

W. H. WALTERS FREE PUBLIC LIBRARY

MISSION STATEMENT

It is the mission of the W.H. Walters Free Public Library to put books and information into the hands of people whose lives will be enriched and whose purposes furthered thereby. The W.H. Walters Free Public Library is the child's gateway to learning, the institution where individuals may seek self-development on their own terms, and the means whereby all people may refresh old insights and gain new knowledge of the world around them. The Board of Trustees adheres to the philosophy expressed in the ALA Bill of Rights, Freedom to View, and Freedom to Read statements.

LIBRARY PATRON CODE OF CONDUCT POLICY

All persons are welcome to use the Library and its facilities and information resources during regularly scheduled hours. In order to protect the rights of all library patrons and the safety of library staff members, and in accordance with applicable Borough of Alpha ordinances, the Library Board of Trustees has adopted the following Rules of Patron Conduct:

Patrons shall be engaged in activities associated with the use of a public library while on Library premises. These include reading, studying, accessing information from electronic sources, and attending library-sponsored programs or other meetings which adhere to Library Policies and Procedures. Patrons using the Internet shall abide by the W.H. Walters Free Public Library Internet Use Policy. Patrons shall respect the rights of other patrons, and shall not disturb, harass or annoy others.

THE FOLLOWING ARE NOT PERMITTED ON LIBRARY PREMISES:

Food, drink, tobacco products, vaping products
Weapons (exception: local, Warren County and State Police)
Animals (exception: Service Animals covered by A.D.A.)

BEHAVIORS PROHIBITED BY THESE RULES:

Disturbing patrons or staff by making loud noises (talking, singing, arguing), following, or intruding on others.
Playing audio equipment so that others can hear it.
Running or jumping.
Climbing on furnishings or fixtures.
Using cell phones or other electronic devices in a manner that disturbs other patrons or Library Staff.
Any illegal activity.
Fighting or challenging others to fight.
Being under the influence of alcohol or drugs.
Defacing, marring or altering library materials, property, equipment or computer systems (Vandalism will be reported to the police).
Interfering with Library Staff in the performance of their duties.

Going behind the circulation desk/going into the office.

Leaving a child under the age of 12 unattended in the library without the supervision of an adult (18 or older).

Alpha Middle School students (grades 6-8) are permitted to use the library *unattended*.

Sleeping.

Having personal hygiene conditions, including persistent or unusually strong odors, excessive body odor, or bodily fluids, that substantially interfere with the use of the Library by other patrons or staff.

Being in the library without a shirt or footwear.

Willful exposure of private parts.

Displaying images deemed inappropriate to a library setting.

Verbally abusing or threatening Library Staff or other library patrons.

Using inappropriate or offensive language.

INFRACTIONS OF THESE RULES that do not require the law enforcement intervention will be handled by Library Staff, with assistance from additional staff if needed.

- **Patrons in possession of prohibited items or engaging in prohibited behavior, will be asked to cease the infraction.**
- **Patrons who do not cease the infraction when asked to do so by Library Staff will be required to leave the building; may be denied the use of the library's materials or equipment and/or banned from re-entering the library for a specified period of time determined by Library Staff.**
- **Patrons who disagree with these actions may request a hearing with the Library Board of Trustees.**

INFRACTIONS which, in the judgment of the Library Staff, pose a threat to the safety of staff or patrons, or may be illegal, must be reported to the local police department. Refusal to leave the premises when required will result in police notification. *A police report may be filed at the discretion of Library Staff or local law enforcement.*

ALL LIBRARY PATRONS, including those attending library-sponsored programs or meetings held by outside groups, must leave the premises at closing time. Patrons requiring assistance to return home, including but limited to minors or disabled adults, and who remain on the premises after closing time, may be referred to the local police department to ensure their safety.

MATERIALS LENDING POLICY

1. Use of Materials

The W.H. Walters Free Public Library makes all its materials available for reference and research within the Library building. Library materials are available for reference and research within the Library building to all patrons, subject to the Library's policies and rules of conduct.

2. Internet-Based Services

Any person may search the W.H. Walters Free Public Library catalog. Some areas of the catalog may be accessed only by registered borrowers. Use of online resources licensed to the Library via the Internet may be restricted to registered borrowers.

3. Free Borrowing Privileges

The following may register without fee upon presenting adequate information:

- a. Any person residing within the Borough of Alpha & Alpha Annex.**
- b. Any faculty member employed by an education system within the Borough of Alpha.**
- c. Any person employed by the Borough of Alpha.**
- d. Any person who owns property within the Borough of Alpha upon presentation of a current property tax bill in their name.**

Library cards are available to individuals ages 5 and older. Applicants under the age of 18 must have a parent or legal guardian present to provide the required signature and consent for the minor's library card.

4. Nonresident Fees

Any person not covered in a-d above may apply for borrowing privileges subject to payment fees. Fees are reviewed annually by the Board of Trustees. Any change in fees will take effect in January of the year following Board resolution.

Schedule of Nonresident Fees

- a. Individual Membership - \$25 annually**
- b. Family - \$50 annually**
- c. Senior Citizens (age 65 or older) - \$15 annually**

5. Materials Subject to Borrowing

Any item may be borrowed unless required for in-library use, restricted by condition, age, rarity, size, or donation terms. Adult DVDs may be borrowed only by adults and students in 9th grade or higher. Children's & Young Adult DVDs may be borrowed by eligible children and young adult cardholders with the permission of a parent or legal guardian.

****Adequate identification is defined as bearing the applicant's name and current street address. If the ID presented lacks one of these elements, a second form of ID is required.***

6. Temporary Limits

At the discretion of the Library Staff, the W.H. Walters Free Public Library may temporarily limit the number of items of a certain type that may be borrowed per patron. This may apply to titles on a certain subject or items in a specified format or collection.

7. Loan Periods (shown below)

- **Adult Materials:**
 - DVDs: 4 per cardholder; 3-day loan; 0 renewals.
 - Books: 6 per cardholder; 2-week loan; 2 renewals.
 - Magazines: 3 per cardholder; 2-week loan; 2 renewals.
- **Adult New Releases:**
 - DVDs: 2 per cardholder; 3-day loan; 0 renewals.
 - Books: 2 per cardholder; 2-week loan; 0 renewals.
- **Children's & Young Adult Materials:**
 - DVDs: 4 per cardholder; 3-day loan; 0 renewals.
 - Books: 10 per cardholder; 2-week loan; 2 renewals.
 - Magazines: 3 per cardholder; 2-week loan; 2 renewals.
- **Children's & Young Adult New Releases:**
 - DVDs: 2 per cardholder; 3-day loan; 0 renewals.
 - Books: 2 per cardholder; 2-week loan; 0 renewals.

Reference materials: discretion of Library Staff

**Materials with holds or high demand may not be renewed.*

8. Overdue Materials

- a. Late fee of \$0.10 per day for each item up to a maximum of \$5.00 (applies to all materials except video formats).
- b. Late fee of \$1.00 per day for each video format up to a maximum of \$5.00.
- c. Borrowing privileges will be suspended until the materials are returned and fines paid.

9. Lost or Damaged Materials

Library members are responsible for all materials borrowed on their cards. Special charges may be assessed for damaged materials. At the discretion of the Library Staff, replacement costs may be charged for materials returned in an unusable condition. Replacement cost will be charged for lost materials.**

***** Replacement cost is defined as the cost of the materials, plus administrative/processing costs.***

10. The Library may suspend or revoke borrowing privileges in cases of persistent or extensive abuse of the Materials Lending Policy.

11. Reserves may be placed at no charge on books, audio books, CDs, DVDs in the circulating collection or on order.

12. Donations

The W.H. Walters Free Public Library welcomes donations of books and other materials, as well as monetary contributions, in support of its mission and services. Donated materials are evaluated using the same standards applied to purchased items. Materials not added to the collection may be sold to benefit library programs and services or otherwise disposed of at the Library's discretion.

Donated materials must be brought inside the Library during regular operating hours. Donations may not be placed in the Library's book drops. When the Library is closed, donations may be left inside the building, near the Library's inside drop box. Donations left outside the Library building are subject to weather and other environmental conditions. Any donated materials that are left outside and become damaged or unusable due to weather or other conditions will be recycled or otherwise discarded at the Library's discretion.

Monetary donations may be made payable to the W.H. Walters Free Public Library. Donors wishing to designate funds for a specific purpose should contact the Library Director. Complete donation guidelines are available on the Library's website.

13. Copying of Materials

Copies of materials owned by the Library may be made at \$0.10 per page, subject to Fair Use and Copyright laws. Printouts from the Internet may be made at \$0.20 per page, subject to Fair Use, Copyright and any other applicable laws.

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Library Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow residents to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by residents to information sources but reserves the right to limit library use to materials appropriate to educational purposes.

The Board provides access to computers and the Library's network to support educational, informational, research, employment, and other legitimate purposes consistent with the Library's mission. The Board retains the right to restrict or terminate access to the computer network/computers at any time, for any reason. The Board retains the right to have library personnel monitor network activity, in any network and insure its proper use.

INTERNET ACCEPTABLE USE POLICY

1. The W.H. Walters Free Public Library does not monitor, and has no control over, any information found on the Internet, and is not responsible for its content, timeliness or accuracy.

2. Confidentiality

- a. Users are advised to guard their credit card numbers, ID, and other personal information from the gaze of others, as well as from anyone on the Internet who may request such information.**
- b. The Library is not responsible for any information users may input or save on public computers.**
- c. The Library uses a daily procedure that is intended to destroy any data, documents or files left on public computers. The Library Staff cannot retrieve this information.**
- d. To protect patron confidentiality and privacy, the Library will no longer accept documents sent to the Library's email address for printing. Patrons who wish to print documents must use a Library public computer and send the document to the Library printer from that computer. Library public computers are subject to the Library's data-clearing procedures, as outlined in this policy.**
 - i. Patrons may access their personal email accounts using Library computers; however, the Library will not accept documents sent to the Library's email address for printing.**

3. Internet Safety for Minors

- a. Pursuant to the Children's Internet Protection Act and the FCC Order of July 23, 2003, all computers connected to the Internet are provided with a Technology Protection Measure in order to protect against visual depictions of obscenity, child pornography and materials harmful to minors. Parents wishing to file a complaint related to under-blocking of such depictions should contact the Federal Communications Commission.**
- b. Since no Technology Protection Measure can be 100% effective, parents are encouraged at all times to supervise their minor children's computer use.**

4. Safety for Minors Using IM, IRC, Email, and Other Direct Electronic Communications

- a. Internet use in the Library is intended to be for World Wide Web access. Since online chat and messaging are not primarily sources of information, they do not support the Library's Mission and are prohibited.**
- b. Since Internet-based email supports the mission of the Library and its World of Work program, use of Library computers for this purpose is allowed. The Library does not provide or maintain personal email accounts for patrons.**
- c. Minors are hereby cautioned against disclosing their personal information online.**
- d. Minors should report to a parent or to law enforcement authorities any attempt by an Internet correspondent to arrange an in-person meeting.**

5. The Technology Protection Measure will be disabled at the request of any adult 17 years of age or older, for any lawful purpose. Proof of age may be required. Complaints regarding filtering or access may be directed to the Library Director or Board of Trustees in accordance with applicable law and policies.
6. The Library Staff will assist patrons in connecting to the Internet and will provide a brief explanation of how to search for information. The Library Staff cannot provide individual training beyond that level.
7. It is expected that Library users will abide by any and all copyright laws when printing, copying or downloading copyrighted materials from the Internet.
8. Users who fail to abide by these policies and procedures may be prohibited from using Library computers and may be required to leave the Library. Illegal activities will be reported to the proper authorities.

Internet Acceptable Use

1. Use of computers is first come, first served. Users' time is subject to limits. More time may be granted at the discretion of the Librarian on duty.
2. There is no charge to access the Internet.
3. Users may not save files to Library hard drives. *See Internet Acceptable Use Policy #2 above.* Files may be saved to your personal flash drives if needed.
4. Making any change to the setup of Library computers, downloading or installing software of any kind is strictly prohibited.
5. The Library makes no provisions for telnet, FTP, scanning or faxing services.
6. Users who wish to print from the Internet must pay for printouts. Payments are accepted at the Circulation Desk. We accept cash or check. We do not accept credit or debit cards.
 - a. Printing & Copying
 - i. Black & White (single-sided): \$0.10 per page
 - ii. Black & White (double-sided): \$0.20 per page
 - iii. Color (single-sided): \$0.20 per page
 - iv. Color (double-sided): \$0.40 per page
 - v. Photocopies: \$0.20 per page
 - b. Faxing
 - i. Faxing: \$1.00 per page

Consent Requirement

No person under the age of 18 shall be allowed to use the computer network and the Internet unless they have filed with the Library, a consent form signed by the person and his/her parent(s) or guardian(s).

Community Use of Library Facilities

1. Meeting Space Use

- a. The W.H. Walters Free Public Library does not offer meeting room space for public use. Any meeting spaces within the municipal building are managed by the municipality and are not scheduled or administered by the library.

2. Bulletin Board Policy

- a. The library maintains a community bulletin board for posting approved materials. All postings are subject to the Library's *Bulletin Board Policy*.

CONTACT

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