of the unexpired term.
- G. A Board member can be removed only by a majority vote of the appointing authority (the Oneonta City Council) and only upon a showing of good cause.
- H. Board members serve without compensation, except that necessary traveling and subsistence expenses may be paid from the public library fund.

ARTICLE II
Meetings

- A. Regular Meetings:
 - 1. The regular meeting of the Board shall be held at the Oneonta City Public Library at 9:00 a.m. on the first Tuesday of the month, at least 4 (four) times a year.
 - 2. Notice of all regular meeting shall be sent by the Secretary of the Board, with the help of the Library Staff, at least 5 (five) days before the meeting.

B. Annual Meetings:

The annual meeting of the Board shall be held at the time of the regular meeting each October, at which time officers shall be elected and annual budget presented.

C. Special Meetings:

1. Special meetings may be held at any time when called by the Chairman, or at the request of at least 3 (three) Board members.
2. All Board members must be notified at least 12 (twelve) hours in advance of a special meeting.
3. The only items that may be considered at a special meeting are those which are on the announced agenda.

D. A quorum of the Board shall consist of at least 3 (three) Board members.

E. To the extent applicable, Robert's Rules of order, latest revision, shall govern the proceedings of the Board.

ARTICLE III Officers

A. Officers of the Board shall be: Chairman, Vice-Chairman, Secretary, and Treasurer.

B. Officers shall be elected at each annual meeting.

C. Each officer's term shall be 1(one) year, beginning October and ending September 31.

D. Officers may be re-elected.

Duties and Responsibilities of Officers

Chairman:

1. Preside at all meetings.
2. Appoint all committees.
3. Serve as an ex-officio member of all committees.
4. Authorize calls for specials meetings.
5. Generally perform the duties of a presiding officer.

Vice-Chairman:

1. Preside at Board meetings in the absence of the Chairman.
2. Generally assist the Chairman.

Secretary:

1. Keep accurate minutes of all Board meetings.
2. Issue notices of all regular meetings.
3. When authorized by the Chairman, issue notices of all special meetings.
4. Maintain custody of the minutes and of other records of the Board.
5. Maintain an attendance record of Board meeting attendees.

Treasurer:

1. Sign checks.
2. Manage Board finances, under guidance of the Chairman.

ARTICLE IV Committees

Special committees may be authorized and appointed by the Chairman for special, limited purposes, and shall serve only until completion of their assignment.

ARTICLE V Library Staff

A. The Librarian shall be considered to be the executive officer of the Board. Under the direction and review of the Board, the Librarian is entrusted with the administration of Oneonta City Public Library.

B. The Librarian shall attend all regular Board meetings except those which her appointment or salary is to be discussed or decided, or at the special request of the Board.

C. The Librarian shall be responsible for:

1. Proper maintenance and upkeep of the library building and equipment.
2. Direction of the library staff.
3. Maximization of the efficiency of the library's service to the public.
4. Overseeing the operation of the library as set forth in the annual budget.
5. Selection of books or other materials in accordance with the standards set forth in Board Policies.

6. Following operational provisions and procedures agreed upon for her guidance and protection as recorded in the minutes of meetings of the Board.

D. Such other personnel as may be required for the rendering of library services will be selected by the librarian, subject to approval and confirmation of the Board.

E. Expenses incurred by authorized library personnel while on library business (including but not restricted to expense of travel, registration, meals, and lodging) shall be reimbursed. Proper documentation of expenses is required.

F. Provisions for library personnel vacations, leaves of absence, salaries, payment of substitute personnel and related situations shall be determined in accordance with Oneonta City Personnel Policies.

G. Applicants for positions of librarian are not eligible if related to any Board member as a parent, child, sister, brother, or spouse.

ARTICLE VI

Adoption or Amendment of By-laws

Amendments to these by-laws or to any policy documents of the Board may be adopted by a majority vote of Board members in attendance at a regular meeting subsequent to notification of the proposed change.

ARTICLE VII

Date of Adoption

These by-laws, adopted on this 1st day of December, 1989, are hereby in effect, superseding all previous by-laws that governed this Board.

Revision: 11/95
Revision: 10/01
Revision: 04/02

PATRON REGISTRATION POLICY

Oneonta Public Library will serve all residents of Blount County, persons working in Blount County and others from the surrounding area who are frequently in our county.

1. A patron will be asked to complete a membership application form. A staff member must witness the signature on the application form. If any changes are made in this information, the library must be notified. Proof of identification consists of a picture ID and one other form of proof of current mailing address.
2. A parent or guardian's signature will be required for persons age 17 and under who apply for a library card.
3. Cards will be classified as inactive if not used within a 2-year period. Cards will expire every 3 years. Cards not used within a 5-year period will be purged from our files. Records of patrons with outstanding fines and/or materials not returned will be kept on record.
4. Each person will be responsible for materials checked out on that individual borrower's card. If a card is lost or stolen it must be reported immediately.
5. A replacement library card will be required at a cost of \$3.00 if the card is lost, stolen, or becomes unreadable by the computer.
6. Library materials will not be checked out if patron fines/fees exceed \$10.
7. The Librarian may deny service to any person for failure to return borrowed items or refusal to pay fines, for destruction of library property, or for objectionable conduct in the library.
8. All circulation records and registration information are confidential and will be surrendered only by a court order.

Oneonta Public Library
221 2nd Street S.
Oneonta, Alabama 35121

Application for Membership

Barcode_____

I apply for the right to use OPL and promise to comply with all its rules, to pay promptly fines or damages charged to me, and to give immediate notice of any change of address. I understand that I am responsible for all materials checked out on my card.
Your new Oneonta Public Library Card will be mailed to your mailing address. Any card returned to our library will be cancelled.

PLEASE PRINT

FIRST NAME MIDDLE LAST

MAILING ADDRESS

STREET OR BOX # CITY ZIP CODE

RESIDENCE ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)

STREET CITY ZIP

HOME PHONE NUMBER _____

DATE OF BIRTH ____/____/____

CELL PHONE NUMBER _____

MALE ____ FEMALE ____

DRIVER'S LICENSE NUMBER _____

OTHER ID NUMBER _____

AREA IN WHICH YOU LIVE

EMPLOYER _____

1. ____ WITHIN ONEONTA CITY LIMITS

WORK PHONE NUMBER _____

2. ____ WITHIN BLOUNT COUNTY

EMAIL ADDRESS _____

3. ____ OTHER COUNTY _____

LOCATION

CARDHOLDER'S SIGNATURE _____ TODAY'S DATE _____

Signing this application as an adult or as a parent or guardian of a minor child constitutes agreement to comply with Oneonta Public Library's Circulation and Internet Use policies. Copies of these policies are available for viewing.

FOR PERSONS 17 AND UNDER

PARENT/GUARDIAN'S NAME _____

ADDRESS _____

HOME PHONE NUMBER _____ SCHOOL ATTENDS _____

PARENT/GUARDIAN'S SIGNIATURE _____

PRIVACY OF PATRON RECORDS POLICY

Confidentiality

The information that Oneonta Public Library requires a person to provide in order for that person to become eligible to borrow books and other materials, as well as information identifying the individual borrowing particular books or materials, are "confidential" in nature. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public. This restriction shall include the press and any agency of State, Federal or local government. The release of statistical information is permitted provided no individual is identified in the information released.

Procedure for Access

Library staff shall observe the following procedures:

On receipt of any legal process, order or subpoena, the Library staff member in charge will immediately consult with the Library Director or President of the Board of Trustees. All requests shall be referred to the Library Director for appropriate disposition. The Library Director will consult with the City Attorney to consider appropriate action. Until the legality of such process, order or subpoena has been affirmatively shown to the satisfaction of the City Attorney, the Library will resist its issuance or enforcement until any such defect has been cured.

CIRCULATION POLICY

CIRCULATION

Two items may be checked out the first time. After that, a limit of 15 items may be checked out on a card, which may include up to two (2) [four (4) per family] DVD's and up to four (4) audio books.

A limit of books may be placed on certain subject areas, especially if in high demand.

Books are checked out for a two-week period and may be renewed if no reserves or request are on the item. A book may not be renewed more than twice. Audio books are checked out for a two-week period and may be renewed once. Videos and DVD's are checked out for a one week period and may NOT be renewed.

Books may be renewed by phone or on-line through our on-line catalog. The patron's bar code number and the bar code of the item(s) to be renewed must be given.

A limit of 5 items may be placed on request at any one time.

SPECIAL ITEMS

There will be a deposit of \$20 required for checkout of any GED, ACT, SAT, ASVAB and similar study guides. These items will be clearly marked: "\$20 Deposit Required for Check-out". Practice tests are available online with links to these sites in our catalog and on our webpage. A copy of each book type will also be available in our reference section for in library use. These items may be renewed two times, no longer. When the item is marked lost at 28 days past due the amount will be deposited in the library's account and the patron will be placed on probation with limited circulation privileges. Books will be checked thoroughly upon return. If the item is returned in good condition and contains no markings, the deposit money will be refunded, minus any fines accrued on the item.

OVERDUES, FINES, CHARGES

Library materials will not be checked out if patron fines/fees exceed \$10.

Patrons with overdue fines and/or lost or overdue books may not be allowed to borrow library materials.

Items placed in Book Drop after the close of the day will be considered returned on the next business day.

Late Charges:

Books:	\$.15 per day up to \$5.00
Reserve Books:	\$.50 per day up to \$10.00
Audio Books:	\$.50 per day up to \$10.00
Videos/DVD's:	\$.50 per day up to \$10.00

Fees:

Audio Books, Videos, DVD's
returned in book drop \$1.00 per item

Audio Books, DVD's
returned in need of cleaning \$1.00 per item

DAMAGED OR LOST MATERIALS

Patrons having lost or damaged books and/or library materials shall be charged the current retail replacement price plus a \$5.00 library processing fee.

Broken DVD/Blu-Ray cases: \$2.00	Missing DVD/Blu-Ray cases: \$5.00
Torn page: \$1.00	Book covers: \$2.00
Book pocket: \$1.00	Barcode: \$2.00
Audio CD/per disc: \$10.00	Audio cases: \$2.50

Current bindery fee will be charged for rebinding books. \$12.00

Overdue notices will begin after materials are one week late.

Patrons with items 21 days overdue will receive a phone call.
A final overdue notice (bill) will be sent after materials are 28 days late.

Materials will be classified as lost after they are 28 days late.

COMPUTER USE/INTERNET POLICY

Oneonta Public Library is dedicated to providing the community with a wide variety of information on all topics. In keeping with the mission and vision of the Library, free limited use of the Internet is available to all library users, upon signature of the “Acceptable Internet Use Policy” agreement.

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal.

Library employees may provide basic introductory training concerning Internet or personal computer use as time permits but do not provide in-depth Internet assistance. Staff can locate books and other library resources dealing with computer-related topics and can provide referrals to area computer classes.

FILTERING

The library offers controlled access to the internet. Commercially available filtering software has been installed on all computers with the intent of preventing access to visual materials of an obscene or sexually explicit nature. Adults use the internet at their own discretion, and the library has no control over and is not responsible for the content on the internet. Not all sites provide accurate, complete, or current information. Some internet sites provide information that a user might find controversial or inappropriate. We encourage our patrons to be sensitive to the fact that they are in a public setting.

Users 18 and over are allowed access to social networking sites such as Facebook, Twitter, My Space, etc. with the understanding that according to Federal requirements the Library must maintain filtering software in accordance with the Child Protection Act. All patrons have the opportunity to read the Library’s Internet Policy and agree to its terms and conditions when signing the patron application, or, in the case of a minor child the parent or guardian agrees. Patrons under the age of 18 must have a parent or guardian sign as the responsible party. Access to social networking sites is granted by a request to librarians at the circulation desk. Children age 12 and under must have a parent or guardian present while using computers.

The library cannot guarantee the effectiveness of the software in use, nor can the library be responsible for any failure on the part of the software to filter offensive or inappropriate materials. The library is also not responsible for the inadvertent restriction of access to desirable, necessary or appropriate information that may result from use of the filtering software. With or without filtering software, children who use the internet without parental guidance may encounter material that is beyond their maturity level or otherwise unsuitable. We strongly urge parents to discuss the use of the internet with their children, to determine its most appropriate use.

As with other library materials, restriction of a child's access to the internet is the responsibility of the parent/legal guardian. Parents or guardians, not the library or its staff, are responsible for the internet information selected and/or accessed by their child/children.

COMPUTER USE

- Internet access will not be used for illegal activity, to access illegal materials, to access sexually explicit materials or to access materials which by local community standards would be obscene.
- Library staff may limit use of computer equipment which has been purchased from grant funds, according to the terms or intent of the grant agreement.
- Installation, downloading, or modification of software is prohibited.
- Users will respect copyright laws and licensing agreements.
- Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
- Prompt payment is required by users who incur charges for printing or other authorized fees.
- Terminals will not be "reserved."
- Access sessions will be limited to sixty minutes, unless otherwise authorized by the Librarian in Charge. Access sessions are limited to a maximum of 2 hours in length with a 30-minute timeout period between sessions. During the timeout period the user is denied access to library computers except for the "catalog and database only" workstations.
- Users must end their session and leave the terminal when asked to do so by authorized Library staff.
- Upon completion of an Internet access session, a user may be required to wait 30 minutes before signing up for another session.

- The number of access sessions available per day, per user, may be established by the Librarian in Charge: such limitations will be dependent on facility-specific demand in order to provide access for the majority of users.
- Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.
- By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or Library staff.

COMPUTER USE TERMINATION

When a library employee observes that a user has failed to comply with the Library Internet policy, they are authorized to terminate that users access session or to prohibit that user from future sessions for up to two weeks from the date of informing the user of that action. After a meeting with the Library Director, the customer may be permanently barred from Internet access from the library.

Internet users whose access session has been terminated or prohibited will be given information concerning the process to protest the action and/or request that Internet access privileges be reinstated.

- **First inappropriate behavior incident shall result in termination of the session and formal warning. Note is placed in user's personal library account.**
- **Second inappropriate behavior incident shall result in termination of the session and prohibition of access to library computers for two weeks. This incident will be noted in user's personal library account. The patron must make an appointment with the Library Director to request a hearing to reinstate computer privileges.**
- **This meeting will determine whether access to the Internet will be reinstated or permanently denied.**

INTERLIBRARY LOAN POLICY

Interlibrary loan (ILL) is a process through which library material, or a copy of the material, is made available by one library to another upon request. If the Oneonta Public Library does not have the material that a user needs within its collection, library staff will attempt to borrow it from another library via the ILL system.

ELIGIBLE BORROWERS

Interlibrary loan service is available to any library user in good standing (i.e., card is not blocked for fines, overdue materials, or incorrect address) that has been issued a current Oneonta Public Library patron's card.

REQUESTING INTERLIBRARY LOAN SERVICE

An interlibrary borrowing request is initiated by submitting a completed ILL request form to the Circulation Service Desk. Requests will also be accepted by telephone from any Oneonta Public Library cardholder in good standing. When requesting an item for interlibrary loan, the following information will assist library staff in locating and requesting the item: exact title of the item, author or editor's full name, publisher, and date of publication.

REQUEST RESTRICTIONS

A. Material Types

Some types of materials are not available for lending by other libraries and, consequently, the following will not be requested on interlibrary loan: audio-visual materials (videos, and sound recordings); reference material (e.g. directories, encyclopedia sets, indexes, standard library reference tools); bound volumes or individual issues of magazines and newspapers; software; rare, archival, manuscript or fragile items; popular books published within the last year; and books currently in the collection of the Oneonta Public Library which are not listed as lost or missing.

B. Number of Requests Accepted

A library user may have up to three (3) outstanding interlibrary loan transactions at any one time. This includes requests that are pending as well as materials that the user currently has borrowed through interlibrary loan.

C. Copyright Compliance

The Oneonta Public Library complies with Federal copyright law and CONTU (National Commission on New Technological Uses of Copyrighted Works) guidelines that established the following guidelines for copying for interlibrary loan:

- Requests for photocopies must include the copyright warning and the library user must acknowledge awareness of the copyright warning.

- The Library may request only a total of five (5) articles a year from the last five years of a specific magazine.
- The Library may request only one (1) article a year from any one issue of a magazine.

CIRCULATION OF INTERLIBRARY LOAN MATERIAL

A. Loan Period

The library lending the material sets the due date. Typically, interlibrary loan materials will be loaned to patrons for a two-week period.

B. Renewals

Library users are encouraged to return materials at the end of the loan period so that materials are not absent from the lending library for an unreasonable length of time. Renewals are only permitted if the lending library allows such an extension. Requests to renew an item must be submitted two days in advance of the due date for the item. Materials received through interlibrary loan may not be renewed or requested again for at least six months.

BORROWING FEES AND OVERDUE FINES

A. Postage

A fee of \$5.00 per item to cover the cost of postage from and to the lending library will be charged to the patron after Inter-Library Loan borrowing five items in a calendar year.

B. Agreement to Accept Charges from Lending Libraries

The Oneonta Public Library will make every effort to request materials from those libraries who do not charge for lending their materials. Many libraries, however, are now charging for lending materials from their collections. Library users are responsible for any charges applied by the lending library including photocopy charges, postage for the loan of microfilm or microfiche, overdue fines, or fees for damaged or lost materials. Library staff will make every effort to notify the library user as to any fees that will be assessed by the lending library. If lending charges are not paid at the time the material is picked up, they will be attached to the user's circulation record and handled in the same manner as fines and other charges.

B. Overdue Fines and Charges for Damaged or Lost Materials

A \$.15 per day per item overdue fine (up to a maximum of \$5.00 per item) will be assessed for interlibrary loan materials that are returned past their due date. The library user also is responsible for any charges assessed by the lending library for damage to or loss of an interlibrary loan item. The patron will be supplied a copy of the statement from the lending library.

FAILURE TO PICK-UP INTERLIBRARY LOAN MATERIALS

Library users who request an item via interlibrary loan and fail to pick it up upon notification by a library staff member will be assessed a fee of \$3.00 for each unclaimed item, in addition to any fees or charges assessed by the lending library.

LENDING MATERIALS TO OTHER LIBRARIES

A. Lending Charges

There will be no charge to lend materials from Oneonta Public Library's collection to other libraries nor will charges be assessed for overdue items. If an item is not returned by the borrowing library to the Oneonta Public Library, the borrowing library is responsible for the replacement cost of the item.

B. Loan Period

Oneonta Public Library materials will be loaned to other libraries for three weeks with no renewals.

C. Format of Requests That Will Be Accepted

In order to facilitate processing of interlibrary loan requests, the Library will only accept requests submitted through the OCLC computer-based system. An exception will be made for interlibrary loan requests sent to Oneonta Public Library from libraries located within Alabama. In those instances, requests will be accepted by fax, as well as through OCLC

D. Materials That Will Be Loaned to Requesting Libraries

Oneonta Public Library will lend photocopies of periodical articles or pages from books in accordance with federal copyright law. In order to insure that local Oneonta Public Library users have access to the latest materials, the following items will not be loaned via interlibrary loan: popular books published within the last year; books with long reserve lists; items designated as "high demand"; audio-visual materials (videos and sound recordings); software; reference material (e.g. directories, encyclopedia sets, indexes, standard library reference tools); bound or current issues of magazines and newspapers; and rare, archival, manuscript or fragile items.

UNRETURNED MATERIALS POLICY

The Oneonta Public Library is dedicated to providing the community with a wide variety of library materials. The library's patrons will benefit from a policy which encourages all patrons to return library materials in accordance with the rules of the library. Accordingly, the Oneonta Public Library will follow timely and regular procedures to recover as many unreturned materials as possible. These procedures will help mitigate the financial impact of long overdue and never returned materials, as well as the cumulative effect of maintaining, in the computer catalog, items which have been lost or are missing.

The current loan policy for the Oneonta Public Library provides the following:

- A. Audios – Two weeks
(subject to renewal pursuant to the library's circulation policy)
- B. Books – Two weeks
(subject to renewal pursuant to the library's circulation policy)
- C. DVD and Videos – One week

Items not returned within the prescribed period of time will be subject to fines and costs in conjunction with the unreturned materials policy set forth below.

Any patron with unreturned library materials will be subject to the following procedure:

- A. After any library material is two weeks overdue, the Oneonta Public Library will send a letter to the patron (or to the patron's parent or guardian, if under age 18), giving the patron a scheduled date to pay for or return overdue materials.
- B. After any library material is four weeks overdue, the Oneonta Public Library will make a telephone call to the patron reminding him or her of the overdue materials, and a letter will be sent from either the Oneonta Public Library or the city attorney, sent certified mail, restricted delivery, to the address provided by the patron on his or her application for a library card, advising the patron of collection efforts or criminal prosecution for the theft of library materials.

- C. The Oneonta Public Library shall have the option of civil action against the patron in order to recover the unreturned items, plus costs, or to receive payment for the unreturned items, plus costs, or direct the city attorney to commence criminal prosecution for theft of library materials, pursuant to the Oneonta Municipal Code.
- D. Suspension of library privileges.

ONEONTA PUBLIC LIBRARY

Circulation Procedures

1. Patron will be asked to complete a membership application form. A staff member must witness signature on form. If any changes are made in this information, Library must be notified. Proof of identification and residency will be required.
2. Your new OPL card will be mailed to your mailing address. Any card returned to our library will be cancelled.
3. Children may have their own library card. A parent or guardian's signature will be required for persons age 17 and under.
4. Children aged 6 and under must be accompanied by a responsible adult (aged 18 or older) at **ALL** times while in the library. The library cannot assume responsibility for the safety of young children. Children aged 7 through ten must have a responsible adult present inside the library. All patrons will be expected to display appropriate behavior, conducive to maintaining a peaceful atmosphere while in the building.

PARENTS AND CAREGIVERS, NOT LIBRARY STAFF, ARE RESPONSIBLE FOR THE ACTIONS AND SAFETY OF CHILDREN VISITING THE LIBRARY.

5. Each patron is responsible for materials checked out on that individual's borrower card. If a card is lost or stolen it must be reported immediately.
6. A replacement card will be required at a cost of \$3.00 if a card becomes lost, stolen, or becomes unreadable by computer.
7. Two items may be checked out the first time on a new patron card. After that a limit of 15 items may be checked out on a card.
8. Books are checked out for a two-week period and may be renewed if no reserves or requests (holds) are placed on the item.
9. Books may be renewed by phone. The patron's barcode number and the barcode of item(s) to be renewed must be given.

LATE CHARGES:

1. **BOOKS-----\$.15 PER DAY UP TO \$5.00 MAXIMUM PER ITEM**
2. **DVD/VHS-----\$.50 PER DAY UP TO \$10.00 MAXIMUM PER ITEM**
3. **AUDIO BOOKS -----\$.50 PER DAY UP TO \$10.00 MAXIMUM PER ITEM**
4. **NEW/RESERVE BOOKS-----\$.50 PER DAY UP TO \$10.00 MAXIMUM PER ITEM**

10. Patrons having lost or damaged books and/or library materials shall be charged current retail replacement price plus a \$5.00 library-processing fee for books and a \$10.00 library-processing fee for media.
11. Videos/DVDs are checked out to patrons aged 16 and older for 1 week with no renewals. **2 DVDs may be checked out on a borrower's card and no more than 4 per household.** Videos/DVDs must be returned to the Main Desk. A fine of \$1.00 per item will be charged if video/DVD is placed in book return.
12. Audio books are checked out to patrons aged 16 and older. Four audio books may be checked out on a borrower's card. **Audio books must be returned to the Main Desk. A fine of \$1.00 per item will be charged if audio books are placed in book return.**
13. Overdue notices will begin after materials are two weeks late.

14. Library materials will not be checked out if patron fines/fees exceed \$10.

15. A limit of 5 items may be placed on request (hold) at any one time.

16. *The Librarian may deny service to any person for failure to return borrowed items, or refusal to pay fines, for destruction of property, or objectionable conduct in the library.*

All circulation records and registration information are confidential and will be surrendered only by court order.

All unresolved patron accounts over \$25 including fines and fees will be turned over to Unique Management Services, Inc. for collections. A service charge of \$10 will be added to the balance. Library privileges will also be suspended.

SAFETY PROCEDURES AND POLICY

No person shall engage in inappropriate conduct on the premises of the Oneonta Public Library or when participating in Library programs.

Children too sick to attend school or day care are too sick to attend the library. Staff will ask patrons to leave if adults or children exhibit symptoms of flu or other illness.

Inappropriate conduct shall include any individual or group activity which is disruptive to other person's lawfully using Library premises or otherwise inconsistent with activities such as reading, studying, proper use of library materials, and other similar conduct normally associated with a public library.

Support of Staff Members Actions

Library staff acting on their best judgment in confronting a person will be supported by their supervisor, the person in charge, and the Library director.

Any staff member who observes or receives complaints of inappropriate behavior may:

- Handle the problem directly with the patron. Staff should use their judgment as to whether the situation requires assistance from another staff member.
- Immediately telephone the police if the situation is of a severe / violent or emergency medical situation.
- Contact the supervisor in charge if the situation is of a nature that staff member chooses not to confront patron.
- At any time contact police if the patron is not responding to staff requests to conform to the Library Rules.

In all cases the Library Director should be notified as soon as possible when the staff member confronts a library user who violates the Library rules. The Director will be responsible for notifying the Library Board of Trustees if necessary.

Incident Reports

Incident reports must be filed in all cases when it was necessary to call for outside help and in other situations in which the Director and staff should be informed because of possible repercussions. A log of incident reports, patrons banned and problem patrons will be available for staff and police to review in case of repeat offenders. A calendar will be used to keep track of dates of offenses and the time period a patron is banned.

In addition to written reports, staff members are encouraged to talk through upsetting incidents to share their knowledge of possible problems with other staff who might be involved.

INAPPROPRIATE CONDUCT - MINOR OFFENSES

The following shall be deemed "inappropriate" and considered to be minor offenses:

Sleeping; excessive and disruptive conversations; eating or drinking in a public area of the library; monopolizing unreasonable numbers of library materials at any given time; unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity; violating Internet and computer policies ; excessive staring at patrons or staff; preventing staff from normal, reasonable, clean-up, re-shelving activities, especially 10 minutes before closing; being in a state of intoxication; smoking; bringing any animal into the library, except working animals which assist the disabled; other activities (not listed as Major Offenses) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

TREATMENT OF MINOR OFFENSES

- 1 warning for first infraction of any offense.
- Second infraction within 30 days results in removal from the Library premise for 1 day. Parents of children under 17 will be notified in writing when their child commits a second infraction and has been removed from the library.
- Third infraction within 60 days or continuous repeat infractions may result in banning from the Library premises for not less than 2 weeks or more than 6 months.

INAPPROPRIATE BEHAVIOR – MAJOR OFFENSES

Any persons violating the following rules will be immediately removed from the building. The patron may be banned from any further Library use at the discretion of the Library Director, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies and other relevant circumstances.

Stealing, defacing or damaging library property; abusive, indecent, profane or drunken conversation and/or behavior; committing any crime, misdemeanor, or violation of a municipal ordinance, not covered under MINOR OFFENSES, on the premises of the library; knowingly entering non-public areas of library.

BANNING PROCEDURE

After staff consultation regarding repeat or major behavioral problems and it is determined that the person should be banned:

- a. Supervisor in charge will make a recommendation to the Director detailing the reasons for the proposed banning;
- b. Director will consult with supervisor and provide written decision;
- c. The written decision shall set forth the period during which the patron shall be banned from the library and shall specify the reasons for the determination. The patron may be banned for a period from 2 weeks to 6 months at the discretion of the Library Director – depending on the nature and the seriousness of the offense which required removal and/or the extent of damage or disruption caused – any history of prior infractions of library policies and other relevant circumstances.
- d. The patron and all staff will be notified in writing of the reasons for and length of the banning. A copy will also be sent to the police and to the Library Board President.
- e. The Director may review or reconsider the decision upon written request of the patron and may shorten or terminate the banning period if information submitted by the patron warrants such modification. The Director will respond in writing and notify the individual of the appeals process.

REPEAT OFFENDERS

Any person who enters or remains on library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on the library premises during the period in which he or she has been banned from the library, will be subject to arrest and prosecution for trespassing.

After the banning period has elapsed, the patron may re-apply for readmission through administrative channels. However, he or she will need to be prepared to show evidence that the offending behavior will not re-occur. In the absence of valid documentation (from a social worker, doctor, or police) application may be denied.

In the event that a person is granted readmission and then exhibits any of the behaviors described earlier, they will be denied access with no further possibility of reinstatement.

SPECIFICS TO LIBRARY RULES

UNATTENDED MINORS:

Children six years of age and under must be closely accompanied at all times by an older responsible person. The child's parent will be contacted if the child is left unattended. The library reserves the right to turn over to the proper authorities minors (under age 17) left unattended for extended periods of time or left after library hours.

INAPPROPRIATE USE OF CHILDREN'S SERVICES

If an adult in Children's Services is not involved in appropriate use of children's library materials and is observed by staff to be spending an unnecessary and unusual amount of time in Children's Services, such person shall be asked to use other areas of the library. If the person does not comply or repeats, consequences will follow those under "TREATMENT OF MAJOR OFFENSES/ INAPPROPRIATE BEHAVIOR."

INAPPROPRIATE PERSONAL HYGIENE

Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building. When the problem is corrected, patrons may re-enter the library.

THEFT AND VANDALISM / ILLEGAL ACTIVITIES

The police will be called when a patron attempts to steal or maliciously destroy library and/or personal property (belonging to staff and/or patrons). The library will prosecute anyone who steals or maliciously destroys library property. When other illegal activities (e.g., indecent exposure) are committed by a patron, the library will prosecute.

EMERGENCY SITUATIONS

An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to Oneonta Public Library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Call the police immediately if such behavior should occur.

EMERGENCY MEDICAL SITUATIONS

If the person is conscious, offer help and try to get identification. Remain calm, supportive, sympathetic, and see that the person is comfortable. Keep other people away. Call 911 and meet rescue squad to direct them to accident. A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.

INCLEMENT WEATHER

In case of inclement weather, such as tornadoes, or hurricanes, staff will alert public over the PA system and direct them to the back hallway. The Circulation desk will close. In case of unattended children, staff assumes "loco parentis," and directs them to shelter. Any patron not wishing to follow safety procedures must leave the Library.

FIRE

Staff will follow fire safety procedures. In case of false alarm, all patrons and Library staff will exit the building and remain outside until the facility is deemed safe to enter by Fire Department personnel. Repeated false activation of the fire alarm will result in the patron's suspension of Library access.

SAFE-CHILD POLICY

Children age six and under must be accompanied by a responsible adult (age 18 or older) at ALL times while in the library AND on the grounds. The library cannot assume responsibility for the safety of young children.

Children ages seven through ten must have a responsible adult present inside the library AND on the grounds. All patrons will be expected to display appropriate behavior, conducive to maintaining a safe and peaceful atmosphere while in the building.

Children too sick to attend school or day care are too sick to attend the library. Staff will ask patrons to leave if adults or children exhibit symptoms of flu or other illness.

**PARENTS AND CAREGIVERS, NOT LIBRARY STAFF,
ARE RESPONSIBLE FOR THE ACTIONS AND SAFETY OF
CHILDREN VISITING THE LIBRARY.**

CELL PHONE POLICY

Cell phones must be silenced in the Library. Use of cell phones by library patrons while inside the Library is prohibited.

COLLECTION DEVELOPMENT POLICY

It is the mission of this policy statement to provide a general set of guidelines for the development and maintenance of the materials collections offered by Oneonta Public Library.

MATERIALS SELECTION

Materials are selected by trained staff in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space.

The final responsibility for selection is granted by the Oneonta Public Library Board of Trustees to the Library Director, who considers the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, and *Publisher's Weekly* as well as patron and staff requests via completion of a "Recommendation of Material for Purchase" form, during the selection process.

COLLECTION OBJECTIVES

The permanent book collection should reflect a strong, accurate, and up-to-date reference collection, a broad fiction selection of classics, as well as standard and popular items, and basic non-fiction titles covering a wide range of subject areas for the researcher and the recreational reader. If determined necessary by the Library Director and/or Board of Trustees, specialized collections may be developed to meet specific research, information, or recreational needs of the community.

Materials are selected and retained on the basis of their content. Oneonta Public Library collections represent diverse points of view. The library collections, as much as possible, reflect the community and its diversity of interests, perspectives and backgrounds. The Library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community. The selection principles promote the American Library Association's *Library Bill of Rights*, *Freedom to Read Act*, *Freedom to View Act*, and *Intellectual Freedom Statement* and *ALA Guidelines for Access to Electronic Information*. (See Appendices).

General Criteria for the Selection of Library Materials

In selecting materials for the library collections, the Director and Staff use the following criteria:

- Appropriateness to library's mission and service roles
- Relationship to existing collection and other titles available

- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's needs and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy and accessibility of presentation
- Currency of information
- Reputation of author, publisher or issuing body
- Attention and response of critics, reviewers and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendations lists, indexes

Adult Collection

A. Fiction

The collection focuses on twentieth century literature including classics and standard titles, diverse genres and special interests. There is no single standard for inclusion in the fiction collection. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests for fiction are purchased whenever possible and influence the addition of more copies. (Ratio of 5 patron requests per copy.) Genre fiction such as mysteries, romances, espionage, horror, thrillers, science fiction, fantasy and westerns are purchased in proportion to demand and use statistics. Efforts are made to complete series, purchase award winning titles and to represent local authors, publishers and subject matter.

B. Non-Fiction

The non-fiction collection emphasizes timely, accurate and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Resources are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. As a new field of knowledge emerges, the library responds with timely additions.

Oneonta Public Library emphasizes non-scholarly materials. For more in-depth research, patrons are directed to use the Alabama Virtual Library and other available search engines. Some priority areas for Oneonta Public Library include; computer books, general religion, job-search and resumes, personal finance, law for lay persons, test study materials, home repair, crafts, holidays, pets, gardening, health, cookbooks, popular biographies, travel and books on contemporary issues.

C. Reference

Reference materials are for in house use. They provide quick, concise and up-to-date information. Included are indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs and directories. Readers' Advisory materials include a selection of bibliographic books to assist readers in selecting recreational materials in various genres.

Additional selection criteria for Reference Materials:

- Ease of use
- Format
- Authoritativeness
- Frequency of use
- Scope and depth of coverage
- Demands on subject areas which circulating collection cannot meet

D. Electronic Resources

Oneonta Public Library makes access to global electronic resources available to all library patrons. The Library recognizes that the development of electronic information and networking poses new challenges as well as new opportunities for patrons, board and staff. The Library believes that these challenges and opportunities are best addressed by adherence to the fundamental principals of traditional library use and the principles of a free society.

1. Internet Access

The Internet enables the library to provide information resources beyond the confines of its own collection. The Internet allows access to ideas, information and commentary from around the globe. Currently it is a voluntary and unevenly regulated medium. While the Internet offers a wealth of materials that are personally, professionally and culturally enriching to individuals of all ages, it also enable access to some material that may be offensive, disturbing and/or illegal, inaccurate or incomplete. The Library provides filtered free access to the Internet to card holding patrons. The responsibility for what minors read or view on the Internet rests with parents or guardians. In support of parental responsibility, Oneonta Public Library requires children under the age of 17 to have parental/guardian permission to obtain a library card. Parents or designated guardians who wish to deny Internet access to the children for whom they are legally responsible are able to do so by placing a restriction

on those minors' library cards. Computer use requires an Oneonta Public Library card.

2. Web Links

Professional staff will identify and recommend interesting and useful Internet destinations and resources from the Library's home page, which support the Library's Mission and service roles, as we do for the in-house library materials collection. Links to information resources are based on staff's judgment of the best resources available and do not imply endorsement. Users should recognize, however, that the Library is not responsible for the content of linked sites, or for the content of sources accessed through subsequent links. The library cannot control or monitor material that may be accessible from internet sources because the Internet is a vast and unregulated medium with access points that can and do change rapidly and unpredictably.

Questions considered when evaluating whether to link to a remote website:

- Is the subject matter and information useful for our patrons?
- Is the remote site easily accessible?
- Is it relevant to the overall mission of the Library?
- Is it a local resource?
- Is the resource of sufficient quality to merit a link?
- Who has established the page? (Authority)
- Is there a sponsor?
- Is the information accurate?
- Is there discernable bias?
- Does the page have a posting and/or revision date?
- Is the site regularly maintained?

3. Electronic and Online Databases

The State of Alabama offers all citizens of the state access to its premier Database collection, the Alabama Virtual Library. The AVL is a collection of 61 databases encompassing all age groups and a vast range of topics. The AVL is accessed by using an individual AVL card. The card is free and is obtained from any Alabama public library. The Alabama Virtual Library may then be accessed from any online computer with the individual access code.

E. Periodicals and Newspapers

Periodicals are an important source of new ideas, current topics, and consumer information and are in high demand as recreational reading material. Oneonta Public Library subscribes to a broad range of approximately 75 periodicals and newspapers. Periodicals are generally retained for one year and newspapers are generally retained for three months. The periodicals collection is reviewed annually for additions and deletions.

F. Audio/Visual Materials

As with print materials, the audio/visual collections are selective rather than comprehensive in scope. All materials selected will contribute to the fulfillment of goals of the Library as a whole, and criteria for the selection of audio and video materials are much the same as those used in the selection of other collections.

1. Audio Books (Cassettes and CD's)

Audio materials are considered an adjunct to the print collection; this collection is not intended to mirror development of literature or to systematically cover non-fiction topics. A balance is maintained between abridged and unabridged titles with preference to unabridged if a choice is available. Fiction is emphasized over non-fiction. As patrons move from cassette players to CDs the ration of these materials will also change over time.

2. Videos/DVDs

The goals of the video collections are:

To provide basic information on a variety of subjects of interest to patrons. The video collection is considered an adjunct to the print collection, with emphasis placed on purchases in which the nature of the medium adds substantially to the viewer's understanding.

To provide children with a quality selection of preschool learning and entertainment ideas: film versions of children's literature; selected non-fiction videos that reflect areas of interest across generations and award winning children's films.

To provide patrons with entertainment videos including feature films with an emphasis on family entertainment and literature based material. The focus of the entertainment video collection is towards quality productions from such entities as PBS, BBC and A&E and for classic television series. The focus of the Library video collection is on materials not easily available locally from video stores. Videos are protected by copyright and are for home use only.

3. Music

Selections for the music collection are in both cassette and CD format with the emphasis on CDs. The music collection is new to OPL and will grow as funds are available to add new titles and artists to the collection. The Alabama Public Library Service disbursed over 89,000 CDs to Alabama public libraries from a settlement received from certain music industry companies. APLS gave CDs that cover all music periods and tastes. Titles that reflect the objectives of current collection development policy will be added to the music collection.

Additional selection criteria for Audio/Visual Materials

- Technical quality of audio and visual reproduction
- Presentation or experience that is unique to format and provides an alternative to print
- Significance of performance or diversity in interpretation
- Critical acclaim as demonstrated in awards, nomination from awards, and/or reviews
- Suitability to be circulated or housed in a sturdy, safe and convenient manner.

Collections for Youth and Children

The range of users served by Young Adult and Children's collections include preschool children significantly those in day care and preschools; home schooling families, private and public school students; and university students of Education, especially Children's Literature.

The primary collections include:

- Picture Books – board books, wordless books, simple concept and informational books, classic and contemporary preschool stories and folklore; audio cassette book packages.
- Readers – books specifically designed for the emerging reader with controlled and/or progressively constructed vocabularies
- Easy Fiction – very simple chapter books and sophisticated picture books.
- Juvenile fiction – quality contemporary and historical fiction for readers from ages 7/8 to 11/12 years as well as genres (fantasy, science fiction, mystery), fiction series and paperbacks.
- Juvenile Nonfiction – informational books for youth up to age 12 (grades 5/6) with an emphasis on mythology and folklore; physical and natural science; arts and crafts; sports; poetry; biography; and the culture, customs and history of people from regions of the U.S. and countries of the world.
- Reader's Advisory – a highly selective collection of bibliographic resources for readers' advisory assistance and encyclopedias for key areas of research by youth.
- Graphic Novels and Illustrated books for Older Children – a selection of books in graphic format in fiction, non-fiction and classics. Illustrated books intended for a higher maturity level than easy picture books.
- Young Adult Collection – selected hardback collection of standard fiction with multiple and ephemeral titles in paperback, for the recreational reading of youth ages 11/12 – 16/17 (6th – 11th grades); highly selective collection of nonfiction resources for the personal interest of these youth, focusing on issues of adolescent development and self-identity.

Additional Selection Criteria for Materials for Youth

- Age and interest appropriate content and presentation

- Emphasis on quality, critically acclaimed materials as demonstrated in awards, specialized bibliographies and/or reviews.
- Quality and aesthetics of illustrations to stimulate the imagination
- Awareness of curriculum-based needs of public, private, and home school students, and secondarily university students of children’s literature.
- Information and stories, which represent a spectrum of family styles, values and interests.
- Materials, which represent the richness and diversity of young people’s local and world community.
- Materials which meet the particular developmental need of youth at different stages.

Special Collections

Oneonta Public Library maintains a few special collections, for which the development and management differ somewhat from the general collections.

A. Genealogy and Local History

OPL maintains a growing collection of local history and genealogical materials. This collection is considered Reference Materials and as such does not circulate. Gifts to the collection are encouraged.

B. Professional Collection

A small collection of specialized materials pertaining to the management and development of public libraries is kept for use by OPL staff. These materials are shelved in the Reference Collection and may be used in house by all patrons. The library staff reserves the right to request the surrender of materials from the Professional Collection if the need arises.

A small collection of materials is also maintained for the use of the Director for Story Hour and library presentations including: selected picture books, pop-up books, “Big” books, professional journals and resources for librarians working with young people. These materials are non-circulating, but may be made available to patrons upon request.

C. Bi-Lingual Collection

This growing collection is primarily children’s materials to be used in English As a Second Language/Emergent English Language education and for those learning basic Spanish. The collection is not limited for use by these students but is available to all patrons and receives heavy use. The collection includes a limited number of professional materials for use by ESL instructors. Multiple copies of MOTHEREAD/FATHERREAD materials are included in this collection.

D. Beach Books

A collection of paperback books are made available during the summer months for adults and young adults. This collection is made up entirely of donated materials and receives minimal processing. Because the cost of the collection is slight, replacement fees for lost or damaged materials are a flat \$5 fee.

Collection Maintenance

Oneonta Public Library recognizes the need for ongoing evaluation of its collections to assure currency and visually inviting and accessible collections. This ongoing maintenance includes weeding, replacement, repair, restoration and review of standing order agreements. The most cost-effective option is selected when making replacement versus repair decisions.

A. Weeding Guidelines

Discard:

- Materials with obsolete content
- Materials which are used infrequently
- Materials that have no anticipated use
- Materials in poor or irreparable physical condition
- Older editions of encyclopedias, almanacs, directories, yearbooks and standard texts
- Materials which are incomplete sets in which items missing seriously impair their usefulness
- Works containing information that has been superseded or presented in newer, more comprehensive or more accessible formats

B. Retention Guidelines

Retain:

- Materials with regular and on-going use
- Works containing useful local information
- Primary works in particular disciplines or topics
- Works representative of an era, trend or movement which provide unique coverage
- Works listed in standard or authoritative up to date bibliographies regularly used by staff and public
- Replacement of desired item is not possible

C. Censorship and Reconsideration of Library Materials

The Oneonta Public Library Board of Trustees believes that the only acceptable censorship is self-censorship, therefore, it is the intent of the Board that no challenged library material shall be removed from the collection except upon court order, and after adversary proceedings in which the Oneonta Public Library

Board defends inclusion of the material, unless said material was placed in the collection in violation of this policy.

The Library director will devise and implement appropriate procedure for patrons to register complaints concerning materials, which must include appeal to the Oneonta Public Library board of Trustees. See appendix for the “Request for Reconsideration of Specific Library Materials” form.

D. Gifts

The Library may accept gifts of materials and monetary donations to purchase materials. Often gifts are given in memory of a loved one or to commemorate a special event. Donated items will be carefully reviewed for their overall contributions to the Library’s mission, service priorities and relevance to the collection. Materials donated to the Library will be added to the collection if they meet the criteria for materials selection and are in good physical condition. No materials from anonymous sources will be considered for inclusion in the library collection. Other venues for gifts include Library Outreach programs and book sale. Once given, all gifts are the property of Oneonta Public Library and will be treated on an equal basis with purchased materials with regard to the inclusion, display, housing, circulation and disposition of material.

GIFTS and DONATIONS POLICY

MONETARY GIFTS

The Library accepts monetary donations without conditions on their use for projects previously approved by the Library Board of Trustees. Such money is deposited in the Library Operating Account for future expenditure by the Board.

Memorials/Honoring

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or equipment which it might not otherwise be able to afford. In addition, it is felt that such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations to Oneonta Public Library. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

A bookplate will be placed in the item purchased with the memorial and tribute gift funds. The bookplate will record the honoree as well as the donor. The Library will send letters to notify all parties of this gift.

In those instances where an individual wishes to donate a memorial book from his personal library, the decision to accept the gift will be based on the principles described in the Library Collection Development Policy. If accepted, the bookplate and notification will be handled in a normal manner. If it is not accepted, the book will be returned to the donor.

LIBRARY MATERIALS

The Library gladly accepts the donation of books and other items with the understanding that the Library may do with them as it sees fit.

Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Oneonta Public Library. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the Library.

Upon receipt of gift materials, a receipt is given to the donor acknowledging the gift items, if requested. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

Special Collections

Special collections of materials will be accepted if they meet the Library's selection criteria. The Library reserves the right to determine such issues as classification, arrangement and shelving of gift materials. The Library will not accept special collections of materials with any donor's stipulations that these be kept together as a special collection or entity, or restricted as to use in any way. Collections will be accepted only with the understanding that they will be integrated into the general collection with the Library determining location and usage of the materials.

The Library does not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition since the Library believes all exhibits should be changed periodically to maintain interest. Such gifts will be referred to a museum or historical society.

FURNITURE/ART WORK/EQUIPMENT

Gifts of furniture, art work and equipment will be accepted only when, in the opinion of the Library Director, the proposed gift is of a type that is compatible with the Library's existing furnishings. Generally, it is recommended that donors contribute money for the purchase of such articles.

ACKNOWLEDGMENT OF DONATIONS

The Library will ensure that each donor receives acknowledgement and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition for donors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Such acknowledgement will not take precedence or have prominence over the Library's own logo or promotional material.
- For gifts and/or donations valued at over \$500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
 - Sponsor's name on promotional materials.
 - Small standardized plaques may be placed on donated furniture or equipment.
 - Library bookplates.

Oneonta Public Library
Notification and Gift Form

Donor Information _____

Name _____

Organization _____

Address, City, State, Zip Code _____

Home Phone _____

Work Phone _____

Date _____

Signature _____

Gift/Memorial Information

Individual /Group Being Recognized/Memorialized _____

In Memory Of/ In Honor Of _____

Special Event _____

Program _____

Special Instructions _____

Item Donated and Estimated Cost _____

Donation Amount _____

Notification Information (Please notify the following person(s)/group(s) on my behalf)

Name _____

Relationship to Person/Group Being Recognized/Memorialized _____

Address, City, State, Zip Code _____

Name _____

Relationship to Person/Group Being Recognized/Memorialized _____

Address, City, State, Zip Code _____

Telephone _____

PROGRAMMING POLICY

Oneonta Public Library offers programs that support our patrons in their home lives, their learning, and their leisure activities. In planning programs, the Library considers:

1. The Library's Long-Range-Plan
2. Regional needs
3. Purpose of the program
4. Quality of the presentation
5. Appropriateness of content to the audience
6. Other programs available in the community.

STATISTICS/EVALUATIONS

Attendance statistics, and evaluations are kept to determine the impact of the program on the audience, to help in preparing budgets, and to aid in future planning. A consistent effort is made to represent diverse cultures in programming rather than replicating local holiday observances such as Christmas. Spanish language interpreters are available upon request.

Quality programs form an integral part of library service. Therefore, Oneonta Public Library will provide staff, materials, and training to maintain quality programming.

In addition to program time for the presenter, there may be other staff requirements. Programs with anticipated large attendance may require additional staff or volunteer help to assist with the program. It is important that ample staff be available to provide assistance to library audiences before, during, and after the program.

Tours are given at the request of a group or individual. Tours may be considered a program if there is preparation of materials and information involved.

PROGRAMS OFFERED INCLUDE:

Baby/Toddler programs may be presented as a series of 4–6 week sessions for the public or individually at the request of a community group.

Pre-School Storytime most often consists of 4–6 week series in Fall, Winter, and Spring plus weekly storytimes in Summer for the public or individually at the request of a community group.

Elementary Programs may be scheduled more frequently in Summer and during other school vacations. These guidelines include programs presented to the public, to groups, and to schools. The programs may take place in the library or in the community.

Elementary School Programs include those programs presented in conjunction with a public or private school.

Teen Programs include both programs scheduled for the public and those presented in conjunction with schools. Again the programs may take place in the library or in the community.

Summer Reading Programs are presented in conjunction with the Summer Reading calendar and are based on the annual theme as selected by Alabama Public Library Service.

Adult Programs include both programs scheduled for the public and those presented in conjunction with other community organizations. These programs may take place in the library or elsewhere in the community.

CONFERENCE ROOM USE POLICY

The Conference Room is primarily intended for Library sponsored events. As scheduling permits, the Conference Room will be made available for public use by outside organizations when such use can be arranged without disrupting regular library usage or events. The Library or Library support groups will always have scheduling priority over any outside organizations.

The primary reasons for making the Conference Room available are to allow civic, educational, cultural, governmental or other organizations a place to meet; and to increase library usage by acquainting their members or those attending these events with library facilities and services.

The following activities are forbidden:

1. Weddings
 2. Private parties/receptions/reunions
 3. Meetings to promote commercial interests
 4. Other activities deemed unacceptable by the Library Director and/or the Library Board of Trustees.
-
1. All requests for use of the Conference Room must be submitted to the Library Director for approval.
 2. Requests should be made 2-3 weeks in advance if at all possible, but no more than 3 months in advance.
 3. Smoking or alcoholic beverages are not allowed.
 4. Limited food and/or drink may be served with the approval of the Library Director.
 5. No kitchen facility is available for use.
 6. All programs should be scheduled within regular operating hours unless the program is library sponsored or related.
 7. The organization using the Conference Room will be responsible for any damage occurring during its use.
 8. Seating space is limited to ten persons with a maximum capacity of 15.

EXAM PROCTORING POLICY

The Library may proctor exams for Oneonta Public Library card holders in good standing, subject to availability of authorized staff. A minimum of one week advance notice is required before any test will be proctored. In addition, all test taking requirements must be received from the issuing educational institution before any tests are taken. If you would like to arrange for the Library to proctor an exam, please call 205-274-7641.

The Library does not charge fees for this service but greatly appreciates donations in support of the Library's collections and services.

EXHIBITS, DISPLAYS and BULLETIN BOARDS POLICY

Oneonta Public Library exhibit areas, bulletin boards and display cases are used primarily for library purposes. When designated exhibit spaces within the library are not in use for library exhibits, space may be made available for exhibits, dependent upon the availability of staff resources to preview and coordinate exhibits and library programming needs.

General Terms and Conditions of Use

- Permission to use exhibit space is at the discretion of the Library Director and may be made available to organizations engaged in educational, cultural, intellectual or charitable activities on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Permission may be denied to, or revoked for any exhibit whose purpose is personal, commercial and/or has the potential to cause, or causes, substantial disruptions or material interference with the functions of the library or is not in compliance with the Library Exhibit Policy.
- Permission to exhibit materials does not imply Library sponsorship, endorsement of content or responsibility for representation of all points of view. All proposed exhibits must be consistent with the requirements. The exhibitor accepts full responsibility for his/her/their exhibit including but not limited to content and/or accuracy of any statements or representations made in such materials.
- Permission to use exhibit space is conditional upon user agreement to save, hold harmless, and indemnify the City of Oneonta from any claims, law suits, or judgments arising from loss, damage to property, injury to persons from or during their exhibit, and/or their exhibit material(s) or any part thereof. A signed “release” form is required.
- A completed and signed “Exhibit Request” form is required for consideration of a request to exhibit. The “Exhibit Request” must include the exhibit title, location requested, begin and end dates name, address and telephone numbers and signature of the contact person in charge of the proposed exhibit. (must be consistent with application form)
- All measures necessary to insure installation and removal of exhibits are the physical and financial responsibility of the exhibitor including but not limited to, shipping, packaging, storage, signage, labels, framing, installation and removal and equipment /supplies needed for same.
- Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibits, display/exhibit spaces, walls, floors,

grounds and furniture resulting from the installation or removal of an exhibit and that any damage or loss thereto occasioned by fire, theft, or in any manner, to the exhibit, shall be sustained by the exhibitor.

- Installation and removal of exhibits must be accomplished during library open hours and in such a manner that causes the least possible disruption or material interference with library business. Exhibit items may not be unpacked or repackaged within the library proper. Hanging order and/or arrangement is to be arranged prior to installation by the exhibitor. Items for hanging may be leaned against walls in preparation for hanging, but may not be spread out on the floor, leaned against book shelves, service desks or be placed in such a way so as to interfere with normal traffic flow. Any children accompanying individuals involved in installation/removal of an exhibit must be directly supervised by an adult not involved with the installation/removal of the exhibit.
- Exhibit photos, artworks etc., must be framed, mounted or packaged and displayed in a safe and attractive manner. No heavy items may be placed over entrances or exits. Any electrical connections are to be hidden from public view as far as possible and may not be placed so as to cause or create a safety hazard.
- Labels, posters and/or signs, used to identify items or the exhibit, must be clear and legible, preferably accomplished by computer or neat calligraphy. Each exhibit must contain an informative explanation to assist the general public in discerning subject material or purpose of the exhibit. This information may be provided by explanatory labels on individual items, in poster or sign form or be contained within the exhibit itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit on label, posters or signage for members of the general public who may wish more information about the exhibit. Events associated with the exhibit or items in the exhibit that may be for sale may not be advertised with the exhibit. Exhibits that include informational brochures pertaining to the exhibit are acceptable. In addition the Library encourages the use of bibliographies and books relating to the subject matter of the exhibit as part of the exhibit.
- When space allows the Library will include the exhibit title and description information from the “Exhibit Request” form in the Library Activities Calendar as a means of notifying the public of the exhibit.
- Video taping, cameras setup on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the library proper without the express advance written permission of the Library Director.

Oneonta Public Library
Exhibit/Display Proposal Form

Exhibits must be scheduled through the Library Director. Exhibits may be shown subject to the time, place, and manner determined by the Library. Library sponsored exhibits shall receive first priority. Exhibits shall be shown on a space available basis. Commercial exhibits are not accepted and no exhibit may advertise materials for sale. Price information may not be displayed or be provided by staff. Displays may be exhibited for no longer than four weeks. No exhibit shall interfere with the operation of the Library or pose a physical hazard to Library patrons or staff.

Name of Organization: _____

Address of Organization: _____

Phone Number of Organization: _____

Fax Number: _____

Name of Contact Person: _____

Daytime Phone No: _____

Position of Contact Person (with Organization): _____

Address of Contact Person: (If different than organization)

Nature of Organization: _____

DAY/DATE: _____

**Oneonta Public Library
Exhibit/Display Application**

EXHIBIT/DISPLAY APPLICATION

Please print this form to fill it out. You may mail it to us, submit it in person, or fax it to us. Alternatively, you may copy, paste, edit and e-mail it to us at oplib@otelco.net.

EXHIBITOR: Name: _____

Contact person, if group: _____

Address: _____

Telephone: _____ day _____ evening

May we give this information to the public, if asked: Y or N (circle one)

EXHIBIT:

Title: _____

Medium: _____

Space Requirements: _____

Number of pieces: _____

OTHER INFORMATION:

Dates you would like exhibit to run: _____ to _____

Do you have information for publicity or ready-made publicity?

Y or N

If yes, please attach.

Do you need to schedule the conference room for an event coinciding with your exhibit?

Y or N

If yes, please see our librarian and schedule that separately.

WAIVER OF INSURANCE:

I have read and agree to abide by the Exhibit Policy of Oneonta Public Library.

I hereby do not hold Oneonta Public Library liable for any damages, injuries, theft, etc. while said artist/exhibitor is displaying his/her works at the Library.

Signature of Artist/Exhibitor _____

Date: _____

Signature of Librarian _____

SCHOOL ASSIGNMENT POLICY

Oneonta Public Library makes every effort to work closely with the schools and teachers in our service area.

- Teachers are encouraged to make use of the “Assignment Alert Form” which is provided for them annually at the beginning of the school year. The “Assignment Alert” allows the teacher to notify the Library, in advance, of upcoming assignments which will be given.
- When the Library receives an “Assignment Alert” from a teacher, the Library will: gather books from the Library’s collections to meet the needs of the assignment and place them on Temporary Reference or other libraries will be contacted in an effort to gather materials to support the assignment or librarians will request materials through the Interlibrary Loan process for individual students
- Teachers are encouraged to visit the Library to determine the scope of our collections so that assignments can be given with full knowledge of the resources available in the community. Teachers are also encouraged to visit the Library or the Library’s website (<http://www.oneontapubliclibrary.org>) to choose titles which most closely fulfill the needs of the assignment.
- In the event that a student should use the Library and fail to find the materials necessary for the completion of an assignment, the librarian will provide him with a letter which verifies his effort and clarifies for the teacher the problem with the location of materials.

Oneonta Public Library Assignment Alert!

Please FAX, e-mail or drop off at least 14 days prior to the start of assignment.

Teacher Name _____

School & Address _____

Teacher Email _____

Grade _____ Telephone Number _____

Fax Number _____

Brief description of assignment / project (*Please attach a copy of student's assignment, if available.*)

Number of students working on this assignment _____

Assignment begins _____ and ends _____

If there are any specific books required please let us know. We try to help in any way we can if at all possible.

SURPLUS LIBRARY MATERIALS, FURNITURE & EQUIPMENT POLICY

It is the policy of Oneonta Public Library to dispose of library materials, furniture and equipment that is no longer functional or useful. The Library Director shall be responsible for the sale or disposal of all library furniture and equipment that is no longer of any use to the Library. When an item no longer has value to the Library, it will be removed from inventory and disposed of:

- Books and other materials, no longer deemed appropriate for the collection, will be donated to the Friends of Oneonta Public Library for disposal through their regular book sales.
- Computer equipment, no longer of use to the Library, may be donated directly to a local school district for use in their educational programs or to a community non-profit organization. Computer equipment may be sold to a technology recycling company if local school districts do not accept donations.
- Furniture no longer of use to the Library, the value of which is less than \$300.00, may be donated by the Library to a non-profit, charitable organization.
- Items not covered by the above will be sold through auction or publicly advertised sale with any proceeds from such sale being deposited to the Operating Fund of the Library. Prior to such sale, the Director will prepare a list of those items to be included in the sale for approval by the Board of Trustees.
- If an item is determined by the Director to have marginal or no resale value, or it does not sell through auction or publicly advertised sale, it may be sold or discarded in the best interest of the Library.
- The Director is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.

In an instance where an item of surplus inventory is determined by the Director or Board of Trustees to have unusual, historic or artistic value such items may be referred to the Board for determination of value which determination may include the services of a professional appraiser or outside expert opinion.

VOLUNTEER POLICY

DEFINITIONS

A *volunteer* shall be considered as any individual, 16 years or older, who assists with work done at Oneonta Public Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

A *student intern* shall be considered as any middle school, high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit. Individual Boy Scouts working on advanced awards are also classified as student interns.

STATEMENT OF PURPOSE

Oneonta Public Library shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising activities sponsored by the Library.

Oneonta Public Library shall make use of the services of interested volunteers to supplement and not replace the work done by library staff.

RECOGNITION

Recognition is an important component of a volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, it is important that volunteers be recognized formally as a group on a regular basis, at least annually. The Library staff and Library Board shall find ways of recognizing volunteers throughout the year.

GENERAL PROVISIONS

Nothing in this policy shall be deemed to create a contract between the volunteer or intern and the Oneonta Public Library or City of Oneonta. Both the volunteer and Oneonta Public Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Neither the City of Oneonta nor Oneonta Public Library will provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible

to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a Library Volunteer Application form for volunteer work, and visit with a supervisory staff member.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books, returning books, processing new materials, storytelling, helping to prepare for programs, assisting with maintenance of the vertical files, discarding materials, maintenance of periodicals, or public relations activities.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Director.

RECRUITMENT AND SUPERVISION OF VOLUNTEERS

Volunteers will be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Recruitment shall be the responsibility of the Library Director.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

When appropriate and affordable, the Library may fund the cost of training for volunteers who have made a long-term commitment to the Library. Examples of appropriate training classes are: book mending classes at APLS. There will be no formal evaluation process for volunteers.

RECRUITMENT AND SUPERVISION OF STUDENT INTERNS

Student interns will be sought by the Library through educational contacts in area schools and colleges. A job description will be tailored for each school program that may offer student interns. The job description must stress the value of the project for both student and Library. A representative of the school or college will usually be involved in developing the job description and outline of the project.

The professional staff member who shapes an individual project will be responsible for the training and supervision of the student intern. Interns can be very valuable to the Library, but the Library must also offer a genuine educational opportunity. Because much staff time will be required, each project must be carefully planned and approved by the Library Director before the intern is accepted. Participation in student internship programs shall be

considered a privilege which may be revoked at any time by Oneonta Public Library or the student intern. All schedules will be worked out between the student intern and the supervising librarian and should not conflict with school schedules.

A method and schedule for evaluation will be agreed upon between the supervising librarian and the school or college representative before the student intern is accepted. The supervising librarian will follow this schedule and report student progress to the representative.

VOLUNTEER GUIDELINES

The following guidelines have been established to provide consistent information to volunteers and to assure that volunteers fully understand the commitment they are making:

1. A volunteer represents the Library to the community while actively serving as a volunteer.
2. A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering within library buildings and at library events elsewhere.
3. A volunteer is oriented, trained, and supervised on a continual basis concerning those policies and procedures necessary for the activities carried out.
4. Of special importance in carrying out volunteer activities is the Library Bill of Rights, adopted by the Oneonta Public Library Board of Trustees. Under the Library Bill of Rights, the Library must protect the confidentiality of each library user, and assure equal access and the freedom to read and inquire of each user regardless of age, religion, race national origin, background, and views. In carrying out the requirements of the Library Bill of Rights, volunteers actively working in the Library may not express their religious, political, social or other personal views to members of the public. They must protect the confidentiality of each library user. Violation of these special trusts, policies, or procedures is reason to discontinue volunteer services.
5. In light of the time and expense involved in training and supervising volunteers, the Library may decide to discontinue or change a volunteer's service assignment, which it determines is not beneficial.
6. Volunteers fill out an information form, which is used by the Library to assure that the volunteers are involved in activities appropriate to their skills, experience, and interests.

ORIENTATION FOR VOLUNTEERS

1. Introduction of the person doing orientation and introduce volunteers.
2. Review volunteer policy, Library Bill of rights, and confidentiality.
3. Discuss specific job description and parameters of the job.
4. Inform volunteers of dress code.
5. Inform volunteers about breaks.
6. Discuss with volunteers the seriousness of the Library Bill of Rights, confidentiality, policies and procedures, and what constitutes dismissal.
Examples of dismissal:
 - a. Giving out a patron's address or phone number to another person.
 - b. Not letting a person check out a book of their choice (it does not matter what the volunteer thinks about the book).
 - c. Discussing with anyone what someone else has checked out.
 - d. Violating Library policies.
7. Hand out volunteer badge.
8. Be sure volunteer has filled out Volunteer Information Form, has been given Library Bill of Rights, and has been given the procedures for the job they are to do.

RIGHTS AND RESPONSIBILITIES OF STAFF WORKING WITH VOLUNTEERS

1. To provide and accurate job description.
2. To prepare professional staff.
3. To prepare all participants through an orientation.
4. To offer a well-planned program of training and supervision.
5. To be ready to place the volunteer.
6. To treat volunteers as co-workers with acceptance and trust.
7. To avoid confusing jargon.
8. To give the volunteer a significant task.
9. To continue to inform the volunteer.
10. To give the volunteer proper recognition.
11. To evaluate with the volunteer.
12. To provide opportunities for the volunteer's personal growth.
13. To demonstrate appreciation for the volunteer's efforts.

Oneonta Public Library

VOLUNTEER INFORMATION FORM

Please print

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

School: _____

I understand that I represent Oneonta Public Library while I am at work as a volunteer. I understand that volunteers are directly supervised by library staff and are to follow all staff directions. I understand that library volunteers are used as needed and that I will be required to remain inside the library at all times while serving as a volunteer.

Signed: _____

(Date)

Parent's Name: _____

Contact number: _____

I understand that my child will act as a library volunteer on a part-time basis as needed. I understand that it is my responsibility to provide transportation to and from the library unless the library director is informed otherwise. I understand that the library staff will supervise volunteers but will not be responsible for the safety or behavior of my child.

Parent's Signature: _____

(Date)

FRIENDS of the Oneonta Public Library Policy

The Oneonta Public Library Board of Trustees recognizes that the Friends of the Library can be a vital source of support and encouragement for the aims and purposes of the Library and wishes to maintain a cooperative and harmonious relationship with its membership.

The role of the Friends is distinct from the role of the Trustees. The Friends is an independent organization, separate from the Library and the Trustees.

The Trustees provide governance of the Library as required by the Code of Alabama. The Friends assist in developing the Library in ways identified in consultation with the Trustees and the Director.

1. The Library Board of Trustees policy regarding the Friends organization is not intended to limit or prohibit working relationships with other nonprofit organizations that provide assistance to the Library, or with other individuals who seek to offer contributions and/or volunteer assistance to the Library.
2. Cooperative projects for the benefit of the Library are encouraged, provided no such project compromises the Library Board of Trustees' statutory responsibility for Library policy and management.
3. Operating expenses of Oneonta Public Library are provided through the allocation of public funds which are administrated by the Board of Trustees under the guidelines established by the City of Oneonta and the State of Alabama.
4. Friends' monies are not integrated with public funds.
5. The Library Director is the liaison between the Friends group and the Oneonta Public Library Board of Trustees. All Friends activities, projects and publicity must meet with the approval of the Library Director.

Board Approved: 10 – 22- 06

APPENDIX I

THE 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 that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

APPENDIX II

ONEONTA PUBLIC LIBRARY LONG RANGE PLAN 2011-2015

GOAL 1: To ensure quality library services to each individual in the service area.

Objective 1.1: Meet the information needs of current library patrons and reach individuals not using the library. (2011–ongoing)

Objective 1.2: Plan programming to meet a wide range of user needs. (2011–ongoing)

GOAL 2: To provide needed resources for circulation, reference and outreach.

Objective 2.1: Strive to add current materials to the collection. (2011–ongoing)

Objective 2.2: Identify areas of the collection that need to be updated. (2011–ongoing)

Objective 2.3: Increase the library materials budget. (2011–ongoing)

Objective 2.4: Continue to weed, update and replace outdated and unused materials. (2011–ongoing)

Objective 2.5: Provide access to a wide variety of books on Accelerated Reader lists of local schools. (2011–ongoing)

Objective 2.6: Continue to provide resources for project assignments from local schools. (2011–ongoing)

GOAL 3: To increase funding for additional staff and day-to-day operations to insure library patrons receive services of the highest quality.

Objective 3.1: Present library statistics and reports to local governing bodies during the annual budget preparation process to validate increased spending requests. (2011–ongoing)

Objective 3.2: Apply for grant funds through APLS and other sources. (2011–ongoing)

Objective 3.3: Consider employment of another MLIS staff member to oversee library outreach operations. (2011–ongoing)

GOAL 4: To provide specialized services to the preschool and elementary school-age children in our community.

Objective 4.1: Encourage children to participate in the statewide Summer Reading Programs, National Library Week, and Story Hour. (2011-ongoing)

Objective 4.2: Provide computers and software for children's studies and recreation. (2011-ongoing)

Objective 4.3: Provide library outreach services for local pre-schools. (2011-ongoing)

Objective 4.4: Provide services to home-schooled children and their parents including special materials, use of the conference room for group classes, instruction in using the AVL and teacher card benefits for parents. (2011-ongoing)

GOAL 5: To provide specialized services to the middle and high school-age young adults in our community. (2011-ongoing)

Objective 5.1: Establish and maintain a Teen Advisory Group made up of middle and high school age young adults to advise library staff of current young adult needs. (2011-ongoing)

Objective 5.2: Continue development of Young Adult collection and provide a separate teen reading area. (2011-ongoing)

Objective 5.3: Encourage young adults to participate in the statewide summer reading program, and the American Library Association Teen Read Week and Teen Tech Week. (2011-ongoing)

Objective 5.4: Provide programs and activities with the assistance of the Teen Advisory Group to encourage library usage by young adults. (2011-ongoing)

GOAL 6: To provide special print and non-print materials for senior citizens and the handicapped.

Objective 6.1: Encourage the use of large print media, audio books and the use of talking books and cassettes. (2011-ongoing)

Objective 6.2: Expand the large print and audio collections. (2011-ongoing)

Objective 6.3: Extend outreach materials to the Senior Citizens Center, area nursing homes, assisted living facilities, and the Blount County ARC. (2011-ongoing)

Objective 6.4: In conjunction with staff of the Senior Citizens Center, develop and provide specialized programming and service to the center and its participants.

GOAL 7: To encourage optimum public relations to better serve the Library.

Objective 7.1: Schedule the director or other staff members to provide programs for civic and community organizations. (2011-ongoing)

Objective 7.2: Notify the community of Library events through the local media. (2011-ongoing)

Objective 7.3: Use the Blount County Fair and Covered Bridge Festival as publicity opportunities. (2011-ongoing)

Objective 7.4: Continue support of the Friends of Oneonta Public Library Chapter. (2011-ongoing)

Objective 7.5: Work cooperatively with city, county, and Chamber of Commerce officials. (2011-ongoing)

Objective 7.6: Recruit and train volunteers from our patron base. (2011-ongoing)

GOAL 8: To promote staff development and education.

Objective 8.1: Schedule all personnel to attend one workshop or training event in their work area annually. (2011-ongoing)

Objective 8.2: Schedule all personnel to attend at least one computer (and/or technology) training annually to insure computer and technology skills are current. (2011-ongoing)

Objective 8.3: Provide flexible scheduling to allow staff to pursue further educational opportunities. (2011-ongoing)

Objective 8.4: Continue acquisitions for a professional development collection to assist in staff training and education. (2011-ongoing)

GOAL 9: To insure that the Library remains current in computer technology for public access and staff usage.

- Objective 9.1: Provide staff that is knowledgeable of current computer technology and its usage. (2011-ongoing)
- Objective 9.2: Budget funds for computer and software up-grades. (2011-ongoing)
- Objective 9.3: Seek funding through grants and donations for 3 new public access computers: two for the young adult area and one application computer for the adult area (2011-2012)
- Objective 9.4: Budget funds for staff computer, printer, and software upgrades. (2011-ongoing)
- Objective 9.5: Continue to inform the public of Alabama Virtual Library access and keep current with staff AVL training. (2011-ongoing)
- Objective 9.6: Annually evaluate Atrium automation system provided by Book Systems to ensure library automation needs continue to be met. (2011-ongoing)
- Objective 9.7: Continue to upgrade all computers to the newest versions of MS Windows OS software and anti-virus protection as support dictates. (2011-ongoing)
- Objective 9.8: Provide Internet filtering for all staff and public access computers to block objectionable material in compliance with CIPA. (2011-ongoing)
- Objective 9.9: Publicize available computer services and Internet access. (2011-ongoing)
- Objective 9.10: Maintain the library website utilizing the services of the library staff, consulting a professional Webmaster as necessary. (2011-ongoing)

Adopted: 07/28/10

Oneonta Public Library Board of Trustees

Carl Frey, Board Chair

Dixie Daily, Vice-Chair

Amanda White, Board Treasurer

Gary Reid, Board Secretary

Celia Cheney Ellis, Board Member

APPENDIX III

ONEONTA PUBLIC LIBRARY TECHNOLOGY PLAN

July 1, 2010 through June 30, 2013

1.) PLAN JUSTIFICATION

The Library Board of Trustees and staff recognize the impact of technology upon the lives of community members. In order to continue to provide a high standard of public service, Oneonta Public Library offers a variety of electronic services to supplement traditional print services. This document presents the current and planned technology necessary to deliver these enhanced services.

2.) TECHNOLOGY STRATEGIC PLAN

The technology strategy for Oneonta Public Library is to meet the following goals and objectives as outlined in the Library's technology and long range plans. Each objective has a set of criteria established for the definition and measurement of successful implementation.

GOAL 1:

Provide resources to support the improved delivery of services.

Objectives:

Expand the functionality of library resources and services

- Continue to evaluate Internet filtering software options.
- Implement email notification of overdue materials.
- Continue to advertise free wireless internet connectivity for patrons using personal computers.

Continue to expand the functionality of library website

- Update site on a regular schedule.
- Train staff to handle routine updates.
- Consult professional Webmaster as necessary.

GOAL 2:

To provide training opportunities to enhance services provided to library users.

Objectives:

Utilize and improve technology provided to library staff

- Provide up to six continuing education hours per FTE in technology training.

- Schedule more staff training in the following areas: web searching, word processing, accessibility software features, creating publications, ATRIUM software.
- Analyze and evaluate current staff training program.

Develop and implement a training program for library users

- Schedule patron training in the following areas: basic computer skills, Internet searching, email, using the OPAC.
- Distribute evaluations at all sessions to determine future training opportunities.
- Implement new training opportunities as requested and if feasible.

GOAL 3:

Produce, supply and maintain adequate reliable and up-to-date cost effective computer services to the public.

Objectives:

Increase the level of patron self-service features

- Replace patron terminals per the technology inventory.
- Enhance printing capabilities.
- Increase patrons' accessibility to Word, PowerPoint and Excel.

Upgrade and install software on public Internet computers

- Add new and upgrade existing educational games in the children's area.
- Increase patron's ability to create documents, spreadsheets, etc.

3.) TECHNOLOGY INVENTORY

Current

- 3.0 MBs ADSL Internet connectivity provided by OTELCO.
- ATRIUM by Book Systems used as Library automation software.

INFRASTRUCTURE:

Current

- 2 Athlon 64/3000 System servers for active directory management, file sharing, printer services, environmental controls, and client access and filtering.
- 7-multi port switches.
- 28 fully centralized in-wall premise category - 6 wiring runs; flush wall mount terminations at the client end and rack and panel terminations in the network operations office. 90% currently utilized.
- Wireless access point for patrons.

COMPUTERS:

Current

- 12 Patron workstations with the following configuration:
 - 8 Internet workstations
 - 4 workstations with educational applications for children
- 2 OPAC workstations
- 1 dedicated public HP laser network printer
- 7 dedicated staff workstations
- 1 dedicated staff network printer
- 4 dedicated staff local printers

TELECOMMUNICATIONS:

- 3 OTELCO telephone lines for voice
- 2 OTELCO telephone lines for data/fax/environmental control
- 1 OTELCO telephone line for DSL

COMPUTER SOFTWARE:

OS = Microsoft Windows Server 2003 (Staff)

OS = CensorNet server client filtering

OS = Microsoft Windows XP on the workstations (Staff and clients)

Available and supported public applications:

- Microsoft Office Professional Suite 2003
- Adobe Reader 9.0
- AVG Anti-Virus
- Internet Explorer
- Censornet Internet filtering software
- Various educational games

Available and supported staff applications:

- Microsoft Office Professional Suite 2003
- Censornet Internet filtering software
- Internet Explorer
- Peachtree Complete Accounting 2004
- Nero StartSmart
- AVG Anti-Virus
- Adobe Reader 9.0
- PrintMaster 16
- Various network management software.

FUTURE PLANNED & BUDGETED - HARDWARE, SOFTWARE AND TELECOMMUNICATIONS SERVICES

- Upgrade 5 staff workstations in 2010-2011.
- Upgrade all operating systems to most recent Windows OS as support dictates.
- Add 8 laptop computers for wireless access in 2011.

5.) BUDGET

The library will participate in the Universal Service Discount Program to obtain discounts on telecommunication services.

The Library Board of Trustees approved the creation of a technology/electronic access line item in the annual budget in 1999. These funds are used for all major hardware and software expenses. In addition to the yearly budgeted expenditures, the Library Board has the option of appropriating additional money from the general fund for large scale technology projects.

To address the future technology goals stated in the technology inventory, universal services discounts, and operational funds will be used for:

July 2010-June 2011

Hardware upgrades (staff)	\$ 2,750
Hardware upgrades (public access)	\$ 1,650
Software upgrades	\$ 1,000
Technical and user training	\$ 350
Upkeep and maintenance	<u>\$ 1,000</u>
Total	\$ 6,750

July 2011-June 2012

Purchase 8 laptop computers	\$ 8,000
Technical and user training	\$ 350
Software upgrades	\$ 1,000
Upkeep and maintenance	<u>\$ 1,000</u>
Total	\$10,350

July 2012-June 2013

Hardware upgrades	\$ 2,000
Technical and user training	\$ 500
Software upgrades	\$ 1,000
Upkeep and maintenance	<u>\$ 1,000</u>
Total	\$ 4,500

6.) EVALUATION

A contracted computer technology provider will oversee implementation of technology projects and will assess if equipment/software actually accomplishes the goals and objectives set forth in the plan.

The Library Director regularly evaluates the computer inventory and makes recommendations for replacement and repair. The Library Cataloger reviews progress on all projects on a quarterly basis.

The following evaluation process will be done annually:

- Replace equipment exceeding 7 years in age
- Review telecommunication use
- Review telecommunication costs
- Review telecommunications discount for success

The following minimum milestones are part of the plan:

- 12 patrons can simultaneously search the Internet using the library's computers.
- 14 patrons can simultaneously search the library's catalog concurrently in the library.
- 100 patrons a year receive training and assistance through a library technology program.
- A minimum of 4 technology training opportunities are attended each year by members of the staff.

7.) TRAINING

Staff receives ongoing training on the use of ATRIUM Circulation software, Windows operating system, use of the OPAC, Homework Help Alabama and the Alabama Virtual Library.

Staff training is conducted on an on-going basis by using web-based tutorials and attending training sessions conducted by the Alabama Public Library Service and OCLC on various software and other technology-related issues. Reference staff receives training on reference databases available through the AVL.

Patron training includes the following topics: basic computer skills, Internet browsing and searching, web e-mail, and using the OPAC.

Approved: Board approved 4/28/2010