

# Library Policies/Procedures

---

# **Ford City Public Library**

## **Table of Contents**

|   |    |
|---|----|
| Issuing Patron Cards .....                            | 2  |
| Fines, Overdue, and Lost Materials .....              | 3  |
| Interlibrary Loans .....                              | 4  |
| Use of Wii .....                                      | 5  |
| Collection Development and Allocations of Funds ..... | 6  |
| Library Materials Selection .....                     | 7  |
| Withdrawal and Replacement of Materials .....         | 8  |
| Challenged Materials .....                            | 9  |
| Internet Access Policy .....                          | 10 |
| PROHIBITED BEHAVIORS AT LIBRARY .....                 | 11 |
| Unattended Children Policy .....                      | 12 |
| Memorials/Honorary Books/Donations .....              | 13 |
| Gift Policy .....                                     | 15 |
| Library Exhibits .....                                | 16 |
| Meeting Space Policy/Procedures .....                 | 17 |
| Pets in the Library .....                             | 19 |
| Patriot Act Policy Statement .....                    | 20 |

## **Issuing Patron Cards**

Membership applications are available at the circulation desk. All applicants must present proof of their current address to receive a library card. Post office box numbers are not a valid proof of address, because they do not indicate the municipality of the residence. Acceptable proof of address can be a driver's license, piece of mail, lease, utility bill, or other valid forms of ID.

Applicants who are under 18 years of age must have their applications signed by a legal parent or guardian. This parent/guardian will be responsible for all fines and fees due to the library and must provide proof of address.

Applicants who live outside the library's service area (Ford City Borough) must pay the fee of \$25.00 at the time the library card is issued. The fee is waived if the patron owns property within the service area and provides proof (such as a tax or utility bill for the property). Discounted memberships for \$10.00 per year are available for Senior Citizens and Veterans. Three month memberships are available for \$10.00 and may be renewed.

## **Fines, Overdue, and Lost Materials**

### **Overdue Materials**

Patrons are responsible for knowing when their materials are due.

Materials are overdue if they are not returned before the Library closes on the due date. Materials returned in the Library's book drop after the Library is closed are not checked in until the next day that the Library is open.

Fines are \$0.25/day for books and audiobooks and \$1.25/day for DVDs.

Fines do not accrue on days that the Library is closed, this includes holidays and unscheduled closings.

As a courtesy, the Library will notify patrons with overdue materials on the following schedule:

- After material is overdue one (1) week, the Library will call or send a postcard reminder.
- After material is overdue three (3) weeks, the Library will mail a notice listing the overdue materials and the Library's fine structure.
- After material is overdue five (5) weeks, the Library will mail a second notice.
- After material is overdue seven (7) weeks and fines exceed fifty (\$50.00) dollars, the Library will send a certified letter. If no contact is made the patron's information will be forwarded to the police.

Patrons are not excused from responsibility for fines if they do not receive notification of overdue materials. If a patron demonstrates that an item was returned on time, fines will be waived at the Library's discretion.

### **Lost Materials**

Patrons are obligated to pay the replacement cost in addition to any overdue fines for materials they have lost or damaged. The replacement cost is defined as the cover price at the time of purchase. Replacements may be purchases but only with the Library Director's prior approval.

Patrons will be charged an additional \$10.00 processing fee for each lost or damaged item, and an additional \$7.00 for postage if a certified letter is sent.

Patrons who return materials that were marked lost will not be charged for the replacement cost, but still must pay any other associated fines or fees.

The Library may take further legal action in accordance with the Retention of Library Property Act (Section 6708, Title 18 PA Code (PA CSA 6708)) and the Library Theft Act of 1982.

## **Interlibrary Loans**

Interlibrary loan service is available to any patron in good standing through the Library's participation in the Access PA project.

A patron requesting materials not available at the Library must fill out an interlibrary loan request form. A patron may not have more than three (3) active interlibrary loan requests at one time. If requesting large print, audio, or video, please note this on the request form.

Interlibrary loans will not be accepted for duplicates of titles already owned by the Ford City Public Library unless the title is lost or overdue for more than six (6) months. Requests for new materials (less than six (6) months) are not honored.

As with other library materials, the patron is responsible for their timely return in good condition. Patrons who lose or damage ILL materials will be required to pay the replacement cost, which will be determined by the owning Library. If an interlibrary loan item is returned late, an overdue fee of \$1.00 per day will be collected.

## Use of Wii

Ford City Public Library welcomes patrons to use the Wii gaming system. Patrons must read, agree, and sign the usage sheet before using it to ensure proper use of the equipment and allow fair access to all patrons. Any damages that occur to the Library's space, equipment, and/or Wii and its accessories will be the responsibility of the patron(s) using the Wii. Programming, special events and tournaments may preclude private use. Failure to follow this policy may result in loss of Wii privileges.

### Procedure:

- Patrons must read the procedure sheet and sign in.
- Patrons may use games and accessories as desired and return them to the circulation desk upon end of play.
- Game play will be limited to 30 minutes if others are waiting to use the Wii.
- No reservations/holds will be permitted.
- Players must use the wrist leash when necessary. Failing to do so may result in stoppage of play.
- Player must respect other Library users and keep volume and noise levels low.
- Players may bring their own games as long as they are not "mature" games. Privately owned games are played at the owners' risk; the Library is not responsible for any damaged or lost games.
- Wii games and equipment may not be checked out of the Library.
- All play must stop fifteen minutes before the Library closes and all equipment must be returned to the circulation desk.
- The Wii may be limited at the staff's discretion, based on activities in the Library at any given time.

## **Collection Development and Allocations of Funds**

The purpose of the Collection Development Policy is to guide the Library and inform the public of the principles that govern the selection of materials.

Knowledge of the community is of vital importance in the responsible selection of library materials. The area served by the Ford City Public Library encompasses a diverse population including children, students, the business community, the elderly, and the general population. The educational, cultural and vocational backgrounds, as well as the interests, problems and needs of the residents must be considered when building and maintaining a balanced collection.

The Ford City Public Library endeavors to provide for informational and recreational needs, to supplement formal and informal study, to support community activities, to increase knowledge of community and world affairs, and to reflect a variety of opinions. It is recognized that some members of the community have specialized needs that cannot be met locally. Interlibrary loan and reference services are provided to assist these individuals.

Freedom of speech and freedom of the press are rights of our heritage, guaranteed by the Constitution and defended by our legal system. Since a public library serves and is supported by many and varied groups and individuals, it must respect these differences by providing a varied and balanced collection of topics and beliefs. Inclusion of materials on particular views does not constitute endorsement by the Library. The Ford City Public Library endorses the Library Bill of Rights and the Freedom to Read Statement published by the American Library Association.

The Library Director, in collaboration with the Board of Trustees, is responsible for determining how funds will be allocated within the materials budget. The materials budget is divided among several collection areas for all ages. The Library has collections organized around the following categories: Fiction, Christian, Mystery, Children's Board Books, Children's Level Readers, Picture Books, Chapter Books, Non-Fiction, Young Adult, Graphic Novels, Comic Books, DVDs, and Audio Books.

## **Library Materials Selection**

The authority for the selection of library materials is delegated to the Library Director. Suggestions and donations from patrons are welcome and are given serious consideration but the final decision for inclusion in the collection rests with the Library Director.

When making decisions for materials selection, reviews in library publications and other journals, publishers' and booksellers' catalogs, standard bibliographies, user requests, and authoritative reading lists are considered.

While a single standard cannot be applied to each potential item for inclusion, materials are judged by the following general criteria:

- Suitability of format for library use
- Suitability of subject and style for intended audiences
- Artistic merit and/or scholarship
- Critic and staff reviews
- Reputation of the author
- Reputation of the publisher
- Relevance to community needs
- Currency of the information
- Relationship to existing materials in the collection
- Local demand for the material
- Quality of physical format
- Cost in relation to similar titles
- Level of materials funding
- Inclusion of the work in indexes or bibliographies
- Importance of the item in providing balance or diversity



## **Withdrawal and Replacement of Materials**

In order to ensure a vital, useful, and well-kept library, materials are regularly discarded from the collection after careful consideration of each title. One or more of the following factors are used by the Library Director in determining if materials should be withdrawn. These are just guidelines. The final judgment if the material is to be withdrawn is with the Library Director.

- Material that cannot be mended or rebound
- Consideration of statistics of material usage
- Material is out-of-date

Items withdrawn because of loss, damage, or wear will not automatically be replaced with the identical title. Need for replacement is judged by:

- Existence of coverage on the subject within the Library
- Existence of more current material
- Demand for the specific title

## **Challenged Materials**

Ford City Public Library believes in freedom of information for all and does not practice censorship. The selection of library materials is predicated on the patron's right to read and freedom from censorship by others. Library materials may be controversial and any given item may offend some person. Selections for the Library are made solely on the merits of the material in relation to the development of a collection that serves the needs and interests of a diverse population.

- The Library holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.
- Responsibility for materials selected and read, heard or viewed by children and adolescents rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that materials may be accessible to minors.
- No items are sequestered to control access.
- A formal process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner.

If a patron would like to challenge the merit of having an item in the Library's collection, s/he will need to complete and submit a Request for Reconsideration of Library Material form.

## **Internet Access Policy**

The Ford City Public Library provides free public access to the diverse and unique resources available on the Internet. The Internet may not be used for accessing material that is not in the realm of information normally provided by the Library.

- Copyrights or trademarks may protect information available through the Internet. Transmission of copyrighted or pornographic material in violation of any federal or state regulation is prohibited.
- Patrons should be aware that the Internet contains offensive material. The Library cannot block all material that may offend.
- The Internet is a vast worldwide network with very few limitations or restrictions. Not all sources on the Internet provide accurate, complete, or current information. Ford City Public Library is not responsible for any information obtained on the Internet. Use is at the patron's risk.
- Any malicious attempt to harm or destroy data is prohibited. This includes the uploading or creating of computer viruses or unauthorized programs. Hardware and software may not be modified or destroyed. Users may not turn equipment on or off, changes settings or load personal programs onto the computer.
- Patrons under the age of 18 cannot use the computers without a signed parental agreement form.
- Printing is available for \$.25 per page and are available at the circulation desk.
- Adults may receive up to 3 internet tickets per day and request unlimited time. Children are limited to only 2 tickets per day and are not able to request unlimited time.

It is a felony offense in the state of Pennsylvania "to display or cause to display any explicit sexual material... in any establishment where minors, as part of the general public, may be expose to view all or any part of such materials." (Title 18 Penna. Crime Code - Sect. 5903) Therefore, viewing of such material in the Library will not be permitted. Violation of this provision will result in immediate termination of Internet privileges.

Privacy while using the Internet cannot be provided in a public library setting. Users are cautioned that all transactions and communications in an electronic environment are vulnerable to unauthorized access.

## **PROHIBITED BEHAVIORS AT LIBRARY**

The following behaviors are not permitted in the Library or on library grounds. Failure to comply with any part of this policy may result in the loss of Library privileges and/or legal action.

- Harassing or threatening behavior
- Eating or drinking in stacks and computer areas
- Use of tobacco products
- Use of alcohol or illegal drugs
- Inadequate attire (i.e. shirt and shoes required)
- Loud or disruptive behavior
- Damaging, destroying or unlawfully removing library materials or property
- Use of any sports equipment (i.e. skateboards, rollerblades, heeies)
- Weapons or explosives of any kind (unless worn by uniformed officials)
- Improper acts that are subject to prosecution under criminal or civil codes
- Other acts deemed inappropriate or unsafe by library personnel

Additionally, patrons should be aware of the following:

- Library users are responsible for compliance with copyright laws.
- Those who violate the computer and Internet use policies will be subject to a 7 day suspension of computer privileges or, in more severe cases, permanent loss of computer privileges, which will not be reinstated without the approval of the Library Board of Trustees. Patrons wishing to appeal library management decisions should request to have their appeal heard at the Board of Trustee's monthly public meeting.
- If the offense is serious enough or frequent, the Library will enforce its rules by asking the individual(s) to leave the facility by declaring that the individual(s) may not trespass on library property, or if there is an immediate threat, by calling the local police.

## **Unattended Children Policy**

Ford City Public Library welcomes the use of its facilities and services by all children. However, as a public building, the Library is concerned with the safety and well-being of all children in our building, particularly those who are at risk because of their vulnerability. Therefore, any child under eight (8) years old will be considered as “vulnerable”, or one who is unable to care for his or her physical and/or psychological needs or is too young to be safe alone inside and outside the facility and must be accompanied by an adult (18 or older) caregiver/guardian/parent.

- The Library is not responsible for the safety or well-being of any patron, including children of any age.
- Children attending library programs are not considered to be supervised or "attended" by library staff.
- The library staff is not responsible for any unattended minor child (that is, any person under 18 years of age).
- The library staff cannot prevent children from interacting with others or from leaving with persons who are not an appropriate chaperone.
- Parents or legal guardians are responsible for the conduct of their minor children (that is, persons under 18 years of age) in the Library and/or on library grounds, regardless of whether they are accompanying their children or not.
- It is the responsibility of the parent or legal guardian to know the hours of the Library and to pick up their minor children before the library closes.
- The adult accompanying a "vulnerable" child is responsible for the "vulnerable" child in the Library and/or on library property and may not leave "vulnerable" child unattended at any time.
- In the event a "vulnerable" child is unattended, and that child's parent or legal guardian cannot be promptly located within the Library or by phone, via the child's assistance, then the library staff will contact the police to protect that child's safety.
- Under no circumstances will a library staff member transport or accompany a child away from the library building.

In the event any caregiver/adult is in violation of this policy on more than one (1) occasion, that caregiver/adult's library privileges shall be immediately suspended for any length of time as determined by the Board of Trustees.

## **Memorials/Honorary Books/Donations**

Donations are always appreciated and patrons may request materials be purchased as a memorial for a friend or family member. Memorials are donations made in memory of a deceased person for the purchase of a book. Honorary book donations are donations made in honor of a living person for the purchase of a book.

Procedure:

1. "In Memory/In Honor of" forms are available at the circulation desk. Forms should be completed at the time the donation is received and should be filled out in its entirety. A minimum donation of \$25 per adult, children's, young adult or DVD is required. Audio books require a \$45 donation, and large print requests require a \$35 donation.
2. The Library will send an acknowledgement card to the next-of-kin to inform them of the Memorial Book Donation. Amounts will not be noted in this correspondence. Where the next-of-kin or their contact information has not been given, the staff will make a reasonable effort to obtain the information.
3. For Honorary Book Donations the Library will send an acknowledgement card to the honored individual. Where the contact information has not been given, the staff will make a reasonable effort to obtain the information. For honorary donations, it is generally considered the responsibility of the honored individual to thank the donor.
4. For donations in the amount of \$250 or more, the Library will send the donor a "250 Letter."

Patrons may also donate book(s) as a memorial at the discretion of the Library Director. These items need to be brought into the Library during normal operating hours to complete the process. If the Library owns a copy of the donated book it will not be accepted. However, another book (or a monetary donation) may be donated. Staff will be happy to help in choosing an acceptable title in its place.

### **Regular Donations**

Regular donations are not earmarked for book or material purchases, and may be made in honor or memory of someone.

Procedure:

1. Donation forms are available at the circulation desk. The form should be completed in its entirety at the time the donation is received.
2. For regular donations for more than \$50, the Library will send the donor a "250 Letter" to be used for tax purposes. For donations under \$50, the Library will send a "thank

you” card. Memorial/Honorary donations will be sent correspondence as with Memorial/Honorary Book Donations as listed above.

### **Material Donations**

The Library is happy to accept new or gently used copies of the following items:

- Popular and genre fiction
- Recent nonfiction
- Classic or important works in academic fields such as history, natural and social sciences, and literature
- CD audiobooks (including original packaging)
- DVDs (including case)

All donations must be approved by the Library Director. Please do not leave them outside the Library when the Library is closed.

## **Gift Policy**

Ford City Public Library welcomes gifts and encourages donations that support our mission. Donors should be aware of the following:

- Ford City Public Library reserves the right to accept or decline any and all materials donated or gifted to the Library.
- Gifts of tangible personal property that are accepted by the Library shall become the unconditional property of the Library.
- Ford City Public Library shall have the right to make all decisions with respect to the retention, storage, processing, use, and disposition of any donated/gifted materials. Materials gifted, including portions of collective gifts, may be exchanged with other libraries, offered for sale, or otherwise disposed of at the discretion of the Library Director.



## **Library Exhibits**

Ford City Public Library welcomes artists to exhibit their work in the Library. Signage will be put in front of the building to encourage people to visit the exhibit and the Library will promote the exhibit to the best of its ability. Artists need to contact the Library Director to fill out an exhibit form, provide necessary information, and to schedule the exhibit. Ford City Public Library is not liable for any damaged or missing exhibit items.

## **Meeting Space Policy/Procedures**

Ford City Public Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and mission, the Library makes community spaces available for public use. Provision of meeting space does not constitute endorsement by Ford City Public Library or its staff of the group utilizing the space.

Library sponsored and co-sponsored programs have priority over all other space reservations. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises.

### **Free Meeting Space**

As a community service, meeting spaces are available for use by non-profit organizations at no cost. No funds of any kind or admission fees may be solicited or collected. Sales of products or services is not permitted. Programs whose main purpose is to sell a product or service will be subject to approval and a fee by the Library.

### **Rented Meeting Space**

As a fundraising service, meeting spaces are available for a fee when not being used by the Library. Groups may be denied use of meeting rooms for hours when the Library is not regularly open. Sale of products or services is only permitted with permission of the Library Director.

Those wishing to reserve a space must fill out and sign the Meeting Space Agreement and consent to all policies and procedures. Failure to follow the rules may result in expulsion from the Library and suspension of further meeting space use. Activities may not interfere with the conduct of library business.

### **Meeting Space Rules:**

- No funds of any kind nor admission fees may be solicited or collected at the Library. Sale of products or services is not permitted.
- Excessive noise and other activities that disrupt normal library activity will not be permitted.
- Activities of a vigorous or dangerous physical nature or those involving the presence or use of firearms, live ammunition, or hazardous substances are not permitted.
- If a rental fee is involved, a signed Meeting Space Agreement and payment must be received to confirm reservations.
- The individual renting the space must be 18 years old.

- Garbage must be removed at the end of the event. If the space is not left in a clean state a \$25.00 clean-up fee will be charged.
- No alcoholic beverages will be permitted on library grounds.
- No candles or open flames are permitted.
- Open aisles must be maintained to provide clear access to all exits at all times.
- Ford City Public Library is not responsible for materials or equipment brought in or left at the library and may not be used as a storage space between meetings.
- No group may use the Library's mailing address.
- The Library is not responsible for advertising non-library events or taking registration for events.
- The Library will not provide supplies of any kind, including equipment, without prior agreement to do so.
- No refunds will be given to paid spaces that are not utilized.

## **Pets in the Library**

Ford City Public Library is a pet friendly public space. To ensure the rights of all patrons, however, the following rules must be followed:

- Pets belonging to staff must be restricted to non-public areas behind the circulation desk.
- Pets visiting the Library must be leashed (no retractable leads) and under the handler's control. Only adults (over 18) may have control of pets.
- Pets may visit for brief periods only, such as checking in/out materials. Pets do not attend programs or presentations.
- Service dogs and animals that are part of a program are exempted from these guidelines.
- Any patron experiencing a problem or inconvenience due to a pet should immediately report the situation to a library staff person.
- All pets are expected to follow the rules any good library patron follows: quiet, well-mannered, and clean and housetrained.
- The Library is not responsible for any damage/injury caused by a pet. The pet owner is liable for any issues.

## **Patriot Act Policy Statement**

The USA Patriot (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) Act was passed by Congress on October 26, 2001. The act broadly expands law enforcement's surveillance and investigative powers. Ford City Public Library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The USA Patriot Act does not change Pennsylvania's Library Confidentiality Law, The Library Code, P.L. 324, Article IV Sec. 428, Library Circulation Records. Library staff in Pennsylvania will continue to ask for court orders before disclosing confidential library records to the police or other authority.

Acting in response to a request for records, the staff of Ford City Public Library will observe the following procedures:

1. Ask to see official identification. Refer the request to the Library Director.
2. If s/he is not available, keep in mind that the request must be a subpoena or court order signed by a Judge. Ordinarily, an attorney can sign a subpoena. However, under the library confidentiality statute, a judge must sign the subpoena. If a subpoena is only signed by an attorney, it is not adequate.

Under the Act, a request may come in the form of a search warrant (which must be signed by a judge as well). Should it result in the confiscation of library materials, staff members are instructed to step aside because search warrants are immediately executable.

3. In either case, a copy of the subpoena or search warrant should be provided.
4. Under the "gag" provision of the Act, the law states that library staff cannot inform the person about whom the information is requested, nor speak to co-workers or the media. Such requests can be reported to a higher authority within the Library, such as the Library Director or Board President.
5. In sum, the library staff will comply with law enforcement when supplied with a duly executed legal subpoena or warrant.

The fundamental difference between a search warrant and a subpoena is that a subpoena calls for future action whereas a search warrant calls for immediate action. A subpoena commands a person (usually the most knowledgeable person) to appear at a certain time or place and may also require that they appear with certain documents. In contrast, a search warrant commands that certain items be immediately taken and/or viewed.