

Duncan Public Library Policy Manual

Duncan Public Library connects people with ideas and supports lifelong learning.

Vision Statement:

Mission success will result in a community which is more literate, better informed, and more culturally aware.

**Duncan Public Library
March 19, 2017**

Policies in this manual will be reviewed and revised as needed by the library board.

Introduction	<i>Approved by Library Board: March 19, 2017</i>
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Mission Statement

Duncan Public Library connects people with ideas and supports lifelong learning.

Mission success will result in a community which is more literate, better informed, and more culturally aware.

General Objectives

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

Background:

The Duncan Public Library Board shall have supervision and control of all Duncan libraries, appointing the librarian and all personnel. The library board may adopt policies and regulations for the administration and operation of all libraries, in accordance with Duncan's city ordinances. The Duncan Public Library serves Stephens County. Out of county residents may obtain a library card for a \$25.00 fee.

Source: Charter of the City of Duncan, Ok., Art. 3 page c.11

HISTORY OF THE DUNCAN PUBLIC LIBRARY

As the Chisholm Trail came to a dusty close, Duncan came alive when the first producing oil well burst skyward in 1918. By 1920 the need for a public library became apparent to city officials. The first library was housed in several small rooms above the original City Hall/Fire Station in the 700 block of Main, South side, across from the Wade Hotel. By 1921, they appointed the first library board consisting of Mrs. G.W. Womack, Mrs. R.H. Brown, H.W. Sitton, A.S. Wilson, and N. Hill. Mrs. L.A. Browder was the first librarian and ordered 200 books to start the collection.

The first library building was a frame home converted to a library building located at 307 North 8th Street.

The library expanded into a new WPA building in 1939 at 8th and Ash. This was the last building built by the WPA in Duncan. The old frame library was moved from North 8th Street to a location East of the Lindley Hospital and used as a Girl Scout Hut. It was moved from there to a site East of Duncan when the land was needed for the shopping center and used as a home again.

Howard McCasland, a local civic-minded oilman, donated a new library in 1975, under provisions of a charter. The new building was located just to the west of the historical library building. In November, 1999, the historical library was placed on the National Register of Historical Places, preserving the memories of Duncan's many foresighted leaders.

The facility served well until the early 2000's when expanding needs necessitated acquiring a new home on North Highway 81, formerly housing Universal Life Insurance. Board Members acquiring the modern building and expandable campus site of five acres were Diane Garis, J. D. Carter, Rebecca Miller, Jerald Ketchum and Chairman Rick Rodgers.

With the onset of new types of electronic media and rapidly expanding book collection, the Duncan Public Library Board envisions serving the continuing needs of an ever-growing community.

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- The applicant must be a resident of Stephens County. Out of county residents may receive a card for a onetime fee of \$25.00 per family. For good cause, the library director may waive the library fee.

(Amended 6-19-2012)

- Must be 18 years or older.
- Must show
 - 1). Driver’s license or photo identification
 - 2). Any item showing name and current address, such as:

Rent receipt	Lease agreement
Printed checks	Utility bill
Recent postmarked letter	

A patron will be responsible for all items checked out on his/her card. Patron must immediately notify the library if his/her card has been lost or stolen.

DVD privileges will be extended to those who complete a “Video Borrowers Agreement.”

Children Borrowers

- Must be six years or older.
- Parent or guardian must sign the child’s application card.
- Parent or guardian must have a current Duncan Public Library card.
- Parent or guardian will be responsible for all items checked out in the child’s card, as well as any fines or charges on the card.
- The library must be immediately notified if the card is lost or stolen.
- Video and DVD privileges will be extended to those children whose parent or guardian completes a “Video Borrower’s Agreement” for them.

The signature of a parent or guardian acknowledges full responsibility for library materials checked out to the child. It is the policy of the library not to act in loco parentis, in keeping with the principles of equal access to information and materials for all customers. Therefore, the library will not restrict any customer, including children, from access to any type or class of materials or from any information in the library. If a parent or guardian does not wish his/her child to have access to particular materials, the parent or guardian will need to discuss the restrictions with the child in the context of their parent-child relationship.

Duncan Group Home & Power Shop Patrons:

The group leader must confirm the patron’s address. There will be a limit of two items checked out to Power Shop patrons.

Loan Period:

2 weeks Books (most)

	Read-alongs (kits) Playaways Books on CD'S
1 week	Audio books Compact discs Educational DVDs (nonfiction) Encyclopedias New Adult Fiction Periodicals (Newspapers, Magazines Cliffs Notes) Fiction DVDs (Movies)

Benefits to Friends of the Library Members:

Beginning January 1, 2014, library patrons who join Friends of the Library will receive extended checkouts of one full week, including new fiction and DVDs. Friends members will be allowed to check out four DVDs per card instead of two. These privileges will last for one calendar year after joining Friends of the Library. In December of 2014 the Board will review the policy to determine whether to continue it permanently.
December 10, 2013

Renewals:

Patrons may renew any item twice, except for DVDs.

No item may be renewed if it has a reserve.

Limit on Items:

Due to the limited number of items in its collection, the Duncan Public Library has placed restrictions on the number of items a person may have checked out on his/her card.

- 15 total items: (e. g.)
- 15 books
- Six periodicals (newspapers, magazines, Cliffs Notes)
- Two cassette tapes or two compact discs
- Two encyclopedias
- Two RES books
- Two DVDs

Reserves:

- If an item is checked out, a patron may place a reserve on that item. The library will contact the patron when the item is available.
- The library will hold an item for three days.
- A patron may not receive a reserve book, if that patron has any item overdue.

- ***Interlibrary Loan:***

- If the library does not own a book which a patron wants to check out, the patron may fill out an interlibrary loan form. The library will attempt to find the book at another library.
- The patron must have a Duncan Public Library card.
- No patron can fill out an interlibrary loan form if that patron has an item overdue.
- No patron can fill out an interlibrary loan form, if that patron or the patron's child fines on his/her card, or on his/her child's card.
- The patron must pay for the return postage.

Book Drop:

- Only books shall be placed in the book drop on the building. Both books and other media may be returned in the designated drop of the drive-through book drop.

Home Use Policy:

- Patrons will be informed of the copyright law regarding home use and that DVDs borrowed from the library are for private use only.

Library Liability:

- The library will not be held responsible for any damage caused to a patron's equipment by library materials—such as, but not limited to, computers, DVD players, and cassette players, etc.

Overdue Fines:

5¢ per day	Most items—see exceptions below:
10¢ per day	Audio books Cassette tapes New adult fiction Periodicals (newspapers, magazines, Cliffs Notes) Encyclopedias
25¢ per day	Compact discs DVD's

Grace Period:

- There will be a two (2) day grace period for all items.

Overdue Materials:

- A patron will not be allowed to check items out, if that patron, or other individuals living in the same household or children linked to that patron has items overdue for a month or more.

- At no time will a patron's fine on an item exceed the default cost, or the cost of the item, whichever is greater.

Limit on Fines: \$5.00

- A patron will be able to check out items until that patron's accumulated fine total exceeds \$5.00. This will include any fines or charges on the card or cards of the patron's child or children.
- The linked patrons will also be blocked, if the total fines on the linked patron's and the main patron's card exceed \$5.00

Note: Once money is received, the library will not reimburse the patron. If a patron contests a charge for a valid reason, the library director may waive the fine.

Miscellaneous Charges:

- Replacement of Library Card--\$3.00
- Lost or damaged CD Jewel Case--\$1.00
- Lost or damaged DVD case--\$1.00
- Lost or damaged circulation pocket--\$1.00
- Lost hang-up bag for read-alongs--\$1.00
- Lost CD insert--\$0.50
- Lost or damaged barcode--\$0.50
- Lost due date card--\$0.25
- Damaged library plastic book cover--\$2.00
- Cleaning fee for excessively dirty library items--\$2.00

Lost Item Fee:

- **Hardback Books**
The patron shall be assessed the actual cost of the book or a default cost, whichever is greater.
- The default costs for adult books will be \$25.00 for fiction, \$40.00 for nonfiction, and \$35.00
- Default cost of juvenile or young adult book will be \$15.00
- If the item is still available in print, the patron may replace the item with an identical item.
- **Paperback Books-**
The actual cost of a paperback will be assessed.
- **Other Items-**
Replacement cost will be assessed by utilizing various sources, such as catalogs, retail prices, and jobber prices.

Note: Lost items, if found, shall remain the property of the Duncan Public Library and shall be returned to the library.

Damage Fee:

Damage: Any significant evidence of physical abuse to an item which shall include,

but will not be limited to, the following:

- torn pages
- extensive soiling
- water marks
- mold or mildew

The library director will determine the damage fee by taking into consideration the following factors:

- the replacement cost of the item
- the extent of the damage
- the educational or historical value of the item.

Audio-visual Materials: Since audio books and DVDs have a limited shelf life, damage fee will only be assessed on the first time that item has been checked out, if an item was purchased by or for the Duncan Public Library.

Exception: A damage fee can be assessed if an item was damaged through improper care or use. Examples are warping caused by the sun or other heat, damage caused from food or drink, and cracked or broken items.

INSECT POLICY

When items are returned to the library, librarians should inspect them carefully for damage, including evidence of insects known to be damaging to library materials. e.g. roaches, silverfish, fleas, lice, bed bugs and some types of beetles. Evidence includes dead or live insects in materials upon return of materials or evidence stained with stains that are clearly from insects.

Contaminated materials will be placed in a sealed plastic bag where they will be treated or discarded at the library director's discretion. Materials that must be discarded will be charged to the patron at full replacement value and all relevant circulations policies regarding fines and fees will still apply. If further instances of infested materials occur, library privileges may be suspended or withdrawn.

Patrons may carry a purse, laptop bag if using the laptop in the library and or an open book bag that is being used to carry books to check in or out. It is recommended that other bags or items such as knapsacks and duffle bags be left in the entrance of the library in the lobby. The library is not responsible for lost or damaged items.

Interlibrary Loan Policy

Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library.

Interlibrary Loan is a service provided by The Duncan Public Library to assist library patrons in locating and obtaining materials which are not available in our library. Through the use of interlibrary loan, many resources are available.

The patron must hold a valid library card with an adult status, with no fines or overdue materials. There will be a limit of five requests per patron at one time. One way postage fees will be assessed, in addition to any fees assessed by the lending library.

Interlibrary loan forms are available at the front desk. Please give as much information as possible concerning your request, because this will expedite processing. When requesting magazine or journal articles, full citations must be provided. Include the name of the magazine, the title of article, the date, the volume, and the page numbers of the article. Photocopy fees may be charged by the lending library.

You must sign and agree to the terms on the interlibrary form before a request will be processed. This form states that if materials are lost, stolen or not returned to our library, the patron will be charged the current replacement cost of the book, plus a \$20 processing fee for items still in print. For items out of print, the patron will be charged the cost, plus \$35.

This is in addition to any fees charged by the lending library.

Before requesting items, be sure that our library does not own the item. We will not request titles owned by this library, unless they are overdue more than three months and presumed lost. We will not request books published within the last six months or books in popular demand. We will not request genealogy material, obituaries, local history, and reference books. Patrons should take their genealogy requests to the Genealogy Library and inform staff if they are aware of a library willing to lend the material. The Duncan Public Library reserves the right not to request or lend any items regarded as not lendable.

The length of loan is determined by the lending library. Renewal will be determined by the lending library. If a renewal is desired, please contact us four days prior to the due date of the material. Materials kept past the due date can jeopardize our borrowing privileges with the lending libraries. If items are requested but not picked up, postage fees will be charged to the patron's card.

The Duncan Public Library will lend materials to other libraries following these same guidelines.

All interlibrary loan transactions are done under the provisions of the General Interlibrary Loan Code of the American Library Association, of the Oklahoma State Interlibrary Loan Code, and the U.S. Copyright Law and accompanying guidelines.

Collection Development

Approved by Library Board: February 17, 2009

Purpose:

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

Goal of the Library:

The Duncan Public Library shall provide materials to cardholders to fulfill their educational, recreational and informational needs. Therefore, a variety of subjects will be available in different formats and varying reading levels. The Duncan Public Library adheres to the principles of the American Library Association's "**Library Bill of Rights**" and the "**Freedom to Read Statement.**" An effort to provide a balance between differing views will be made, depending on the availability of items and funds.

Responsibility for Selection: Director, Staff, and Board:

The director, operating within board policies, is responsible for the purchase, retention, and withdrawal of library materials. The director shall train and supervise library staff in the proper procedures in carrying out these responsibilities. The public may request items for purchase by completing a request card. Requests will be given careful consideration. The library staff will apply the standards and selection criteria established in this policy to all patron requests.

General Selection Criteria:

Objectives in Selection:

The Duncan Public Library attempts to provide a comprehensive, well-balanced collection to meet the needs of the community. Library materials will help support the following service priorities as outlined in the long range plan:

- Current topics and titles
- Formal learning support
- General information

Factors in Selection:

1. Contemporary significance or permanent value
2. Community interest
3. Local, state, or regional historical significance
4. Accuracy of content
5. Reputation and/or authority of the author, editor, illustrator, or publisher
6. Literary merit of the work
7. Relationship to works in the existing collection regard to balance
8. Scarcity of information in that subject area
9. Objectivity
10. Price, availability, and demand
11. Availability of the material in other area libraries

12. Favorable reviews from the media or review sources

Review Sources Used in Selection:

1. *Booklist*
2. *Library Journal*
3. *New York Times Book Review*
4. *Publisher's Weekly*
5. *School Library Journal*
6. *VOYA*

Other Selection Aids:

1. Fiction Catalog
2. Public Library Catalog
3. Children's Catalog
4. Best Books for Children
5. Best Books for Young Adult Readers
6. A to Zoo

Criteria for Specific Materials

Print Items:

▪ *Adult Nonfiction:*

The library staff will select a wide variety of nonfiction materials to serve the educational, informational and recreational needs of the community. Although staff will take into consideration popular authors appearing on The New York Times Bestseller List and the Publisher's Weekly bestseller list, it must be noted that bestsellers are simply books that sell well and other criteria must be examined to see if the work fits within the scope of our collection. Our first consideration is to provide accurate information instead of personal opinion. In selecting nonfiction titles, we rely on journal reviews by professional librarians to evaluate the content of the information presented, the credentials of the author, the sources used to back up the author's claim, the literary quality of the writing and how evenly the material is presented.

▪ *Adult Fiction:*

The fiction collection will reflect local reading interest and maintain a core collection of established authors.

The core collection will include:

1. English language fiction with an emphasis on 20th and 21st century works
2. English language classics, as determined by standard reading lists
3. Bestsellers (*The New York Times' Bestseller List* and the *Publisher's Weekly*)
4. Local authors
5. Award winning novels
6. A variety of popular genre authors (mysteries, westerns, science fiction/fantasy, romance, suspense, horror, etc)

The Duncan Public Library will attempt to pre-order many of the popular authors' works prior to their release. Additional copies will be leased by the Friends of the Library for high demand items.

- *Reference*

Hard copy reference materials do not circulate and are for in house use. They provide quick, concise and up-to-date information. Included in this collection are indexes, dictionaries, almanacs, directories, price guides, and state statutes. With more reference materials being contained in computer databases, our library will consider subscriptions to databases instead of purchasing reference books because material is constantly updated and accessible 24/7 with a library card, computer, and Internet connection. The cost of the database subscriptions will be weighed by the amount of use and the availability of additional resources within the library or community.

Factors in selection of reference items:

1. Cost
2. Currency
3. Authority
4. Scope and depth of coverage
5. Accuracy
6. Presentation of text and information (dictionary, encyclopedia, etc)
7. Ease of use
8. Frequency of use

- *Large Print:*

Since the Duncan Public Library serves a large retirement community, special emphasis will be placed on the large print collection. Many of the authors appearing on bestseller lists as well as those authors in high demand in regular print will be considered for the large print section.

- *Juvenile*

The Duncan Public Library will select a wide range of fiction and nonfiction items for ages birth through 6th grade. In selecting items, library staff will use recognized review sources and annual lists ("Children's Sequoyah Masterlist," "ALA Notable Books for Children" and best books for children's lists from *Booklist* and *School Library Journal*).

Types of literature which will be emphasized:

1. Board books
2. Concept books
3. Classic picture books
4. Award winning picture books
5. Easy readers
6. First chapter books
7. Classic children's novels

8. Popular children's series-both in hardback and paperback
9. Award winning children's novels
10. "Sequoyah Children's Masterlist"
11. Popular children's fiction

- *Young Adult:*

The young adult collection is a bridge between the juvenile collection and the adult collection for grades 7 to 12. Items will be selected based on review sources and annual lists ("ALA Best Books for Young Adults," "Young Adult Sequoyah Masterlist," best book lists from *Booklist* and *School Library Journal*).

- *Newspaper and Periodicals:*

Current periodicals are used for source material not found in books and are intended for reference use, for recreational reading and to balance the collection. Titles are chosen for timeliness of subject matter, accessibility of content through the Reader's Guide to Periodical Literature, subject need, popular demand and recreational value.

Gift subscriptions are accepted subject to the approval of the library director.

Newspapers will be retained for one year.

Non Print Items:

- DVD

The library will offer a variety of DVDs both recreational and educational.

When purchasing DVDs, the following selection criteria will be utilized:

1. Award winning films
2. Films listed on the National Film Registry
3. Films listed by the American Film Institute
4. Reputation of the film company (PBS, A&E, Nova, etc.)
5. Popularity of work (based on box office sales and video rental statistics)
6. Information that is best presented visually (plays, animal behavior, weather/nature)

Books-on-CD

The Duncan Public Library purchases unabridged books on CD for the use of patrons. Factors used in the selection process:

1. Cost
2. Availability
3. Popularity
4. Reviews
5. Awards

- *Electronic Formats:*

The Duncan Public Library recognizes that the development of information available in electronic formats has become an important part of library collections.

Databases which provide access to magazines, journals, and other publications are provided to our patrons either within the library on public access computers or through remote access from their work or home computers. Downloadable eBooks, audio books and music are provided for our library customers through the Oklahoma Virtual Library Consortium.

Materials Not Collected:

- *Rare Books:*

Since it is the public library's function to make materials available to all users, the Duncan Public Library does not collect rare or unusual materials that require special handling.

- *Genealogy Materials*

The library collects basic materials on genealogical research but does not collect census records, marriage records, family histories, etc. The staff will refer patrons to the Stephens County Genealogical Library. Library staff will attempt to locate desired genealogical information via the Internet or through interlibrary loan.

- *Textbooks:*

The Duncan Public Library does not purchase textbooks used by the local schools, since it is the responsibility of the schools to provide access to course materials to their students. Textbooks may be added to the collection at the librarian's discretion, if very little material is currently available in a particular subject.

CREW (Continuous Review Evaluation and Weeding):

Materials that no longer meet the stated objectives of the library board including those that have become damaged or obsolete, will be systematically withdrawn on a continual basis according to the accepted professional practices described in the publication, The CREW Method. The library board recommends that the listed books be declared surplus and that the books be turned over to the Friends of the Library for resale and accordingly, funds will be used to support the Library.

Reasons to Weed:

1. To save space
2. To save search time
3. To make remaining collection more appealing
4. To increase circulation
5. To have more reliable and current information
6. To discover items in need of repair
7. To obtain feedback on the strengths and weaknesses of the collection
8. To determine if replacement copies are needed

Criteria:

1. Currency
2. Condition
3. Circulation

Gifts

Gifts to the library are appreciated. The Friends of the Duncan Public Library will accept monetary donations for the benefit of the Duncan Public Library in order to purchase items in honor of a person or organization. Library staff will consult with the patron on what type of items should be purchased.

Gifts of materials are accepted with the understanding that they must meet the above selection criteria. Items which do not become part of the library collection are given to the Friends for their book sales. At no time will the library appraise gifts for income tax purpose. However, an acknowledgement of the donation will be given upon request. The library retains the unconditional ownership of the gift.

Controversial Works:

The library will provide works presenting different points of view, thus enabling citizens to decide for themselves on various issues. Since the library offers items presenting varying viewpoints, not every item in the library will appeal to every citizen in the community. If a group or individual questions an item in the library's collection, a **Reconsideration Form** is available. The director will review the item and discuss the matter with the concerned party. The item will be forwarded to the library board for review if necessary.

Customer services	<i>Approved by Library Board: February 17, 2009</i>
<p><i>Purpose:</i> <i>The library will set policies that regulate ancillary services to patrons in an effort to provide reasonable accommodation and equitable access. This policy will also serve as a guide for staff to recognize and deal with patron behavior and situations that may arise in the day-to-day operations of the library.</i></p>	

Meeting Rooms

The Library has four general use rooms, a Multipurpose building, two study rooms, and kitchen which can be used to provide a meeting place for local civic, educational, and cultural nonprofit organizations. Religious, political, or social groups will not be allowed to use the facilities. In addition, no sales or promotional meetings of any sort will be permitted, with the exception of the Friends of the Duncan Public Library. The Official Board Room may be used upon special approval of the Librarian under direction of the Board.

No admission shall be charged for any activity in the rooms. No services or products may be bought or sold to the public, unless the organization is affiliated with the library or the City of Duncan. No dues or sign-up fees may be collected by an organization while in the room.

The rooms will be made available free of charge during the working hours of the staff. All rooms must be empty and clean by 15 minutes before the library closing time. A representative of the group must notify the library staff when the group is finished with the room.

A representative from the organization must complete a scheduling form in order to use a meeting room. Set up of tables and chairs is the responsibility of the user. No library personnel are available to assist groups. This includes arranging rooms, carrying supplies, and giving technical support.

The room must be left in the same condition in which it was found. A \$25.00 cleaning deposit may be required and a fee will be assessed for any damages to the building, equipment, or furnishings. The deposit will be held and returned to the representative of the organization who booked the room, if no cleaning or repair is required.

Members of organizations must follow the rules outlined in the “Patron Behavior Policy” while using the library facilities. However, light refreshments are permitted when meeting in the Kitchen or multipurpose building. Refreshments are not permitted in the board room or the study room without consent of the director. The Board Room will be used by adults only, and only with special permission. The following items are prohibited in library meeting rooms: red punch, cooking, alcoholic beverages, illegal

substances of drugs, firearms, open flames, including the burning of candles or tea lights, excessive noise levels, smoking.

Programs sponsored by the library will be given priority when scheduling meeting rooms.

Meeting Room Capacity:

Study room 1	10	Board room	12
Study room 2	6	Multipurpose room	60
Kitchen area	15		

Display and Distribution of Community Information

One of the purposes of the Duncan Public Library is the dissemination of information regarding community activities and programs. Nonprofit organizations engaged in educational, cultural, civic, intellectual or charitable activities may request permission to post flyers or distribute brochures in the public library. Posting or distributing information of a commercial, religious, or political nature on library property will not be permitted. Final decision will be at the discretion of the library director. (4/18/2018) The Duncan Public Library does not advocate or endorse the viewpoints expressed in information posted or distributed by community organizations.

Since the Duncan Public Library has limited space to devote to community information, the following guidelines will apply:

- Information concerning the Duncan Public Library, the City of Duncan and other governmental agencies will receive first priority.
- Information concerning Duncan organizations will take precedence over organizations located elsewhere.
- All requests must be submitted to the director's office for approval.
- Those items which have been left in the library by a group or an individual without first gaining approval will be immediately discarded.
- Posters, flyers and informational materials must be professional in appearance.
- Materials promoting illegal activity will not be posted or placed for distribution.
- All materials posted shall have the date of the posting clearly marked on the front.
- New postings have priority over older postings.
- Postings shall be removed promptly after events.
- Maximum posting time shall be one month.
- No permanent or long term posting will be allowed, except for required governmental notices.
- Printed material distributed should not exceed 8 ½" x 11."
- Posters should not exceed 11" x 17'
- Library staff has the option to refuse any item larger than 8 ½" x 11"

- All material posted becomes the property of the Duncan Public Library and is subject to removal and disposal at the discretion of the library staff in accordance with this policy.

Patron Behavior and Library Usage Policy

The Duncan Public Library adheres to the “Library Bill of Rights” (see Appendix A) and maintains that all patrons, regardless of origin, age, background or views are free to study, read, and utilize library materials without the fear of harassment, intimidation, physical threats, or undue distractions. In order to protect these rights of the patrons, the following activities will be strictly prohibited in the library:

- Smoking, or other tobacco use
- Eating, chewing gum or drinking need to be confined to kitchen area.
- Loud talking
- Disrupting other patrons in any manner
- Loitering or soliciting
- Bringing pets (with the exception of service animals)
- Damaging library materials or property
- Skateboarding, rollerblading, or riding bicycles on library sidewalks
- Blocking aisles and doorways with either personal items or with the body

Any patron who violates the Library’s rules may be expelled from the premises by the Library staff subject to reinstatement of the library director.

If a patron exhibits physical or abusive behavior library staff will give one warning and then police will be called.

On the recommendation of the library director, the Duncan Public Library Board may deny any patron access to the library for violating library policies. The patron has the right to request to be on the agenda to speak with the City Council concerning their decision at the next regularly scheduled Council meeting. (December 10, 2013) Final discretion lies with the Duncan Public Library board on any action. (4/18/2017)

Unsupervised and Unattended Children Policy

The staff of the Duncan Public Library occasionally experience behavioral problems with children who are not adequately supervised or are left unattended in the library. The following policy shall apply:

- Persons using the library are required to produce identification upon request by library staff.
- Children under the age of ten shall, at all times, be attended and adequately supervised by a parent, another adult, or a responsible adolescent while using the library to find materials or to study.
- Elementary aged students and younger must be supervised on the second floor by a responsible adult.

When children are not adequately supervised or are engaging in behavior that is disturbing others or the operation of the library, the library staff will attempt to locate the person in charge of the children and discuss the problem. Should behavior which violates the library's behavior policy continue on that or later occasions, staff has the authority to ask the children and the person in charge of the children to leave the premises. If the person in charge of the children under the age of ten cannot be located, the children will be referred to law enforcement personnel for their own safety.

- Children aged ten to eighteen are responsible for their own behavior. When they are engaging in behavior that is disturbing others or the operation of the libraries, the problem may be discussed with them at the time. Should the behavior continue on that or later occasions, staff shall have the authority to ask them to leave the premises.
- During library programs, persons responsible for the activity and behavior of children aged five and younger should remain in the activity area with the children. Persons responsible for the activity and behavior of children aged six to nine may leave the activity area during library-sponsored programs but should remain close at hand. If responsible parties find it necessary to leave the activity area, the children should be provided with a note concerning how they may be reached in case of an emergency, and the responsible parties are required to return by the time the program is scheduled to be over or law enforcement personnel may be contacted for the safety of the children.
- Children left at the library by a parent or guardian must be picked up by closing time. If a child is not picked up by closing time, the staff will attempt to contact a parent or guardian. If that is not possible and the child is not picked up within 15 minutes, the staff will call the police to take the child to the station until a parent can come to get the child. A note for the parent will be left on the front door of the library. Under no circumstances will a staff member give the child a ride.

Inclement Weather Policy:

In the event of tornadoes or hail storms, staff will move all patrons to the first floor of the library. The television will be turned on to a local weather station for latest weather. If conditions warrant, staff and patrons may be moved to the small safe room with first floor restrooms as overflow areas. Occupancy may be determined by senior management personnel on duty at the time of need.

The library may only be closed or hours shortened by an order from the City Manager.
December 10, 2013

Programming Policy

The library provides a variety of programs for all ages with an emphasis on children's programming. The children's programs are designed to encourage a love of reading. Adult programs aim both to encourage reading and to provide useful information to participants.

Use of Copier

- 8 ½” X 11” black and white copies are .10 each
- 8 ½”X 11” color copies are .50 each
- 8 ½” X 14”black and white copies are .10 each
- 8 ½” X 14” color copies are .50 each
- 11” X 17” black and white copies are .25 each
- 11” X 17” color copies are 1.50 each.

Patrons are limited to 25 copies at a time on the downstairs copier. If more than 25 copies are needed, the upstairs copier should be used.

Scanning and Emailing of Documents

There will be a \$5.00 charge for scanning and emailing documents for customers.

October 18, 2011

Internet Policy

Disclaimer

The Duncan Public Library provides computers for the general public to use. Various kinds of software are available on these computers, as is Internet access. The Internet, being an unregulated medium, is not a perfect source of accurate, complete, and current information. The Duncan Public Library is not responsible for damages, indirect or direct, arising from a patron’s reliance on, citation of, or other usage of Internet resources. Unwise use of the Internet, such as supplying personal information, may result in harm.

Materials obtained or copied from the Internet may be subject to copyright laws. United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." The Duncan Public Library disclaims any liability or responsibility resulting from copyright infringement.

Firewalls and Filters

To receive government assistance to provide Internet access, the Duncan Public Library has installed filters on all public-access computers to prevent children 17 and under from accessing visual depictions of obscenity, child pornography, or other harmful materials (as defined by the Children’s Internet Protection Act). As provided in the law, patrons 17 years or older may ask for unfiltered access provided it is for “bona fide research or other lawful purposes.”

Despite these filters, parents should be aware that we cannot guarantee their children’s safety and security when they use e-mail and other forms of direct electronic communication; cannot protect against their children’s unauthorized access, including “hacking,” and other unlawful online activities; and cannot protect their children against unauthorized disclosure, use, and dissemination of personal identification information.

Who Is a User?

Patrons with Duncan Public Library cards who have less than \$2.00 in fines and no overdue items can use their library card and PIN to access any available public-access computer.

Out-of-town visitors with a photo ID can obtain a guest pass from the front desk staff, at the staff's discretion.

Workstations

Computers are available to the public during open hours. Computers automatically shut down 30 to 60 minutes before closing, depending on the day. Computer and Internet use is free. Internet can be accessed through Internet Explorer and Mozilla Firefox. Not all websites are compatible with all Internet browsers. In addition, some features may not be available on library workstations. Headphones are available at the front desk, if you need sound.

Our computers use the Windows 7 operating system and include basic Windows Office software, including Word, Excel, and PowerPoint.

Downloading: You can download documents and attachments to a USB drive that you provide. Our computers do not accept floppy disk/diskettes. Our computers can read CDs, but they cannot burn to a CD. The library assumes no responsibility for damage to your USB drive or data that may occur from use of our workstations.

Self-Service: Our computers use self-service software that allows you to log on and off at your own discretion without the need of scheduling time with staff members. You can even access and pay for your print jobs through our coin-op machines.

Printing: Printouts are available in black and white or in color. Black and white prints are 10¢ per page; color prints are 75¢ per page. Be sure to check the length of your document before printing it. You are responsible for all printouts you print, not just the ones you want.

Children's Computers: Workstations specifically for children are also provided in the children's section. Only children ages 11 and under are permitted to use these computers. Many games and learning programs are included on these computers, but they have no Internet access. Older siblings and adults are allowed to assist smaller children.

Genealogy: A genealogy computer is provided upstairs for the purpose of accessing genealogy websites.

Rules of Conduct

1. A parent or guardian must provide written approval for children under 17 years to use the Internet with a library card. (This permission is obtained at the time the child receives a library card.) If the child is a guest, the parent or legal guardian must be present for the child to receive a Guest Pass.

2. Parents of minor children must assume responsibility for their children's use of the Internet. Parents and children are encouraged to explore the Internet and learn together. Children under the age of 12 years must have a parent or guardian with them when using the library's Internet computers.

3. If a patron has overdue books or fines exceeding \$2.00, computer access will be denied, until overdues and fines are taken care of.
4. Patrons are allowed two sessions a day, for one hour per session. If you log out before your time is up, you do not get that time back. If you need more time, ask a front desk staff member if that staff member can extend your time. If you need to reserve a time for later, ask a staff member. All reservations must be made in person. Reservations can be held ten minutes past the reservation time. After that, the next person in line gets the computer.
5. Two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff. Both individuals must comply with library policies.
6. Patrons will respect the privacy of others by not misrepresenting themselves as other users; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not soliciting other patrons for personal information; by not seeking unauthorized access to any computer system, or by not damaging or altering software components of any network or database.
7. Patrons agree not to make any changes to the setup or configuration of the software or the hardware.
8. Patrons will not send, receive, or display either text or graphics which may reasonably be construed as obscene.
9. Library users are expected to comply with all local, state, and federal laws while using the Internet, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity.
10. Patrons must have basic knowledge of the Internet and computer use. Staff can assist users for ten minutes or less per user.
11. Patrons are responsible for all printing charges incurred.
12. Patrons will not use catalog computers to access external sites on the Internet. These computers are to be used only for searching for items on our website and in our library.
13. For network security, personally owned laptop computers or other Internet-ready devices shall not be connected by cord to the Internet through the library's connection. Wireless connection is allowed for personal computers.
14. Laptop users must comply with general library rules.
15. Internet users accompanied by children will be asked to terminate their session if the children create disturbance in the library.
16. Patrons must respect all Internet rules including time limits and must cooperate with others to share the workstations.
17. The same rules of conduct that apply to general use of the Duncan Public Library and its collections apply to the use of the computers.
18. Use workstations with care. Make no attempt to fix problems. Immediately report any problems to library staff.
19. Patrons may not sign up for others.

Termination of User Access

When library staff believes that a patron has violated library policy, any staff member is authorized to take the following steps:

1. The staff will warn the patron of the violation and give the patron a chance to correct the problem.
2. If the patron does not attempt to comply in a reasonable amount of time or violates policy again (even if on a different day), the staff member is authorized to terminate the user's access session or to prohibit the user from subsequent access sessions for up to two weeks from the date of the violation.
3. If the patron still does not comply with policy, the staff may ban the patron permanently from computer access. Patrons who have been suspended or banned will be given an opportunity to protest the action and/or request that access be reinstated.

Amended August 21, 2012

DVD Policy

Circulation:

- Only Duncan Public Library patrons, who have signed a "Video Borrower's Agreement," will be eligible to check out DVDs.
- DVDs check out for one week.
- Only two (2) DVDs may be checked out at a time.
- DVDs cannot be renewed.
- DVDs will not be subjected to interlibrary loan.
- DVDs must not be returned in the bookdrop on the building. Failure to comply may result in the loss of DVD privileges.

Fines and Other Charges:

- Twenty-five (25) cents per day will be charged for any overdue DVDs. The maximum fine charged will be the cost of the DVD.
- The charge for a lost DVD case will be one dollar (\$1.00).
- Patrons will be charged the replacement cost for lost/damaged DVDs.
- Patrons will also be charged one dollar (\$1.00) for lost circulation pockets.
- Twenty-five (25) cents will also be charged for any lost date card.
- Twenty-five cents (25) per day will be charged for any overdue videogames

Home Use Only Policy

- DVDs borrowed from the library are for private use only. Under copyright law, copying or performing these DVDs in public is strictly prohibited.

Library Liability

- The Duncan Public Library will not be held responsible for any damage caused to a patron's DVD player/recorder by the library DVDs.

Checks/Money Received

Any checks or cash received by the library and not designated for the Friends of the Library will be deposited at City Hall before the end of the following business day. When money designated for the Friends of the Library is received, the treasurer of the Friends will be notified and the money will be locked up, until the treasurer comes to collect the funds.

Volunteer Policy:

Rationale:

The volunteer program enables the Duncan Public Library to continue to provide quality library service. Volunteers do not replace paid library staff but rather enhance and extend library services. Library staff will make a commitment and devote time to train volunteers.

Definition:

- A volunteer shall be any person, 13 years or older, who performs tasks for the Duncan Public Library without wages, benefits or compensation (including travel expenses) of any kind.
- The City of Duncan will not provide 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.
- Volunteers must be covered by their own vehicle insurance when their volunteer activity involves the use of a vehicle. Volunteers are liable for their own parking tickets or fines related to driving offenses.
- In the event of an opening for a paid position, volunteers who apply for the position shall be treated and evaluated on the same basis as all other applicants.

Selection of Volunteers:

- Volunteers are selected based on their qualifications and the needs of the library at any given time.
- Selection of volunteers is the responsibility of the library director.
- Volunteers may be required to attend an orientation meeting.

Training and Supervision:

- Volunteers will receive training in their assigned duties by a library staff member. The volunteer supervisor is the library director.

- Volunteers will be expected to dress appropriately for the job they are assigned to do.

Work Schedule:

- Work schedules will be arranged by the volunteer and the volunteer coordinator.
- Volunteers should adhere to the agreed upon schedule and notify the library if the schedule becomes inconvenient.
- Volunteers are expected to call the library if they will be absent.
- Volunteers will be issued a volunteer badge to wear and will sign in and out each time they volunteer. This will assist the library staff in keeping track of the number of hours each volunteer donates. The volunteer coordinator will retain the sign-in sheets for a period no less than one year.

Recruitment:

- Volunteers will be sought through a variety of methods (newspaper announcement, in library publicity, letters sent to various community groups).
- Recruitment shall be the responsibility of the library director.

Removal from Service:

- In the event that a volunteer is not able to adequately perform the duties assigned to him or her, the library director may remove the volunteer from service. Whenever possible, the library will make an effort to reassign the volunteer. Should no other suitable volunteer position exist at the time, the volunteer will be asked to discontinue service and the position becomes available.

Recognition:

- Recognition is an important component of any volunteer program. 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.

Friends of the Duncan Public Library Policy

The Library Board of the Duncan Public Library regards the establishment of the Friends of the Library as a worthwhile endeavor which will benefit and enhance the quality of library services within the community it serves.

- All Friends of the Library projects should be undertaken only with the full knowledge of the library director and the library board of the Duncan Public Library.
- It is the wish of the library board to receive information about Friends' meetings, officers, plans, and purposes. This should be done through the library director.

- Friends of the Library are distinct and separate from the library board and cannot assume the duties of this established board.
- Since Friends are volunteers, distinct and separate from the library board, library personnel, library staff members may act only in advisory capacities for Friends activities.
- Operating expenses of the Duncan Public Library are provided through the allocation of public funds which are administered under guidelines established by the City of Duncan, Oklahoma. Friends monies cannot be integrated except through direct gifts and donations for specific intents and purposes.
- All public relations work by the Friends on behalf of the library should be coordinated with the library director, who may share ideas, offer suggestions, and assist in an advisory capacity throughout the duration of the PR program.

APPENDICES	<i>Approved by the Library Board: February 17, 2009</i>
<i>Purpose:</i> Additional documentation to further elaborate, clarify, or exemplify the Library's policies.	

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E Rate Policies

It is the Board's Policy to retain all E-Rate records for a period of ten years after the last date of service in accordance with FCC E-Rate Modernization Order (Para.262, FCC 14-99, Adopted July 11, 2014.)

In selecting service providers for all eligible goods and/or services for which Universal Service Fund (E-Rate) support will be requested, the Board shall: make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.

Wait at least 28 days after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.

Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

It is the Duncan Public Library Board's policy to comply with the FCC's 6th Report to follow the gift rules outlined in the FCC's 6th Report and Order.

(Adopted August 15, 2017)

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Appendix A

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

Library Bill of Rights

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

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

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

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

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

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

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

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

Appendix B

Code of Ethics of the American Library Association

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

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

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

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

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

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

Source:

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

Appendix C

General Policies on Interlibrary Loan for Oklahoma Libraries

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

Periodicals:

Will lend original

Will photocopy up to 50 pages without charge

See [Copyright Disclaimer](#)

Books:

Lend most materials in general collection

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

Newspapers:

Lend microfilm

Dissertations:

Lend those owned

Genealogy:

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

Last Resort:

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

Requesting Procedures:

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

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

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

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

Status reports will be provided for all referred requests.

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

Interlibrary Loan Policy Concerning Copyright Restrictions

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

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the

photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research."

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

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

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

Appendix D:

The Freedom to Read Statement

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

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

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

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

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried

voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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

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

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

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

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

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

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

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

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

Appendix E:

***Duncan Public Library
Reconsideration Form***

Author: _____

Title: _____

Publisher: _____

Request Initiated by: _____

Address: _____

Phone: _____

Complainant Represents (Check one) _____ Self

_____ Organization

1) What do you object to about this item? (Please be specific)

2) What do you believe is the theme or purpose of the item?

3) Did you read, view, or hear the entire work?

4) If not, how much, or what parts?

5) What do you feel might be the result of reading, viewing, or hearing this work?

6) For what age group would you recommend this item?

7) Is there anything good about this item?

8) Are you aware of this work's reputation, critical review, etc.? What would you request your library to do about this work?

9) In the event that the director and the patron disagree on the disposition of the material, do you wish for it to be brought before the library board for further consideration?

_____ Yes

_____ No

Date: _____

Signature: _____

Appendix F:

Meeting Room Reservation Agreement

Meeting rooms are available free of charge to local civic, educational, and cultural nonprofit organizations. No political, religious or social groups may reserve rooms. No sales or promotional meetings are allowed.

Tables and chairs will be provided, but the group is responsible for setting them up and putting them away. Groups must return the room to its original condition.

A \$25 deposit must be paid at the time the room is used. The group is responsible for any damage done to the room, furnishing, or equipment. After the meeting ends, a staff member will evaluate room condition and return deposit, unless damage exists.

Meetings must end and the room must be empty 15 minutes before library closing time.

Room: <input type="checkbox"/> Kitchen <input type="checkbox"/> Board Room <input type="checkbox"/> Multipurpose <input type="checkbox"/> Study Room 1 <input type="checkbox"/> Study Room 2	Name of Group:
Date:	Time: _____ to _____
Contact Person:	Telephone:
Attendance Expected:	Actual Attendance:
Equipment Needed:	
Refreshments: <input type="checkbox"/> No <input type="checkbox"/> Yes	Deposit Paid: <input type="checkbox"/> N/A <input type="checkbox"/> Yes
Deposit Refunded: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain:
Contact Person Signature: (obtain before meeting):	

Appendix G:

Acceptable Use Policy (AUP)

Please read this policy statement carefully.

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

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

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

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

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

Policy Guidelines

- Institutions and organizations that are eligible for a direct connection to OneNet are identified by its [Client Connection Policy](#).

- Except as is specifically provided herein, OneNet services may not be resold or provided without charge or otherwise shared to institutions or organizations whether or not that organization or institution is eligible for a direct connection as described in its Client Connection Policy.
- Use of OneNet must be consistent with its mission and with its goals, which include facilitating and disseminating knowledge, providing public service, aiding technology transfer to Oklahoma businesses for educational purposes, promoting economic development, conducting the affairs of government and building broader infrastructure in support of education and research.
- The telecommunications services provided by OneNet pursuant to tariff are provided at special government and educational rates and may not be used by, resold to or otherwise shared with, commercial entities except as provided herein.
- When telecommunications services are provided by OneNet pursuant to tariff, OneNet Clients must adhere to all provisions, restrictions and limitations of the applicable tariff.
- It is acceptable for a OneNet Educational Client to enter into a "Distance Learning" partnership with a commercial "for-profit" entity in Oklahoma for the purpose of providing education to the employees of that entity. Such Distance Learning Partnerships are acceptable under the following conditions: a) the sponsoring OneNet educational client must sign the Client Agreement with OneNet and process a purchase order for the service, b) the sponsoring educational client must accept responsibility to ensure the connection is not abused by the "for-profit" corporation, but rather is used exclusively for Distance Learning, and c) the sponsoring educational client will be held responsible for payment for the service.
- It is acceptable for a OneNet Client that has entered into a written agreement with the Oklahoma Department of Commerce to "sponsor" a small business incubator facility, pursuant to the Small Business Incubators Incentives Act (Act), Title 74 O.S. § 5071 et seq., to share OneNet services with a "tenant" of such incubator, so long as the sponsor and the tenant remain qualified under the Act and all applicable rules and regulations. Such arrangements are acceptable under the following conditions: a) the sponsoring OneNet Client must sign the Client Agreement with OneNet and process a purchase order for the service, b) the sponsoring educational client must accept responsibility to ensure the connection is not abused by the "for-profit" corporation, and that all conditions and requirements of the Act are satisfied with regard to the Incubator, and c) the sponsoring educational client will be held responsible for payment for the service.
- It is acceptable for a OneNet Client engaged in telemedicine, to share OneNet services with certain private healthcare facilities and associated physicians. Under this exception, use by the private commercial healthcare facilities and associated physicians is limited to those uses, which are consistent with the mission and goals of OneNet, as described

in paragraph 3 of this section. Service sharing with or reselling to individual physicians' offices is prohibited. Such arrangements are acceptable under the following conditions: a) the sponsoring OneNet client must sign the Client Agreement with OneNet and process a purchase order for the service, b) the sponsoring client must accept responsibility to ensure the connection is not abused by the private or "for-profit" entity, but rather is used exclusively for telemedicine, and c) the sponsoring OneNet client will be held responsible for payment for the service.

Unacceptable uses of OneNet:

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

Early termination policy:

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

Linking policy:

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

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

Appendix H:

DPL Staff Member: _____ Date: _____

**Duncan Public Library Application for Library Card
Side 1**

Date: _____

Check the appropriate blank:

_____ Adult Name: _____
Print Full Name

_____ Child ID: _____
Librarian will fill in

_____ I hereby express my intention to obey all the library rules, to take good care of all items drawn by me or for those whom I am responsible, to pay promptly all fines or damages charged to me and those for whom I am responsible, and to give prompt notice of lost card or address change.

_____ **(Child card only) I**, as this child's parent/guardian, have a library card in good standing. I have read and understand the Parent and Guardian Agreement.

_____ I would like access to DVDs. I have read the Duncan Public Library DVD policy and agree to the terms stated therein.

Signature (or parent's signature): _____

**Duncan Public Library Application for Library Card
Side 2**

Date of birth: _____

Sex: _____

Primary Address

Alternate Address (if available)

Address: _____

Address: _____

City: _____

City: _____

County: _____

County: _____

State: _____ Zip: _____

State: _____ Zip: _____

Phone: _____

Phone: _____

Alt. phone (if available) _____

Alt phone. (if available) _____

E-mail address: _____