**City of Tipton Municipal Library District**

**Library Service Policies**

Approved: \_9/27/2018\_\_\_

Revised: 9/23/2021

**Resident Card**

Adult residents or property owners in the city of Tipton may obtain a free library card regardless of age or abilities. Applicants must supply proof of residency and/or ownership of property. Acceptable proof must indicate the applicant’s current address, such as a driver’s license, lease, current utility bill or mail received within the past thirty days. The application for the card will be kept at the library. All items checked out on the card will be the responsibility of the card holder. On initial check-out, only one item will be allowed for first time card holders.

Price James Memorial Library (“the Library”) retains the right to deny or limit services to individuals or groups who make excessive demands on staff time. The Library reserves the right to limit the number of items borrowed by a patron, particularly if said item(s) are in high demand.

**Resident Minor Card**

The parent or legal guardian for minors (under the age of 18) must apply in person for a library card for the minor. The parent or legal guardian must provide the same proof of residency and/or property ownership as required for an adult card. The adult completing the library card application will assume ultimate responsibility for items checked out on the minor’s library card.

**Non-resident Card**

Non-residents of the city of Tipton may apply for a library card. The same rules of proof of residency apply. An annual fee may apply if an individual cannot provide proof of library tax paid to another library district within the State of Missouri.

### Confidentiality of Library Patron Records

Price James Memorial Library honors every patron’s right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data which may contain information linking a specific patron to specific materials or services used. Each patron has individual control over his or her borrower’s card and presentation of the card permits access to information about the borrower’s current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

No information will be released to any person, agency, or organization except in response to a valid court order or subpoena, properly presented to the library director or library Board of Trustees, or a request by parent or guardian of a cardholder under age 18.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

### Confidentiality of Materials on Reserve

When contacting patrons regarding items on reserve at the library, the title of said material(s) will only be released to the library card holder. The library respects the privacy and confidentiality of all its patrons, including minors. Items may be retrieved by authorized individuals indicated on the borrower’s card application.

### Loan Periods and Renewals

|  |  |  |  |
| --- | --- | --- | --- |
| Material Type | Loan Period | Renewal | Item Limits |
| Books | 2 weeks | 2 Renewals | Limit of 3 |
| Audiobooks | 2 weeks | 2 Renewals | Limit of 3 |
| DVDs/Cassettes | 2 weeks | 2 Renewals | Limit of 3 |
| Bakeware | 2 weeks | n/a | Limit of 3 |
| Mid-Continent | 6 weeks | 2 weeks, discretion of library staff | First Request - Limit of 1 |

### Items on reserve for other patrons are only allowed 1 renewal.

**Fines and Late Fees**

**Late Fees**  
Late fees are 5 cents per day for all items.

**Accumulated Fines**  
In order to share library materials as widely as possible, patrons are fined for library materials held longer than the prescribed loan period. The borrowing privileges of patrons are blocked when their accumulated fines and fees total $10 or more.

**Maximum Fines**  
Fines for overdue materials do not accrue forever. A schedule for maximum fines is applied to materials to encourage the ultimate return of items to the collection. Maximum fines are $5 per item.

**Overdue Notices**  
Overdue notices are sent either by email or via US Postal Service according to this schedule:

* First notice a phone call one week after the original due date
* If no response, a written note is sent after two weeks overdue, another written notice after three weeks and a fourth notice sent at six weeks overdue
* Item is marked missing in the library’s database after 60 days. The patron will be charged the replacement cost of the item and notified of this transaction

**Claimed Materials**  
The library allows patrons to have a total of two claimed returned items on their library record. A claim return occurs when a patron is confident they returned the item to the library but it has not been found. A claim return will be granted after 3 months of searching for the lost item(s) with no results. A “claimed return” block will remain on the patron’s card indefinitely.

**Lost or Damaged Materials**  
Library patrons are expected to return library materials in the same condition as when borrowed. Patrons will be charged the cost of the item (listed on the item’s bibliographic record) if the item is damaged beyond normal wear and tear. For specifics please see the Lost Book Policy section.

**Services**  
Photocopies and black and white printing are .10 per page.

**Selection of Library Materials**

The Library provides materials and services to support the mission of the library. The purpose of the selection policy of the library is to guide the development of the collection to meet the goals of this mission.

The responsibility of the selection and purchase of library material rests with the library director. The director will adhere to accepted professional practices when making selection decisions.

Materials will be selected based on lists of award winning titles and or actual examination of materials. Popular demand may be used as a criterion for selection of materials as well. Suggestions from the community for items to be purchased may also be considered.

The library does not attempt to acquire textbooks that support local curricula but may borrow textbooks for general use by the public. Generally only one copy of the item will be borrowed, regardless of format, except when demand warrants another copy.

DVD and audio recordings will meet the same general selection criteria as books.

The library has established a Request for Reconsideration of Library Materials form for objections to items in the collection and it may be found within this policy manual.

**De-selection of Materials**

Materials that no longer fit within the stated mission of the library will be withdrawn from the collection. These may include materials that are damaged, include obsolete information, or are no longer used. Decisions will be based on accepted professional practices and the professional judgment of the library director.

Items withdrawn from the collection will be disposed of in a number of ways. The preferred method will be to sell the items with the profit from the sale going to the library. Items might also be given to local community groups or charities. As a last resort, the item will be discarded through recycling.

**Donations and Gifts**

The Library welcomes gifts of new and slightly used books, audio recordings, DVDs and similar materials the library collects in accordance with its selection policy. Once donated the items become the property of the library and, if not added to the collection, may be given to other libraries and non-profit agencies, sold or discarded. Donated items will not be returned to the donor, nor will the library accept any item that is not a gift (no lending). If the item is donated to obtain a tax benefit, it is the donor’s responsibility to establish fair market value. The library also reserves the right to determine when a donated item is withdrawn from the collection.

Monetary gifts, bequests and memorial or honorary contributions are also welcome. Funds donated will be used to promote the mission and/or operation of the library.

**Internet and Public Computer Access**

Use of the internet and public computer(s) shall be limited to 30 minute increments per person if no one is waiting. Patrons privileges will be revoked if they violate the Library’s Internet & Public Computer Access Policy, misuse the computers, and/or any other library owned electronic device, or violate library policies.

The Library does not monitor and has no control over the information accessed through the internet. The Library expressly disclaims any liability or responsibility arising from access to use of information obtained through the electronic information system. Children under 18 years of age must have a signed parental consent form on file at the Library to access the internet.

It is the policy of the Library to restrict minors from gaining computer access to material that is pornographic in accordance with Sections 182.825 and 182.827 RsMO. All public access computers shall be equipped with software which limits minors’ ability to gain access to material that is pornographic.

Deliberate sending, receiving or displaying text, images or graphics in public which may be construed as obscene is in violation of Missouri Revised Statutes Sections 573.010 and 573.060 and may result in suspension of internet privileges. Repeated violations, may result in expulsion from the library for up to one year.

When available, the library staff will assist patrons in locating information on the internet and other available computer software, however, staff cannot be responsible for training patrons on the many uses of the internet or other available software. Internet/computer trained staff may not always be available.

Users agree to indemnify and hold harmless the Library, its employees and agents from any claim, demand, liability, cause of action, suit, judgment, or expense (including attorney’s fees), arising out of any breach of this policy statement.

**Wireless Internet Access**

**Access**

The Library is pleased to offer free wireless access to patrons with WI-FI laptops. Patrons can access the internet anywhere in the library with laptops equipped with a wireless connection. In accordance with state guidelines, wireless access to the Library network is available during normal business hours of the library. The wireless network shuts down 15 minutes before closing time.

**Wireless Setup on Personal Computers**

There are no staff available to assist with setting up wireless internet on computers. Patrons are responsible for setting up their own equipment.

**Printing**

Printers are not available via the wireless connection. If you need to print, save to a flash drive and ask one of the staff members to use a public work station.

**Public Participation in Library Decision Making**

Citizens are welcome at any open meeting of the Library board, either as observers or to present information and concerns to the board.  Library board meetings will be held in compliance with state laws governing meetings of regulatory groups, Missouri Revised Statutes, Chapter 610.  Any member of the public who wishes to speak to the board is asked to register upon arrival, indicate group affiliation (if speaking on behalf of anyone other than self), and to limit comments and general information to five minutes.  Library administration and the board welcomes written documentation to support or restate information and concerns, but written documents are not required.  Any group or individual wishing to place a library-related item on the official agenda for action should contact the library director one week in advance of the meeting.

When public information-gathering forums are planned, care will be taken to schedule forums at times that are convenient to potential participants.  If necessary, several forums may be scheduled to allow maximum input into library service decisions.

Telephone calls, letters and visits to the library director are encouraged and the director maintains an open door policy.  Appointments to meet with the director are encouraged but not required.  The library director or appropriate staff will respond to letters and telephone calls within five workdays.