

5.03 Douglas Public Library – Access to Library Services

ACCESS TO LIBRARY SERVICES POLICIES

Age Requirements for Use of the Children's Room

The Children's Room is restricted to children under the age of 13, their accompanying parents or caretakers, in order to make this room safe and comfortable for children.

All other persons over the age of 13, without children, are required to check-in at the children's desk or circulation desk. Persons in Children's Room who have not checked in will be asked to leave.

Prior to attending a children's program, persons over 13 without a child, must make arrangements with the Children's Librarian.

Library Programs

Library staff presents programs for children, young adults and adults. These programs will be planned, staff time and budget permitting. Some of the of programs are book discussion groups, story time, library tours, paid performers, instructional programs, summer reading programs, author sign book, etc.

Terms

- Some of these programs require registration prior to the event.
- Programs are planned by the Library Director and designated library staff. The library staff is responsible for recording statistics of the programs.
- Planning of programs is based on demand and attendance, the number of staff available to conduct programs, size and capacity of meeting and program rooms, budget availability, etc.
- No library card is required to participate in programs, unless otherwise specified.
- When grant-sponsored programs are held, dictates and rules of the grant are followed.
- The Douglas Public Library has endorsed the American Library Association's Library Bill of Rights and its interpretation, "Library-Initiated Programs as a Resource". Also the library complies with local, state and federal laws and this policy.
- The Library Director will make final decisions regarding programs.

Public Participation in Library Decision Making

The Douglas Public Library invites the community to attend library board meetings that are held in compliance with the City of Douglas' rules and regulations.

Any person or group who wishes to speak to the library board should contact the library director in advance.

The library director maintains an open-door policy and welcomes phone calls, letters and visits from patrons.

Library Tours

The purpose of this policy is to establish guidelines for the provision of tours of the Douglas Public Library for all users in the community. These tours help our patrons with how to use a library successfully and learn the different services offered by the Library.

Library Tours and Group Visits

Guidelines

- Tours are available for school class, adult education class and any club or organization.
- Tours are available during regular business hours upon advance request. Tours must be scheduled a minimum of one week and a maximum of three months ahead. Two weeks advance notice is required for groups over 20 and/or if library cards are to be issued at time of visit.
- Library card issuing: If your group requests library cards be issued at the time of the tour, registration forms must be completed for each applicant with all required signatures. Applications should be proof-read by group leader and submitted to the Library prior to the date of the requested tour.
- The Library may refuse a tour because of inadequate notification.
- All children groups in the Library must be attended by an adult under any circumstances.
- Tours are offered at no charge.
- Tours will be assigned on a first-come, first-served basis.
- Group leaders will remain with groups and assist Library staff members with supervision.

Types of tours

General Library Tours: provide an overview of the library to show where collections are located, how to get a library card, overview of catalog, and what online resources are available.

Instructional Guided Tour: provide user instruction on on-line resources, reference collection, or finding specific kinds of information.

Self-Guided Tours: explore the library on your own. Everybody is welcome to conduct self-guided tours through the facility, and learn more about the building and its services.

Spanish Language Tours are available depending on staff availability. Please ask at time of scheduling.

Only the Library Director has the authorization to change the above requirements. Submit requests in writing a minimum of 2 weeks prior to the tour date requested.

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Meeting Rooms

The Douglas Public Library welcomes the use of its meeting room facilities for cultural, civic, educational and informational meetings. Policies and procedures governing the use of the Library meeting room are made in accordance with Article 6 of the Library Bill of Rights:

Libraries which make exhibit space and meeting room 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.

The large meeting room seats approximately 30 people. The small meeting room (teen room) seats about 10 people. Library-sponsored programs and activities will be given first priority. Meeting room space will then be made available to groups on a first-come, first-served basis, subject to the requirements below:

- To be eligible to use a meeting room, any civic group, club, or organization must be nonprofit.
- There shall be no charge for meeting room use.
- All activities must be free of charge and open to the public. However, if instructional materials or supplies are necessary to participate in a program, a group may charge for those items.
- No meeting will be allowed if there is any commercial intent or solicitation for profit or sales from group, individual or organization. (Library-sponsored events, however, may include fund-raising efforts.)
- The meeting room may not be used for private parties.
- The meeting room is generally available only during regular library hours; however, special arrangements may be made to allow groups to use the room before or after regular library hours.
- Library needs may pre-empt any other scheduled use.
- Requests to use the meeting room must be approved by the Librarian. Requests may be made up to six months in advance. In order to make meeting room space available on an equitable basis, it may occasionally be necessary to limit a group's use of the room.
- Requests to use the meeting room must be made by an adult with a valid library card or other form of identification. This individual must complete and submit a meeting room application form agreeing to be responsible for the payment of any fees determined necessary should any damage occur.

Approved:

City Manager

Date

MEETING ROOM PROCEDURES

- The adult contact person, as listed on the application form, will be held responsible for the conduct of the group. The contact person will be assessed if damage to library property occurs during a meeting of the group he (she) has agreed to represent.
- Refreshments may be served. Alcoholic beverages and smoking are prohibited throughout the Library.
- The room must be left clean with tables and chairs arranged as they were on the groups arrival.
- Meetings may not disrupt the use of the Library by others. Persons conducting or attending meetings are subject to all library rules and regulations.
- Granting permission to use public library facilities does not constitute an endorsement by the Library Staff or the City of Douglas of the user's policies or beliefs. Publicity should not give the impression that the program is sponsored or endorsed by the Library.
- The Library is not responsible for personal belongings left in the meeting rooms.
- When no meeting is scheduled, the room will be made available for study groups and/or TV news. Requests to use the room should be made at the Circulation Desk.

TV Use Policy

- TV is for educational or research use only. If you need to watch a video or practice a presentation, please ask at the front desk for equipment.

Photocopying

The Douglas Public Library has a self-service copy machine for public use. This copy machine is available to the public mainly for copying non-circulating materials such as magazines, newspapers, reference books, local history materials and also for personal materials for a fee. The fee is determined by the library director and approved by the City Council. Fees are subject to change.

The library provides a limited number of free copies to patrons to prevent theft or mutilation of non-circulating materials. Staff will not assist in making copies, except when assisting disabled patrons or when providing free copies. When assisting patrons with copier, staff will NOT knowingly violate copyright laws. When copying materials subject to copyrights, patrons must abide by U.S. Copyright Laws.

The library attempts to maintain copy machines in good working conditions. Copy machines in the library do not produce high quality copies. Patrons may be reimbursed for fees when copy machine malfunctions at the discretion of the staff.

Interlibrary Loan

This service is only available to our patrons whose status is not delinquent, due to outstanding fines or overdue materials. Library materials and photocopies of articles from periodicals not owned by the Douglas Public Library or other Cochise County public libraries, or that are otherwise unavailable, may be requested for loan through an interlibrary loan. If an item is owned by our library or other county public libraries, but is checked out, the item may not be borrowed through an interlibrary loan unless the item requested is more than one month overdue, missing, locally requested, or not available for any other reason.

Interlibrary loans are free of charge; however, if the item(s) is overdue, lost, or damaged, the patron will be responsible for any and all charges and/or fines imposed by the lending library. Some libraries require charges for loaning materials. If the patron does not wish to borrow when fees are imposed, this must be stipulated when making the request.

A maximum of three materials, per week, may be requested by an individual patron. Item restrictions are necessary to ensure fair, equitable and timely service within the budget and staffing constraints. Requests for new materials (not currently being sold) will not be accepted more than one month, in advance, from the release date.

Any request for materials, that library staff determines to be in violation of copyright, will not be accepted. Photocopies from interlibrary loans will be stamped with a notice of copyright.

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