

Service Policy

I Respect for Human Diversity

The Oskaloosa Library maintains a policy of appreciation and respect for the human diversity. Library employees will respect differences in race, color, religion, gender, age, national origin, disability, veteran status and any other characteristic of human diversity.

II. Library Lending

In order to make materials available to all persons on an equal basis, the Oskaloosa Library Board of Trustees has adopted the following policy for the circulation of library materials:

A. Who may Borrow

ALL Libraries that are members of the KOHA System have agreed to allow anyone with a system card to use their library without charge. Fines levied by other libraries will be passed on to the user. Children are issued a card at the Oskaloosa Library when they begin school or at age 5.

B. Limits on Borrowing

There is a limit on the number of fiction or nonfiction items that may be borrowed by an individual:

- 5 periodicals per person per week
- 25 books per adult per 3 weeks
- 10 per child per 3 weeks
- 5CD Books per 3 weeks
- 5 DVDs per adult 1 Week
- 3 DVDs per child per week
- 5 Music CD's per 3 weeks

Reference books, rare or historically valuable books will not circulate.

- **updated by board approval November 2020**

D. Renewals

All materials may be renewed up to 2 times after the initial checkout with the exception of DVDs.

Renewals may be made over the telephone.

E. Reserved Materials

Library patrons may reserve materials in the KOHA system currently in circulation, but unavailable at the time of request. The patron will be notified by the library when the material becomes available.

F. Equipment & Services Available to Patrons.

1. Computers: 8 computers are available for patron usage. A patron should report any problems immediately. Patrons should not attempt to fix a problem.

2. The Oskaloosa Library has a public computer

available to search the Kansas Library catalog.

3. Computer prints are 15 cents per page.

4. The copier is available for public use at 15 cents a page; 20 cents for legal; 25 cents for color.

5. The librarian will send a FAX for \$1 per page.

G. Return of Materials

The patron has the responsibility of returning the materials on or before the date due. If items are overdue after two months from the last renewal or checkout, the patron may not checkout further material until the missing materials are returned or replacement costs are paid.

H. Fines

The fine for overdue movies is \$1 per day. The fine will not exceed the cost of the video. There are no fines charged for other overdue materials.

I. Lost or damaged materials

Patrons are responsible for all materials checked out, and are liable for damaged materials. The director will notify the patron of costs due for the replacement of the damaged or lost items.

III. Service Hours updated September 2019

A. Daily

Monday	9-6	10-6
Tuesday	9-5	10-6
Wednesday	9-5	10-6
Thursday	9-5	10-6
Friday	9-5	
Saturday	9-1	

Sunday Closed

B. Holidays and Closing

The library will be closed for the following holidays:

New Year's Day
Martin Luther King Jr., Birthday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve

IV. Patron Registration

A. KOHA Card

A KOHA library card will be issued to patrons who present current, accurate identification such as a driver's license, plus a verified address and phone number. Registration will be maintained on the computer.

B. Kansas Library Card

The Kansas Library Card will be issued upon request in addition to the Koha library card. It provides free access and opportunities through the State Library of Kansas to additional materials and databases not available through the local consortium.

V. Library Services

A. Reference Service

Reference service will be provided by maintaining a core collection of reference materials and computer resources. Reference service will be offered via telephone, mail/email, or direct contact with the patron. This service is available to individuals and groups. In supplying reference

information, if answers are not found from the above sources, referrals should be made to appropriate organizations or agencies.

B. Childrens' services

Special services for children include, but are not limited to: summer reading programs, preschool story-times, play-groups.

C. Services to Groups and Organizations

The Library will actively assist civil, cultural, and educational organizations in locating and using materials for planning programs, for conducting projects, and for furthering the education of patrons.

D. System Membership

The Oskaloosa Library is a member of the Northeast Kansas Library System and adheres to the policies and by-laws of that organization. The Oskaloosa Library participates actively in the programs and services offered. The Board of Trustees of the Oskaloosa Library appoints a System representative according to the System's by-laws to represent the Oskaloosa Library

E. Cooperation with Other Libraries

In addition to the Oskaloosa Library's membership with the Northeast Kansas Library System, the Board of Trustees and the Director will be alert to mutually rewarding opportunities for cooperation with other libraries.

VI. General Services

A. Use of Meeting Room

The Oskaloosa Library welcomes the use of its meeting room for civic, cultural, and educational purposes and for the discussion of current public topics. The meeting room is available to nonprofit organizations regardless of the beliefs or affiliations of their members. Duly constituted continuing political groups may use the room, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use. Library-oriented programs will be given preference for use of the room. Profit-making organizations are not eligible to schedule the meeting room.

1. Rules for room usage are posted in the kitchen area.
2. Donations for room upkeep will be accepted but not required.

A. Public Relations Policy

The public library will work for two-way communication with the community. It is a responsibility of the library, whose constituency is all the people, to notify them of services that are available. The library is also responsible for designing its services to meet the community's needs. Library trustees, the public and the library staff will strive toward exploring communication so that all parties benefit. Each employee is a public relations officer. Each trustee should be willing to support and adequately fund planned marketing programs to promote library services. The trustees and librarian will assume responsibility for developing and writing the public relations policy.

In recognition of the Oskaloosa Library's responsibility to maintain communication with present and potential users and in order to assure effective and maximum usage by all the citizens, the Board of Trustees of the Oskaloosa Library adopts the following resolution as a matter of policy:

The objectives of the library's public relations program are:

- To promote community awareness of library services.
- To stimulate public interest in and usage of the library.
- To develop public understanding and support of the library and its role in the community.

The Following methods shall be used to achieve the objectives:

1. An annual plan of specific goals and activities shall be developed, sufficient funds shall be allocated to carry out the program, and the program shall be evaluated periodically.
2. The library director or a designated qualified staff member shall have responsibility for coordinating the public relations and public information activities.
3. Personal and informational contacts shall be maintained with government officials, opinion leaders, service clubs, civic associations, and other community organizations by library staff and boards members.
4. Training sessions, workshops and other aids shall be made available to library staff members to assure courteous, efficient, and friendly contact with library patrons and the general public.
5. The Oskaloosa Library may sponsor programs, classes, exhibits, and other library-centered activities and shall cooperate with other

groups in organizing these to fulfill the community's need for educational, cultural, informational, or recreational opportunities.

6. Local media shall be used to keep the public aware of and informed about the library's resources and services.
7. Newsletters, brochures, and other promotional materials shall be produced and distributed.

B. Exhibits and Displays

Exhibits and displays in the library will be determined by the librarian and the Board of Trustees. Library personnel will make every effort and take every precaution for the safety of material in the library. The library will not be held liable for damaged or stolen property.

C. Americans with Disabilities Compliance

The provisions of the Americans with Disabilities Act of 1990 will be upheld.

D. Copyright Compliance

The Oskaloosa Library Adheres to the provisions of the Copyright Act of 1976 (Title 17 of the United States Code).

VII. Patron Behavior

Adopted
1/16

The Oskaloosa Public Library Rules of Conduct

Children under 10 years must be attended by an adult when visiting the library. Shirt and Shoes must be worn in the library.

Food and drinks may be enjoyed outside of the library or in the library meeting room with permission.

Bikes and skateboards must be left outside of the library on the bike rack, not obstructing the walkway. No theft or vandalism.

No Soliciting.

No Smoking

No Drugs. Be considerate of others by having good hygiene. Be respectful

You will be required to leave the library and may have library privileges suspended by not following these Rules of Conduct.

Adopted
1/16

INTERNET SAFETY POLICY

FOR OSKALOOSA PUBLIC LIBRARY

Introduction

Public access to the Internet and online services have become an integral part of the Oskaloosa Public Library's programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of the Internet Safety Policy of Oskaloosa Public Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of the Board of the Oskaloosa Public Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on Tuesday, September 1, 2015. This policy supersedes all previous Internet Safety Policy statements of the Oskaloosa Public Library and is effective on Wednesday, September 2, 2015.

This policy document will be reviewed by the Oskaloosa Public Library Board at least every three years.

Legal Requirements

The Oskaloosa Public Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

The Oskaloosa Public Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1,

Supervision and Monitoring

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose. It shall be the responsibility of all members of the Oskaloosa Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the library director in charge and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the library director in charge, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the circulation desk.

Iobal R. Slavno Library Director
Library Board Chairperson

The effective date of the last review of this policy is 09/01/2015.

Adoption Date: First Review Date: Second review date: