

Ardmore Public Library Policy Manual

The Ardmore Public Library connects people with ideas, and supports lifelong learning by providing reliable information resources, a well-rounded book collection, and other materials and programs that foster a literate, informed and culturally-aware community.

Ardmore Public Library 2015

Policies in this manual will be reviewed and revised as needed by Library staff and subject to approval of the Library Board.

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Mission Statement

"The Ardmore Public Library connects people with ideas, and supports lifelong learning by providing reliable information resources, a well-rounded book collection, and other materials and programs that foster a literate, informed and culturally-aware community."

Description

The Ardmore Public Library is a department within the greater City of Ardmore government. Ardmore Public Library serves all people who live, work, attend school, or own property in Carter County. Persons residing outside of the county limits may obtain a Library card for a 15.00 annual fee.

Several information providers serve the people of Ardmore including the University Center of Southern Oklahoma, the Southern Oklahoma Technology Center, the Greater Southwest Historical Museum and the Chickasaw Regional Library System. The Ardmore Public Library seeks not to compete with these institutions but to complement their services and materials, thereby offering citizens a broad array of information choices.

General Objectives

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

Circulation

Approved by Library Board: September 2005
Latest update: May 2015

Purpose:

The Library will set policies for circulating items in order to ensure that adequate records are kept of circulating Library materials, to generate circulation statistics, and to ensure fair and equal access to Library materials for all patrons.

Issues

Confidentiality

Patron account information is kept confidential. Records of materials borrowed by a patron are protected by state statute* from disclosure to anyone else, except:

- Persons acting within the scope of their duties in administration of the Library.
- Persons authorized to inspect such records, in writing, by the individual or group.
- By order of a court of law.

Equality

The Ardmore Public Library adopts the standard of equal access in accordance with the American Library Association's **Library Bill of Rights**, which states in section V:

"A person's right to use a Library should not be denied or abridged because of origin, age, background or views," and the ALA's **Code of Ethics** which states in section 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." [See appendices for the full text of each document.]

Cards

A Library borrower's card may be issued to:

- any individual who lives, works or owns property in Carter County
- persons attending school within Carter County (with proof of enrollment)
- literacy students tutored by literacy volunteers even if they do not meet residency requirements
- Minors (under age 18) who meet one of the above qualifications unaccompanied by a parent/guardian may apply for a Library card which will be mailed to their home address.
- Non-residents of Carter County may obtain a Library card for a \$15.00 annual fee. This card may be used by any member of the immediate family residing in the same home.

Technology cards

A Technology Card may be issued to any adult customer:

- regardless of residence, who only wants to use the computer services. The applicant will be requested to provide an I.D. that includes an address. This card is free. It will not be available for customers age 17 or under. This card does not allow borrowing privileges or remote access to databases. The Technology Card expires one (1) year from date of issuance and is renewable.

Checking Out Materials

- A library customer should present his/her library card in order to check out materials. If the library card is not in his/her possession, materials may be checked out with photo identification.
- Spouses, adult children caregivers, and others who may need to conduct library business on behalf of another adult, may be allowed to do so after submitting a signed "Alternate Card-User Authorization" form. [See appendices for a copy of this form.]

Parents/legal guardians of minors may have access to their children's account information.

Identification

Acceptable Photo ID

- Driver's license, temporary Oklahoma driver's license or learner's permit (with additional photo ID)
- Oklahoma Department of Public Safety ID
- Passport
- Resident Alien Registration Card
- Military, school, or employee photo ID or non-U.S. passport and Social Security Card (if available)
- International Driver's Permit
- Mexican Consular
- Certificate of Degree of Indian Blood (CDIB) Card

Proof of Residency

Identification showing current address is required for adult customers (ages eighteen and older and emancipated minors) before a permanent Library card can be issued. Identification sources accepted include:

- Driver's license, temporary Oklahoma Driver's license or learner's permit
- Oklahoma Department of Public Safety ID
- Personalized check, savings passbook, bank or credit union statement
- Utility deposit receipt or utility bill
- Current credit card bill
- Voter's registration or notarized temporary voter's registration permit
- Vehicle registration or liability insurance
- Official rent receipt; rental agreement, contract, or lease
- Mail postmarked within the last 30 days (if none of the above is available)

Adults without address identification must wait to check out items until they receive a Library card mailed to the provided address. Emancipated minors should bring proof of emancipation along with any of the above identification.

Expiration dates

All library cards expire annually. The Library's automated circulation system will prompt staff to update patron records with current contact information, which must be shown using one of the sources listed above.

Patron Photographs

To aid in identification of a patron who presents a library card for use, the Library adds photographs to the record of each patron. A photograph is taken at the circulation desk and immediately added to the record.

Photographs are taken when a new card is issued or an older card is updated (if there is not already a photograph in the record). For minors, a new photograph will be taken each year when the account is updated because their appearance can change so much from year to year.

An adult patron may refuse to have a photograph taken and added to their record. In such a case, staff will place an indicator of this preference in the record in lieu of a photograph. An adult may also refuse on behalf of their minor child(ren), although where a child has unaccompanied Internet permission, we would ask that they not do so.

Photographs are only associated with the patron record, are not stored anywhere separately, and are for staff use for identification purposes only.

Circulation Services

Borrowing Periods

- Books and audiobooks may be checked out for a 28-day period. DVDs, music CDs, magazines, and high-demand items have a 7-day check out period.
- Only users aged 17 years and up may check out R-rated videos.
- Patrons may have up to 25 items checked out at one time. This limit may be waived for teachers (teachers or homeschooling parents) to allow them to check out materials for classroom use.
- Within the 25-item total limit, patrons are limited to five (5) DVDs and five (5) music CDs checked out at one time.
- Library materials may be renewed up to three times, either in person, by phone, or via the online catalog providing the item is not on hold for another patron.
- See "Equipment," below, for exceptions.

Reserves/Holds

Patrons may place a "hold" or request for Library materials that are checked out or on order either in person, by phone or via the online catalog. When the material becomes available for checkout the requesting patron will receive a phone call or email. A patron may have 25 holds placed concurrently.

Overdue, Lost and Damaged Items

- All patrons with an email address in their record will receive a reminder the day before their items are due.
- One week past an item's due date, patrons will be notified by email or phone that their items need to be renewed or returned. Additional notifications will be sent at two and four weeks past an item's due date.
- When an item is five weeks past due, the item will be declared "lost" and the patron will receive a bill for the replacement cost of the item. Returning or renewing the item will reverse the charge.
- If a patron reports an item as being lost, they will be charged the replacement cost.
- Patrons will be charged for damaged items, including packaging (e.g., cover art, locking case, etc.), based on the extent of the damage. If the item can no longer be used by the Library, the full cost will be charged.
- If a patron finds a lost item for which they have already paid, and it is in good condition, they may return it to the library for up to a year for a full refund.
- In the event of theft or other extreme circumstances (ex: fire, flood) in the loss of an item, patrons must provide a police report or evidence of the event.

Fines

The Ardmore Public Library does not charge fines for most overdue items (see "Equipment" below for exceptions). However, unreturned Library materials will be charged against the patron's account. Patrons with account charges of \$30.00 and over will not be allowed further check out or Internet privileges. The Library may offer periods of amnesty when patrons can participate in programs designed to clear their account of lost item charges, though not on a predetermined schedule or pattern.

Interlibrary Loans

Patrons may request materials that the Library does not own, but are available in another Library. Any member of the Library staff will take requests, and the patron will receive a notice when the item is available. We follow the Oklahoma Department of Libraries' General Policies on Interlibrary Loan for Oklahoma Libraries. [See appendices for full text of this policy.]

Equipment

The Library offers a variety of equipment for checkout, all of which carry shorter check-out periods, an overdue fine, and higher replacement fees for lost and damaged items.

- Playaway Views: Handheld video players for children which show a variety of book-related videos. Loan period is seven (7) days, overdue fee is \$1.00/day, replacement charge is \$100, and they cannot be renewed.
- Presentation equipment: Portable screens, overhead projectors, LCD Projector, slide projector and carousels. Other equipment may be added as demand necessitates. Loan period is variable based on the user's needs [up to 14 days at a time], overdue fee is \$1.00/day, and replacement charge depends upon cost of specific item.

Copier/Printer

- There is a .10 charge per page for copies made on the photocopier.
- Copies from the microfilm reader/printer are also .10 cents per page.
- As per the Internet policy, the first 15 pages printed from public access computers each day are free. Each additional page is .10 cents.
- Color copies/print-outs are \$1.00 per page.
- Faxes can be sent for \$1.00 per page and can be received on the Library's fax machine for \$1.00 per page.

Notary Public

The library offers notary service for a charge of \$5.00 per instrument being notarized. This service is not available all hours the library is open, only when a staff member who is a notary is on duty.

Disputes

- Occasional disputes may arise between patrons and Library staff regarding charges against their accounts. The Library staff will make a good faith effort to locate the item within the Library. Likewise, the patron will be encouraged to carefully search his/her home for the missing item.
- For damaged items, the Library will assess the damage and check the amount of time the patron had the item and the number of previous checkouts, among other possible factors, in considering the resolution of the dispute.
- If the material in dispute cannot be located or repaired, a Library supervisor may forgive the charge, at their discretion.
- No more than one lost/damaged item will be forgiven per patron account.

Oklahoma Privacy and Confidentiality Law

*** Oklahoma Statutes**

Section 65-1-105. Authorized Disclosure of records.

A. Any library which is in whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

B. The requirements of this section shall not prohibit middle and elementary school libraries from maintaining a system of records that identifies the individual or group to whom library materials have been loaned even if such system permits a determination, independent of any disclosure of such information by the library, that documents or materials have been loaned to an individual or group.

C. All registration information of minors collected by any library which is supported in whole or in part by public funds including but not limited to public, academic, school or special libraries shall not be disclosed to any person except:

1. Persons acting only within the legitimate scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual; or
3. By order of a court of law.

For purposes of this section, "registration information" includes any information required of a minor in order to become eligible to borrow books, utilize library services, and other materials.

D. Any suspicious requests for records of minors that may be indicative of criminal intent shall be reported immediately to appropriate law enforcement authorities.

Collection Development

*Approved by Library Board: September 2005
Latest update: June 2014*

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.

Collection Policy Objectives

A comprehensive and current collection development policy provides a framework for equitable growth and efficient management of Library materials. This framework includes these objectives:

- To provide guidance for materials selectors
- To provide the public with information regarding selection principles
- To assure continued growth of the collection
- To provide a means for the Library to evaluate its selection process
- To respond to public concerns regarding the content of the Library's collection

Criteria for Selection

Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. The Library strives to collect materials from differing viewpoints in an effort to represent current understanding of an issue. The Library subscribes to the principles contained in the **Freedom to Read Statement** and the **Library Bill of Rights** adopted by the American Library Association. [See appendices for the full text of each document.]

The Library will not purchase pornographic materials. The Library will not knowingly add or retain materials that are judicially determined to be illegal under Oklahoma or United States law. However, serious works presenting an honest aspect of life will not be excluded solely on the basis of language or frankness. The Library will provide controversial works representing different points of view on serious and important issues. Books will not be excluded because of the race, sexual preference, nationality, political, or religious views of the writer.

Selection Tools

Persons responsible for the selection of Library materials will use a variety of tools to choose items that are needed and appropriate for addition to the collection. These tools include but are not limited to:

- Professional journals
- Customer requests
- Newspapers
- Established lists
- Staff recommendations
- Online reviewing sources

Responsibility for Selection

Senior staff members of the Library select Library materials for purchase and addition. Those members include:

- Library Director
- Adult Services Librarian
- Public Services Librarian
- Youth Services Librarian

The Library Director has final approval for all staff-selected materials.

Methods of Collection Development

Various methods are used to assure that Library materials will be available in a timely manner and in adequate quantity to satisfy reasonable demand by citizens. These methods include but are not limited to:

Standing orders

Certain works are updated regularly and are considered vital to a timely collection. By receiving these books directly from the publisher as per a prearranged agreement, the Library saves time and maintains current, vital titles.

Gifts and Donations

Gifts selected for addition to the collection will meet the same selection criteria as purchased materials. Materials donated to the Library become the property of the Library and may be sold or disposed of as conditions warrant. Staff will issue a receipt with quantity and type of materials listed, upon request. Staff cannot provide a monetary value to gifts for tax purposes.

High Demand Titles

Multiple copies of certain high-demand titles, typically, anticipated best sellers, will be ordered in quantity. Additional copies will be ordered when customer holds exceed five.

Duplicates/Replacements

Duplicate copies of high demand works will be kept for as long as demand dictates need. When an essential or valuable item is stolen, lost, or damaged beyond repair and is available for purchase, it will be replaced.

Interlibrary Loan

Customers may request items that Library staff declines to add to the collection. These items, if available, can be ordered from participating lending libraries through inter-library loan for a time period determined by the lending Library. The Library does not request recent publications for inter-library loan (ILL).

Databases

In addition to the databases available statewide through the Oklahoma Department of Libraries, the Library will broker agreements with database vendors to supply needed database resources for customers. These databases will be accessible through the Library's Internet computers. Some databases may be accessible off site as well, using passwords and access codes supplied by the Library as per the vendor agreement. Databases will be purchased according to content, community need, ease of use, cost and actual usage statistics.

General Collection

Fiction

The Library provides a permanent collection of standard fiction by recognized authors in addition to a wide ranging selection of contemporary fiction. Genres collected within the heading of fiction include mystery, western, science fiction, fantasy, and romance.

The following criteria will be used in selecting fiction:

- Author

- Artistic merit
- Originality
- Sustained series
- Reviews
- Popularity
- Prizes and/or awards

Non-Fiction

Non-fiction is chosen for its usefulness, accuracy, cost, balanced contribution to subject area and customer demand. Subject areas collected within the heading of non-fiction include but are not limited to: science, literature, history, biography, art, sports, travel, social issues, religion, and medicine.

The following criteria will be used in selecting non-fiction:

- Topic
- Authoritativeness
- Scope
- Objectivity
- Clarity
- Accuracy
- Interest
- Format
- Publication date
- Reviews

Reference

A major function of the Library is to provide the community with accurate, timely and accessible information on a wide variety of topics. Encyclopedias, dictionaries, directories, indices, genealogical and state/area specific works are purchased as new titles become available. In addition to the criteria listed for non-fiction, the purchase of reference works include but are not limited to:

- Price
- Ease of use
- Local demand

Large Print

The Library will purchase large print materials for visually challenged customers using a combination of standing orders and the same material selection procedures that apply to the general collection. Large print fiction materials are shelved separately from the general collection for ease of access.

Foreign Language Materials

The Library will maintain a basic foreign language collection including dictionaries, instructional print, audio materials, and digital resources. In response to changing community demographics, Spanish language materials are purchased across the general collection.

Paperbacks

When a hardback copy of a particular item is available it will generally be selected. Price and availability may limit this option, however, to paper editions. The Library accepts donations of paperbacks and adds many to the collection for customer use. Some paperbacks are shelved in a separate area of the general collection and some are included in the regular print collection.

Periodicals

The library maintains a current collection of newspapers and magazines. Most magazines may be checked out with the exception of the most recent issue. Back issues of magazines are kept for a specific time period based on the frequency of issue. Certain magazines are categorized as Reference and do not circulate at all.

Newspapers are selected to provide local, state, regional and national coverage. Newspapers do not circulate. At this time, the Library does not collect back issues of any newspapers (with the exception of the Ardmore newspaper on microfilm). The Library also collects various newsletters and specialty papers of interest to the community, as space allows.

Areas of Particular Emphasis

The Ardmore Public Library possesses and maintains a variety of resources that aid genealogical and historical regional research. Among these resources is the McGalliard photograph and document collection of early Oklahoma/Ardmore subjects. The Library further aids study by providing the most recent census data on microfilm. Various family and local self-published works as well as materials specific to Ardmore, Carter County, and Oklahoma history will be collected with more latitude than materials in the general collection. As these items can be specific and rare, their collection may occur on a serendipitous basis as items are donated or made available through collectors.

Children's Collection

The Youth Services Librarian is the primary selector of children's materials. Books and other materials are selected which are considered to be of value and interest to children from the pre-reader through adolescence. The Children's Collection contains books and other materials for young people birth to age 17, their caregivers, and persons interested in children's literature. Materials are selected to stimulate and foster reading, to fill recreational needs, and to supplement school projects and assignments. Quality of materials, balance within the collection and customer needs are considered when selecting children's resources.

- Responsibility for the materials checked out and/or read by children rests with their parents and legal guardians. The Library's selection of materials for adults will not be inhibited by the possibility that children may come into contact with said materials. The Library strives to maintain separate collections for adults and children in terms of space, organization and staffing, but young people are not restricted to the Children's Collection, and have access to the general collection.
- The Library does not order textbooks for class assignments, rather builds the Children's Collection in terms of supplemental materials. Multiple copies of certain high demand titles may be ordered from required reading lists. The Library will also strive to obtain books highlighted in state and national award lists, such as the Sequoyah books in Oklahoma and the Newbery and Caldecott medal winners from the American Library Association.
- The Library maintains Accelerated Reader lists for schools that have limited test collections. The Library does not provide AR testing, but will assist children in making book selections that meet their AR requirements.

Formats

The Library recognizes that the printed book is not sufficient as the single standard medium for communication and therefore strives to obtain materials in a variety of alternative formats including:

Audio Books

Audio books will be selected using the same criteria as outlined for the general collection (fiction and non-fiction). This collection has particular value for vision-impaired customers and those who commute. This collection is held on Compact Disc (CD) and in the Oklahoma Virtual Library (Overdrive)

Audio CDs – Music

Audio CDs will be selected to create a collection that is representative of all genres of music, taking into account the interests of the community. In addition, the following criteria will be considered in selecting music CDs:

- Artistic merit
- Reviews
- Popularity
- Awards
- Compilations

Videos

The Library will select videos of literary, classic and instructional programs, as well as popular movies and television programs for entertainment purposes. Children's videos may be collected with the intention of public viewing as part of children's programming. This collection is held on Digital Video Disc (DVD).

Electronic

Electronic resources are added to the Library's website as a service to customers for remote or in-house access. These website links will be tested quarterly for continued connection. Websites collected for use will be notable for their factual content, broad appeal and ease of use in information searching. Some of these resources are subscription based and may only be available in the Library.

Microfilm

Some needed material is so dense and detailed that collecting it in print is unwieldy and cost prohibitive. Materials like the census will be purchased for customer use in microfilm format. Access is facilitated by a microfilm reader/printer. Reference librarians can assist customers in obtaining information through these formats.

Weeding/Deselection

Judicious and systematic discarding of Library materials is necessary to keep the collection attractive, useful and current. The Library will engage in systematic withdrawal of materials which are worn, outdated, duplicated or no longer of interest, as well as donated items which the Library chooses not to add to the collection. These items will be sold in an ongoing Library book sale, with proceeds benefiting the Library, or may be donated to other community organizations.

Requests for Reconsideration

The Library strives to maintain a collection with a broad appeal for all the citizens in Ardmore. To this end, the Library has adopted the American Library Association's **Library Bill of Rights** and **Freedom to Read Statement**. [See appendices for the full text of each document.]

Customers and members of the staff may advise the Library if they feel that material has been added to the collection in violation of this policy. The concerned person should contact the Library Director and complete a "Request for Reconsideration of Materials" form available at the front desk. [See appendices for a copy of this form.]

The Library Director will report this information to the Library Board. The Library Board will then determine if the material in question was selected according to this Policy. The concerned person will be notified by the Library Director of the Board's decision. Challenged materials will remain in the collection until the Board's final decision. Under no circumstances will the personal view or taste of either the Library Director or the members of the Library Board concerning the material be criteria in making a ruling. The determination will be made solely on the basis of compliance with the Collection Development Policy.

Customer Services

*Approved by Library Board: September 2005
Latest update: June 2014*

Purpose:

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.

Meeting Rooms

Library meeting rooms are available free of charge to community groups and organizations for educational purposes such as study, training classes, seminars, lectures, public forums, and the like. For-profit organizations may use the Library's meeting rooms for internal purposes only.

The following Library rooms may be reserved:

Smith Meeting Room	capacity: 96
Franks Board Room	capacity: 14
Study Room No. 1	capacity: 6
Study Room No. 2	capacity: 8

In addition, study rooms may be used by individuals for quiet study any time one is available; however, individuals may not reserve study rooms in advance. Tutors/teachers with students may book the study rooms in advance, and will be expected to fill out the meeting room user agreement.

No admission fee may be charged for meetings held in the Library. However, membership dues, and /or registration fees to cover materials or speakers/presenters fees are permitted. Buying and selling of goods or services in the Library is not permitted.

Library programs will get first priority in scheduling and City of Ardmore functions will get second. All other groups will be scheduled on a first-come, first-served basis. Every effort will be made to avoid having to reschedule a group's planned meeting(s), but if a conflict with a Library or City event or program develops, this may be necessary.

Reservations should be made in advance and the person making the reservation should have a valid Library card. Organizations may reserve meeting rooms on a regular and continuing basis. In order to allow for equitable use of the Library's meeting rooms, we will schedule a maximum of one year (January – December, up to 52 meetings) of meetings for any one group. The Library reserves the right to deny a scheduling request based on availability of meeting rooms, frequency of meetings, and demand from other organizations.

All organizations wishing to use the Library's meeting rooms must submit a completed User Agreement. [See appendices for a copy of this form.] This must be done annually. Beginning each August 1st, the Library will begin taking reservations for meeting rooms for the following calendar year (January – December) at the specific request of the organization and once the User Agreement for that year is on file.

Organizations will be expected to provide some basic information such as:

- Name of organization
- Time desired
- Number of persons expected
- Contact information of responsible person
- Equipment needs

Library meeting rooms are available only during hours that the library is staffed. These hours are as follows:

Monday – Thursday	8:00 a.m. – 8:00 p.m.	
Friday	8:00 a.m. – 6:00 p.m.	(only until 4:00 p.m. on any Friday before Cinema Saturday)
Saturday – Sunday	1:00 p.m. – 5:00 p.m.	

Meeting rooms have equipment available for use such as TVs, DVD players, overhead projectors, Internet connections, videoconferencing equipment, and more. If you will need any such equipment, please let us know in advance.

The Library is a tobacco free facility; in addition, no smoking is allowed outside the library or on library property except within the designated smoking area at the middle of the parking lot.. Vapor and electronic cigarettes are subject to the same guidelines. Food and beverages may be served in the meeting rooms only and are not allowed in the remainder of the building. No alcoholic beverages may be served or consumed on the premises. Firearms are not permitted in the library as it is a city building conducting business with the public (O.S. 21-1277)

Each room has tables and chairs which the group using the room may arrange to suit its needs before their meeting begins. Unless prior arrangement with the Library has been made, Library staff will not setup the rooms. The organization holding the meeting is responsible to return the room to the state in which they found it (clean up trash, return borrowed equipment, etc.). The organization holding the meeting will also assume financial responsibility for any repair or replacement of damaged Library property or equipment that may occur. Use of the Library meeting rooms in no way constitutes endorsement by the Library Board, Management or Staff, nor by the City of Ardmore.

The Library Director may refuse to allow use of the facility to groups whose activity might interfere with proper functioning of the Library or who fail to abide by the terms of this policy.

Bulletin Boards

Display space is available on the bulletin board in the Library for educational, artistic, and cultural materials that promote interest in books or Library materials, or that share information about local groups. Preference will be given to exhibits that are timely and of general interest.

Commercial displays are not appropriate.

Groups or individuals desiring to use the bulletin board should present their material to a staff member who will obtain approval from senior staff. Undated materials will be removed by Library staff after 30 days.

The Library Director may reject any exhibit or display that does not fit with the mission of the Library or that is not neat and presented attractively.

The Library assumes no responsibility in the event of loss, theft, or damage to display materials.

The posting of any item on a Library bulletin board in no way constitutes endorsement by the Library Board, Management or Staff, nor by the City of Ardmore.

Solicitation

Personal solicitation of Library users or staff by individuals or groups who have items to sell is not allowed on Library premises.

Approaching Library users or staff to request a signature on a petition, to distribute literature, or to conduct a survey is not allowed inside the Library. Outside the Library, such activity cannot impede ingress or egress to and from the building entrance.

Requests for money (panhandling) may not be made to Library users or staff anywhere on Library property.

Staff-to-staff sales (i.e., fundraisers, Tupperware, etc.) are allowed via indirect solicitation by leaving catalogs, order forms, etc., in the staff workroom for staff consideration during their break times.

Library-sponsored events shall be exempted from this policy.

Unattended Children

The Ardmore Public Library strives to provide a safe and clean environment for all its patrons. However, Library staff cannot supervise children for extended time periods. The Library cannot serve as a day care center. Library employees who notice that a child has been left an excessive length of time in the Library may call parents or caregivers and ask them to pick up their child(ren). If a responsible person cannot be located, the staff may report an abandoned child situation to the appropriate authorities.

A child who is unable to provide his/her vital information such as name, address, phone, or parent's name, should never be left unattended in the Library. If a parent cannot be located, staff will call the proper authorities to report an abandoned child.

Parents, guardians, assigned chaperones or babysitters (including siblings) are responsible for the behavior of the children in their charge while in the Library. This includes caregivers who use Library computers. A staff member may approach patrons in regard to their child's behavior and ask them to end their computer session in order to attend to the child(ren) in their care.

Older children who are disruptive will be asked to leave the Library. If the child cannot safely leave the Library to return home, a staff member will call for a ride. If no one can be contacted, Library staff will either allow the child to remain at the Library under close supervision until contact with a ride can be made, or contact the proper authorities, depending upon the severity of the situation.

Library staff members will place calls for children who have not been picked up at closing time. Unattended children under age 12 will not be left outside alone after the Library's closing. The Ardmore Police Department will be called to pick up children left at the Library for longer than 30 minutes after closing.

Staff members may not transport children.

Customer Behavior Rules of Conduct

The Ardmore Public Library encourages all people to visit the Library. Those using the Library and its resources have the right to expect a reasonably quiet, clean, safe, comfortable environment that supports appropriate Library services. In order to protect these rights, the users of the Ardmore Public Library are expected to comply with the Rules of Conduct listed in this directive.

The Rules of Conduct apply to all library premises, including the interior and exterior of the building and all grounds controlled and operated by the Ardmore Public Library. The Rules of Conduct applies to all individuals entering the library or who are on the library premises.

Any person who violates Rules 1-3 listed below while in or on library premises will be required to leave. If the person refuses to leave, he or she will be immediately reported to the appropriate law enforcement agency and will be ejected and excluded from the Ardmore Public Library premises. Any person ejected and excluded from the library shall lose all library privileges for a period of up to one year. Any person ejected and excluded from the library a second time shall be excluded from and lose all library privileges for a period of up to two years. Any person who is ejected and excluded from the library a third time shall be excluded from and lose all privileges for a period of up to three years.

Any person ejected and excluded from the library as a result of the violation of Rules 1-3 is prohibited from the use of all Ardmore Public Library premises. Any person issued a notice of ejection who then re-enters the Ardmore Public Library is subject to arrest. The prohibition from entering the Ardmore Public Library shall be effective from the issuance of the notice and shall continue for the additional periods indicated. The following are violations of the Library's Rules of Conduct:

1. Commits or attempts to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
2. Is under the influence of any controlled substance or intoxicating liquor.
3. Possesses, sells, distributes or consumes any alcoholic beverage on the premises.

Any person who violates Rules 4-15 listed below while in or on library premises will be given one warning at the discretion of Library staff. If the person fails to adhere to the warning, then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from the Ardmore Public Library's premises. Any person so excluded shall lose all Library privileges for a period of up to one year:

4. Engages in conduct that disrupts or interferes with the normal operation of the library or that disturbs library staff or individuals. Such conduct includes, but is not limited to, disregard of staff directives, abusive or threatening language or gestures, unreasonably loud or boisterous physical behavior, talking or noise;
5. Intentionally destroys, damages, or defaces any library or other individual's property;
6. Solicits, petitions, distributes written materials or canvass for political, charitable or religious purposes in the Library building, including the doorway or vestibule of any such Library building or in a manner on the library premises that unreasonably interferes with or impedes access to the library;
7. Interferes with the free passage of library staff or customers in or on the library premises;

8. Fails to maintain control of personal items or by leaving items unattended, allowing items to block access to Library materials or equipment, or by allowing items to interfere with a library staff member or individual's use of the library;
9. Uses, stores or parks bicycles, skates, roller blades, skateboards, motorized or non-motorized scooters and shopping carts (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers) in or on library premises. Bicycles must be parked in designated areas;
10. Operates roller skates, skateboards or other similar devices inside library buildings, including, but not limited to, vestibules or covered doorways;
11. Smokes or uses tobacco products (including electronic smoking devices) in or on library premises, except in the designated smoking area outside of the library building.
12. Brings animals in or on library premises, other than those assisting customers with disabilities or for the purpose of Library approved events or programs.
13. Violates the library's Electronic Services and Internet Safety Policy. Certain violations of the library's Electronic Services and Internet Safety Policy may also be a violation of Rule of Conduct #1;
14. Leaves packages, backpacks, luggage, or any personal items unattended. These unattended items are subject to immediate confiscation.

Any person who violates Rules 16-26 listed below while in or on Library premises will be given up to two warnings at the discretion of Library staff; then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from Ardmore Public Library premises. Any person so excluded shall lose all library privileges for a period of up to six months.

16. Improperly uses library restrooms, including but not limited to, washing or drying clothes, bathing or shaving;
17. Lying down and sleeping in the restrooms, or on any floor or couch, table or seat in the library; having feet on furniture or blocking aisles, exits or entrances;
18. Uses personal electronic equipment at a volume that disturbs others, including, but not limited to, cell phones, laptops, and tablets;
19. Leaves one or more children under the age of eight (8), who reasonably appear to be unsupervised or unattended, anywhere in or on library premises;
20. Fails to wear shoes or shirts at all times on library premises. Exceptions will be made for children under the age of three (3) years old.

21. Solicits money, donations, services, or merchandise in or on Library premises without prior permission from the library;
22. Solicit signatures in or on library premises by harassing library customers or impeding Library services;
23. Uses photography, film, or television equipment in or on library premises without prior permission from the library.

Any individual whose bodily hygiene is offensive so as to constitute a significant nuisance to other persons will be required to leave the building until such time as the condition is corrected.

Procedure for Appeals

Persons may request a review of an ejection notice based on the following procedures. An appeal must be submitted in writing to the Library Director. The written appeal must be received at the following address within 30 days of the date the notice is issued.

This appeal process shall only apply to any ejection/trespass notice issued by a library employee and shall not apply to a criminal trespass notice issued by a police officer.

Ardmore Public Library
Ejection/Trespass Review
320 E St NW
Ardmore, OK 73401

Telephones

Cell Phone Use

Cell phone use is permitted, however if the use of a cell phone limits the ability of others to enjoy or use the Library in reasonable comfort, the cell phone user may be asked to end a call or take his/her conversation outside. Reasons may include incessant ringing, overly loud conversation, and abusive or obscene language. In addition, cell phone users are asked to set their ringers to silent/vibrate while in the Library and this is indicated by signage posted within the building as well as the computer usage guidelines posted on each public PC (as the internet homepage for those machines).

Public Telephone

The Library does not provide a public telephone. A Library staff member may place a call for a patron in the event he/she needs transportation or in an emergency situation.

Food and Drink

In order to protect equipment and furnishings, food and drink is only permitted in the Smith Meeting Room, Franks Conference Room, and Children's programming room and is not permitted in the library proper.

ELECTRONIC SERVICES & INTERNET SAFETY POLICY

*Approved by Library Board: September 2005
Latest update: May 2015*

Purpose:

Electronic resources including the Internet, computer software, and databases are made available to the public to assist individuals in their quest for knowledge and information. These policies and guidelines are designed to make these resources available in a fair and reasonable way while maintaining the open family-friendly environment that the Library has always strived to have. In addition, this policy is in compliance with applicable local, state and federal laws.

Background

The Internet is a global network of networks, and as such, is not governed by any one entity. A vast array of information is available through this network, including news from around the world, weather, sports, movie and book reviews, encyclopedic information, economic and business resources, government information, as well as museum and cultural resources.

Because there are no controls on what may be published on the Internet, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. The Library is not responsible for accuracy or content of materials available on the Internet.

The Ardmore Public Library is sensitive to the responsibilities parents have for rearing their children, and wishes to be supportive of parents in making decisions as to what is appropriate for them. For this reason, the Library requires that parents and/or legal guardians give permission for their children (unmarried children under the age of 18) to use the Internet with or without their supervision. [If your child's form indicates he/she cannot use the Internet without your supervision, you are then required to accompany your child whenever he/she is going to use the Internet.] Those who give permission for their children to use the Internet without their supervision, are encouraged to accompany them the first time, and explain which sites are appropriate for their use as well as those they consider inappropriate.

The Ardmore Public Library uses an Internet Filtering device to prevent access to materials that are in violation of the Children's Internet Protection Act (CIPA). Presently there is no filter that is 100% effective and the Library cannot guarantee that sexually explicit material will not get past the filter or that there will not be other sites to which a parent might object. Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. If at any time, Library personnel or parents believe a minor is not using the Library's Internet access responsibly, the parent(s) will be required to monitor the child's access.

Patrons must acknowledge compliance with the library's computer usage policy and rules each time they login. Failure to comply with current policies and guidelines will result in suspension and/or cancellation of computer privileges. A Library supervisor will determine what inappropriate use is and enforce the Library policies. The Library Director may refer violations to local law enforcement for further investigation and possible prosecution.

Cable One Acceptable Use Policy

The Ardmore Public Library and its users are bound by the **Acceptable Use Policy** of Cable One, its Internet Service provider. [See appendices for the full text of this document.] The relevant section of which for end users at the Library is "Prohibited uses and Activities" which states the following:

In general, the Policy prohibits uses and activities involving the Service that are illegal, infringe the rights of others, interfere with or diminish the use and enjoyment of the Service by others, or impede Cable One from providing the Service or operating its business. These prohibited uses and activities include, but

are not limited to, using the Services, customer-provided equipment, or Cable One-provided equipment, either individually or in combination with one another, to:

Conduct and information restrictions

- undertake or accomplish any unlawful purpose;
- post, store, send, transmit, or disseminate any information or material which is harassing, threatening, or intimidating;
- upload, post, publish, transmit, reproduce, or in any other way infringe copyrights of third parties
- transmit unsolicited bulk or commercial messages commonly known as "spam;"
- collect responses from unsolicited bulk messages;
- send very large numbers of copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content, or send very large messages or files that disrupts a server, account, newsgroup, or chat service;
- collect very large numbers of e-mail addresses, screen names, or other identifiers of others (without their prior consent), a practice sometimes known as spidering or harvesting, or participate in the use of software (including "spyware") designed to facilitate this activity;
- falsify, alter, or remove message headers with an intent to deceive;
- falsify references to Cable One or its network, by name or other identifier, in messages;
- impersonate any person or entity, engage in sender address falsification, forge anyone else's digital or manual signature, or perform any other similar fraudulent activity (for example, "phishing");
- violate the rules, regulations, or policies applicable to any network, server, computer database, or Web site that you access;

Additional Library Rules & Principles

In addition to the Cable One provisions stated above, the following rules and principles shall be in effect at the Ardmore Public Library:

- The Library staff will provide general directions in use of the Internet, but time does not permit in-depth instruction.
- Patrons may use the Internet computers for one hour at a time on a first-come, first-serve basis. If no one is waiting, the reservation system will issue additional time in 15 minute increments. The reservation system will stop extending the time when all the computers are in use and patrons are waiting or after two hours use.
- The Library does not provide individual e-mail accounts; however, users may access individual web-based e-mail accounts provided by a commercial Internet provider.
- There is no charge for the first 15 pages printed from the Internet. Each additional page is 10 cents. Patrons may seek assistance from Library staff if this limit is not adequate for their research needs. It is unacceptable to print multiple copies of the same item for personal or business use. A photocopier is available if additional copies are needed at 10 cents a page.
- Library computers may not be used for any purposes which violate U.S., state, or local laws, including but not limited to the following:
 1. Transmitting threatening, obscene or harassing materials, including the use of profanity or offensive language.
 2. Distribution of unsolicited advertising.
 3. Tampering with computer or network security.
 4. Making unauthorized entry into any systems accessible via Library computers.
 5. Representing oneself as another person.
 6. Developing and/or propagating programs that harass other users or cause harm to other computer systems. (Examples of such programs are computer "viruses" and "worms".)

7. Copying, downloading or distributing commercial software or other material (e.g. music) in violation of federal copyright laws.
 8. Accessing or loading pornographic, obscene, or sexually explicit material.
- Other uses of Library computers may be deemed inappropriate at the discretion of Library management.

Violation of Policy

Appropriate action will be taken for anyone found abusing or misusing electronic resources, as outlined in this policy or as determined by Library management. Action may include:

- Temporary or permanent suspension of electronic privileges
- Temporary or permanent suspension of Library privileges
- Illegal acts involving the Library's computers may also be subject to prosecution by local, state or federal authorities.

Compliance with Local, State, & Federal Law

It is the practice of the Ardmore Public Library to comply with all applicable local, state, and federal laws in connection with providing electronic and internet services, and the expectation of the Library that users of these resources in the Library will do the same.

Ardmore City Ordinance

Title 19, Section 21.1 prohibits the display of lewd or indecent publications or materials in places frequented by minors.

Oklahoma Statutes

O.S. 21 § 1040.76 prohibits displaying materials which are harmful to minors in such a way that minors, as a part of the invited general public, will be exposed to view such material.

Children's Internet Protection Act (CIPA)

Pub. L. No. 106-554 and 47 USC 254(h) [known as the Children's Internet Protection Act (CIPA)] requires that blocking be applied to visual depictions of materials deemed obscene or child pornography or to any material deemed harmful to minors (as those terms are defined in the U.S. Code).

APPENDICES

*Approved by Library Board: September 2005
Latest update: May 2015*

Purpose:

Additional documentation to further elaborate, clarify, or exemplify the Library's policies.

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Appendix A

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.

Source: <http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/Librarybillrights.cfm>

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 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

Oklahoma Department of Libraries 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 Restrictions below)

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. 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 who've already been checked for the item. 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 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>

Oklahoma Department of Libraries 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

Ardmore Public Library Request for Reconsideration of Materials

Title: _____

Author: _____

Publisher: _____ Publication Date _____

Name: _____

Organization: _____

Address: _____

Phone: _____

What is your objection to this material? Please be specific; cite pages or scenes

Did you read the entire book or view the entire video?

Yes: ____ No: ____ If not, what parts? _____

Are there titles that you would recommend in place of this work?

According to the collection development policy, the Library has a process to follow when Library material has been challenged:

The Library Director will report this information to the Library Board. The Library Board will then determine if the material in question was selected according to this Policy. The concerned person will be notified by the Library Director of the Board's decision. Challenged materials will remain in the collection until the Board's final decision. Under no circumstances will the personal view or taste of either the Library Director or the members of the Library Board concerning the material be criteria in making a ruling. The determination will be made solely on the basis of compliance with the Collection Development Policy.

Signed _____ Date _____

Appendix F

Ardmore Public Library Meeting Room Letter & User Agreement

July 1, 20xx

Greetings from Ardmore Public Library!

Each month, our meeting rooms are used by over 2,000 people. We feel that providing such meeting space fulfills a valuable and needed service to the community. Because there is such demand, we have certain guidelines that we need each group to follow in booking, scheduling, and using the rooms. Enclosed please find a copy of our Meeting Room Policy.

After reading our policy, please complete the form below and return it to the library (you may mail or fax the form or drop it off in person). Beginning August 1, you may schedule meetings for your group for the following calendar year (in this case, for January through December 20xx) by calling Kim at the Library at 221-3242. You may also schedule meetings anytime throughout the year based on availability of our facilities.

Each meeting room has tables and chairs which your group may arrange to suit your needs prior to your meeting. In addition, other equipment is available for some rooms, such as PC hookups for internet, overhead projector, DVD player, assistive listening devices, and more. Please let us know in advance what equipment needs you may have.

If you have any questions, please do not hesitate to contact us. Thank you for using the Ardmore Public Library.

20xx Meeting Room User Agreement
Ardmore Public Library

Name of organization: _____

Name of contact person: _____

Phone number for contact: _____

Email address for contact (opt.): _____

Library card number of contact: _____

At the time you call to schedule your meeting(s), please be prepared to provide the following additional information:

- Date(s) and time(s) for meeting(s)
- Number of persons expected to attend
- Needed equipment
- Alternate contact person for particular meeting(s), as applicable

We agree to abide by the policies of the Ardmore Public Library with regard to scheduling and use of the Library meeting rooms, as well as by any other applicable Library policies.

SIGNED: _____ DATE: _____
(above listed contact person)

Appendix G

CableOne.Net High Speed Internet Access Service Acceptable Use Policy

Last modified: Aug, 2013

Important Note: Cable One, Inc., may revise this Acceptable Use Policy from time to time without notice by editing the information on this page. Accordingly, users of the Cable One residential services should consult this page regularly to ensure that their activities conform to the most recent version. In the event of a conflict between any subscriber agreement and this policy, the terms of this policy will govern. Questions regarding this policy can be directed to legal@Cableone.net. Complaints of violations of this policy by Cable One users can be directed to abuse@Cableone.net. Visit <http://www.cableone.net/Pages/networkmanagementdisclosure.aspx> to review Cable One's Network Management Disclosure Statement.

INTRODUCTION

Cable One, provides a variety of Internet services to residences and businesses (the "Services"). The Cable One residential service allows subscribers to connect to the Internet through a high-speed Internet access connection. The Services use resources that are shared with many other customers and each user benefits by being able to share these resources. However, as with any resource, the benefits provided must be balanced with duties and responsibilities so that all users can rely on them for a productive experience. Use of the Services therefore is subject to the rules and guidelines set forth below. Each customer of Cable One is responsible for ensuring that the use of all Services provided to such customer complies with this Acceptable Use Policy (the "Policy"). ANY USER WHO DOES NOT AGREE TO BE BOUND BY THESE TERMS SHOULD IMMEDIATELY STOP USE OF THE SERVICES AND NOTIFY THE CABLE ONE CUSTOMER SERVICE DEPARTMENT SO THAT THE USER'S ACCOUNT MAY BE CLOSED.

I. PROHIBITED USES AND ACTIVITIES

In general, the Policy prohibits uses and activities involving the Service that are illegal, infringe the rights of others, interfere with or diminish the use and enjoyment of the Service by others, or impede Cable One from providing the Service or operating its business. These prohibited uses and activities include, but are not limited to, using the Services, customer-provided equipment, or Cable One-provided equipment, either individually or in combination with one another, to:

Conduct and information restrictions

- undertake or accomplish any unlawful purpose;
- post, store, send, transmit, or disseminate any information or material which is harassing, threatening, or intimidating;
- upload, post, publish, transmit, reproduce, or in any other way infringe copyrights of third parties
- transmit unsolicited bulk or commercial messages commonly known as "spam;"
- collect responses from unsolicited bulk messages;
- send very large numbers of copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content, or send very large messages or files that disrupts a server, account, newsgroup, or chat service;
- collect very large numbers of e-mail addresses, screen names, or other identifiers of others (without their prior consent), a practice sometimes known as spidering or harvesting, or participate in the use of software (including "spyware") designed to facilitate this activity;
- falsify, alter, or remove message headers with an intent to deceive;

- falsify references to Cable One or its network, by name or other identifier, in messages;
- impersonate any person or entity, engage in sender address falsification, forge anyone else's digital or manual signature, or perform any other similar fraudulent activity (for example, "phishing");
- violate the rules, regulations, or policies applicable to any network, server, computer database, or Web site that you access;

Technical restrictions

- access any other person's computer or computer system, network, software, or data without his or her knowledge and consent; breach the security of another user or system; or attempt to circumvent the user authentication or security of any host, network, or account. This includes, but is not limited to, accessing data not intended for you, logging into or making use of a server or account you are not expressly authorized to access, or probing the security of other hosts, networks, or accounts without express permission to do so;
- use or distribute tools or devices designed or used for compromising security, such as password guessing programs, decoders, password gatherers, unauthorized keystroke loggers, analyzers, cracking tools, packet sniffers, encryption circumvention devices, or Trojan Horse programs. Unauthorized port scanning is strictly prohibited;
- distribute programs that make unauthorized changes to software (cracks);
- use or run dedicated, stand-alone equipment or servers from the Premises that provide network content or any other services to anyone outside of your Premises local area network ("Premises LAN"), also commonly referred to as public services or servers. Examples of prohibited equipment and servers include, but are not limited to, e-mail, Web hosting, file sharing, and proxy services and servers;
- use or run programs from the Premises that provide network content or any other services to anyone outside of your Premises LAN, except for personal and non-commercial residential use;
- service, alter, modify, or tamper with Cable One Equipment or Service or permit any other person to do the same who is not authorized by Cable One;

Network and Usage Restrictions

- restrict, inhibit, or otherwise interfere with the ability of any other person, regardless of intent, purpose or knowledge, to use or enjoy the Service, including, without limitation, posting or transmitting any information or software which contains a worm, virus, or other harmful feature, or generating levels of traffic sufficient to impede others' ability to use, send, or retrieve information;
- restrict, inhibit, interfere with, or otherwise disrupt or cause a performance degradation, regardless of intent, purpose or knowledge, to the Service or any Cable One (or Cable One supplier) host, server, backbone network, node or service, or otherwise cause a performance degradation to any Cable One (or Cable One supplier) facilities used to deliver the Service;
- resell the Service or otherwise make available to anyone outside the Premises the ability to use the Service (for example, though Wi-Fi or other methods of networking), in whole or in part, directly or indirectly. The Service is for personal and non-commercial residential use only and you agree not to use the Service for operation as an Internet service provider or for any business enterprise or purpose (whether or not for profit);
- connect the Cable One Equipment to any computer outside of your Premises;
- interfere with computer networking or telecommunications service to any user, host or network, including, without limitation, denial of service attacks, flooding of a network, overloading a service, improper seizing and abusing operator privileges, and attempts to "crash" a host;
- access and use the Service with anything other than a dynamic Internet Protocol ("IP") address that adheres to the dynamic host configuration protocol ("DHCP"). You may not configure the

Service or any related equipment to access or use a static IP address or use any protocol other than DHCP unless you are subject to a Service plan that expressly permits you to do so;

- engage in Excessive Use, as defined below.

Ardmore Public Library Borrowing & Internet Policies Application

This is the form only. The complete policies and application brochure is available at the Library's circulation desk.

Residency: (Check any that applies)

- Carter County resident
- Carter County student
- Carter County property owner
- Work in Carter County
- Non-resident

_____ County of residence

Name: _____
First name Middle initial Last name

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell carrier:** _____
If applicable

Email: _____

Notification preference: Phone / Text / Email
Circle one

Gender: Male Female Undisclosed **Birthday:** _____ / _____ / _____
Circle one Month Day Year

Under 17 years of age requires parent signature for **internet permission:**

Parent signature: _____

Ardmore Public Library

Alternate Card-User Authorization Form

Pursuant to 65 O.S. § 1-105*, publicly-funded libraries must maintain confidentiality of patron's records. However, the statute allows you to authorize in writing another person to inspect those records.

If you would like to allow your spouse, adult child, other adult caregiver, helper, neighbor or friend to pick up your holds, check out books on your behalf using your card, find out about what you have overdue on your account, etc., please fill out the following form. We will note this in your record and as long as your authorized user has your card with them, or their own photo ID, they will be allowed to do these tasks on your behalf.

You may revoke such authorization at any time by re-submitting this form and marking the "revoke" statement at the bottom of the page.

My name: _____

My library card number: _____

My phone number: _____ () home () cell

Name of authorized user: _____

Relationship to me: _____

My Signature: _____

Date: _____

I would like to revoke the above authorization at this time. _____ (initial) _____ (date)

65 O.S. § 1-105 Authorized Disclosure of Records

A. Any library which is in whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.