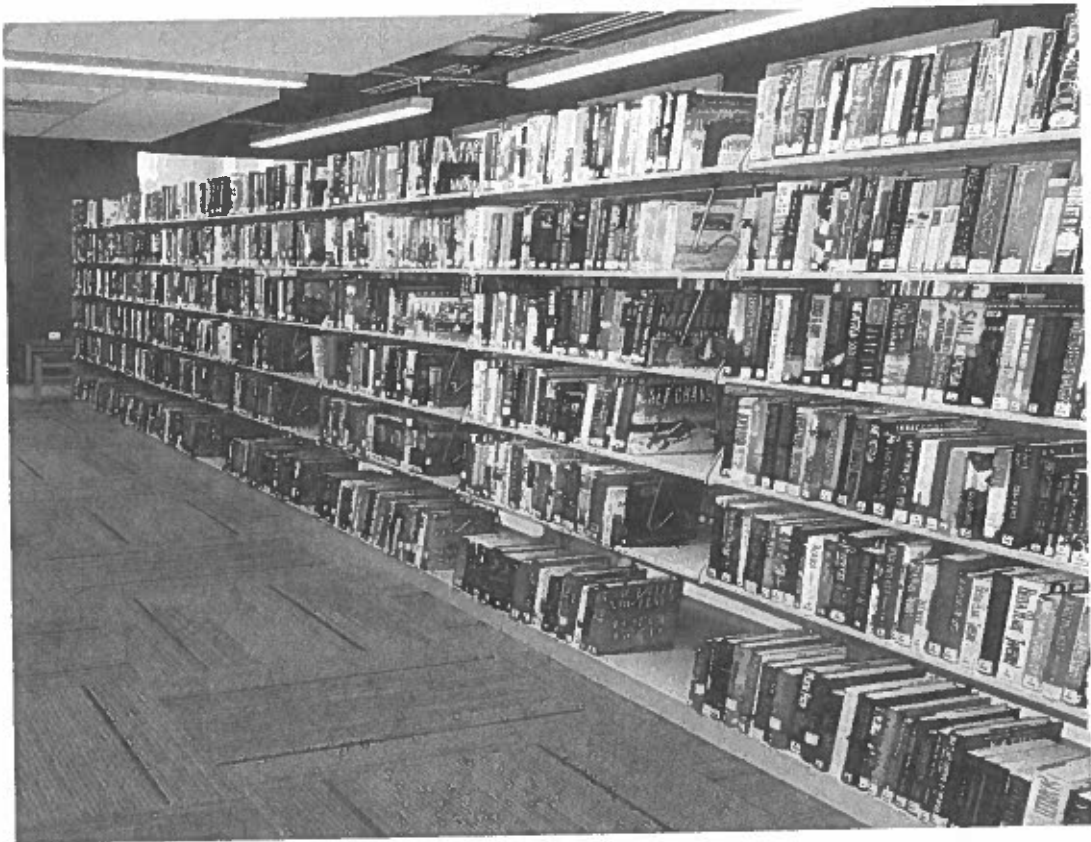


Policies

For the
Dilley Public Library



POLICY FOR LIBRARY HOURS

Monday	8:00 - 5:00
Tuesday	8:00 - 5:00
Wednesday	8:00 - 5:00
Thursday	8:00 - 5:00
Friday	8:00 - 5:00

The Dilley Public Library will be closed on the following Holidays:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day

Circulation Policy

Patrons checking out materials from the Dilley public library are responsible for all items checked out under that name with these conditions:

- Books are to be cared for in a proper manner.
- If a book is damaged or lost patrons will be charged the retail purchase price to replace the item.

- The cost for an overdue item is as follows:
 1. Books \$.10 per day (children and adults)
 2. DVD's, CD's Audio Material \$.10 per day

- It is the patron's responsibility to notify the library of address changes.
- Reference material is to be used in the library only.
- Fines will accumulate on overdue materials until the item is returned or other arrangements have been made to clear the fine (maximum of (10.00)).

Materials can be returned to the library during operation hours. If the library is closed, items can be returned to the City of Dilley office.

If a patron has a bill at the library or an item that has not been returned it is the responsibility of the patron to pay the bill and return the item. Patrons will not be allowed to check out any materials from the library until outstanding fines are paid and items are returned.

Book Selection Policy

The Dilley Public Library recognizes the pluralistic nature of this community and the varied background and needs of all citizens. Regardless of race, creed, and political persuasion, declares as matter of book selection policy that it will adhere to and support:

1. The Library Bill of Rights
2. The freedom to read statement adopted by the American Library Association, both of which are made a part hereof.
3. Free access to libraries for Minors Bill of Rights

Books of library material selection is and shall be vested in the library director, such members of the professional staff who are qualified by reason of education and training.

Selection of book or other library material shall be made on basics of their value of interest, information and enlightenment of all people of the community. Surrounding area. The City's Governing Body believes the censorship is a purely individual matter and declares that while anyone is free to reject for one-self books which do not meet with individual's approval, one cannot exercise this right of censorship to restrict the freedom to read of others.

The City's Governing Body defends the principles of the freedom to read and declares that whatever censorship is involved no book or library material shall be removed from the library; Safe under the orders of a court of competent jurisdiction.

Reference and Reader Advisory Policy

The Dilley Public Library exists to serve the community as center of reliable information, to facilitate and encourage lifelong learning for the general reader, and to enrich personal lives through reading and the use of related media.

Reference and Reader's Advisory Service is provided both in house and on the telephone (in somewhat more limited fashion). The library staff will make every reasonable effort to assist any patron in finding needed information or material and in teaching them how to use the resources available.

Full literature searches by staff members are not possible due to limitations imposed by the time and resources. Library staff members are neither lawyers nor doctors and cannot offer any interpretation of legal or medical materials to library users.

Material in the Reference Collection may not be checked out it is for in house use only.

The Dilley Public Library adheres to the intent of the Revised Copyright Act of 1976, Title 17 of the U.S. Code sections 101-810, which became effective January 1, 1978. Patrons are advised that violations of the Copyright Law are the responsibility of the copy machine user. Signs will be posted in the vicinity of the machine to notify patron of their responsibility.

Information or materials not available at the Dilley Public Library may be requested through Navigator by patrons in good standing with the Library. It is not the responsibility of the Dilley Public Library if a Search is not filled. We are not in charge of the fines and dues of a lending library. Each library will have it's own policies and charges; which the borrowing patron is/are responsible for.

Policy For The Reconsideration of Library Materials

Whenever any patron objects to the presence or absence of any library material, the complaint will be given a hearing. All complaints to staff members will be referred to the library director who will discuss the matter with the complainant. If not satisfied the patron may make an appointment with the City Administrator and/or City Council to discuss the matter further.

If the patron wishes, he/she will be supplied with the "Request for Reconsideration of Library Materials" form appended hereto. The Library Director will examine the item in question, if it is a request for withdrawal, check reviews, and determine whether it conforms to the Standards of the Material Selection Policy. If it is a request for addition of an item that has been rejected by the Library, the Library Director will reconsider its addition.

The library director will decide whether or not to add the material in question and will write to the complainant giving the reasons for the decision. Materials subject to complaint shall not be removed from use pending final action.

Request For Reconsideration Of Library Materials

Author: _____
Title: _____
Publisher: _____
Request Initiated By: _____
Telephone: _____ Address: _____

Complaint Represents:

Himself _____
Other Organization _____
Other Group Identify _____

1. To what in the material do you object (please be specific)?
2. What do you feel might be the result of reading or viewing this material?
3. For what age group would you recommend this material?
4. Is there anything good about the material?
5. Did you read or view the material in its entirety? If not, what parts did you examine?
6. Are you aware of the judgement of this material by library critics?
7. What do you believe is the theme of this material?
8. What would you like the Library Director to do about this material?
9. What do you see as the purpose of this material?
10. What other material, substantially the same purpose, would you recommend in place of this?

Signature of Complainant: _____ **Date:** _____

Selection Guidelines Policy

The selection policy must be sufficiently flexible to serve current community needs and to anticipate and foster future demands.

The Library Director is responsible for the selection of the books and other library materials. The library materials are selected within the framework of the library's overall goals and mission statement and its service goals and structure document. Inherent in these documents are two major factors that influence selection.

1. Educational, cultural, and recreational interests of all people of the community.
2. The function and resources of other libraries w/availability of funds.

The library acquires a wide range of materials in a variety of formats. In the acquisition of materials. Special attention is given to those that relate to the community's needs.

Using The Above As Guidelines The Library Acquires:

1. Source materials and thoughtful interpretation which document and shed light on the past.
2. Contemporary materials, representing varying points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trend and controversies.
3. Materials to inform and to increase the individual's ability to function effectively as a member of society.
4. Materials which provide an aesthetic experience stimulate the imagination and increase the individual's potential for creativity.
5. Materials which extent the individual's capacity to understand the world in which he lives.
6. Materials in the two languages, English and Spanish, (and any other approved) as well as materials which reflect the diverse linguistic and cultural heritage of the community.
7. Materials which entertain and may enhance the individual's enjoyment of life.

Policy Regarding Unattended Children

The Dilley Public Library welcomes use by children and staff will assist them in the library material or services. A responsible adult or sibling should accompany young children while they are using the library, for the child's safety and comfort. All children under age of 12 will need to be accompanied by an adult.

The library is not responsible for incidents and/or accidents, which may occur outside of the library. Unsupervised or unattended children on the library's property will not be permitted.

Library staff will notify the parent or guardian of their children when:

1. It is possible that the library will be closing earlier than usual due to inclement weather power outage etc.
2. The child's behavior disturbs other users of the library.
3. There is cause to believe that the child's health or safety is in danger.
4. The library staff is unable to provide the necessary degree of supervision that is desirable for young children, for extended periods of time.

The parents are responsible for their children after the library is closed.

Interlibrary Loan Policy

Interlibrary Loan Program (Navigator)

The Library Director and staff encourage any patrons in good standing with the library to utilize this program to obtain items that are not available at the Dilley Public Library.

Library Rules For Borrowing

Patrons of the Dilley Public can have access to materials that are not available at the library through the Interlibrary Loan Program.

Patrons will be able to borrow books, audio books and dvd's if available. Magazines, newspapers or journal articles will be photocopied for patrons, unless other arrangements have been made. The library will try to service all patrons with any requests with in the restrictions of accessibility.

Material that may be difficult to borrow are materials such as local history, rare items, genealogy, city or telephone directories might not be as easy to obtain. But it may be possible that photo copies may be acquired through the lending library with a page limit. Even though some items are not easily filled a request will be submitted without hesitation and forwarded for search.

Interlibrary Loan Request Procedures For Patrons

Request for the Interlibrary Loan Program will be through the Library Director or a library staff member. A patron needs to request items in writing with a phone number and address. This will guarantee that the person that signed for the request receives those items.

Notification of Patrons ILL Status

It is the patron's responsibility to call and make sure that their request was completed.

- A patron may be notified if arrangement have been made with the library staff and phone number is provided.
- Items requested over the phone, fax or email will not be taken; due falsification of identity.
- If a person has prior approval after visiting the library and has given the staff all the information needed and signed for a request Further information will be accepted via the phone, fax, etc.

Limit Of Loaned Materials

We ask that patrons limit the request of items for the ILL to 3 items or less. This is to prevent excessive postage cost that the users will have to be responsible when the items are returned.

Fees For Interlibrary Loans

There is not fee to borrow materials from the ILL Program; the only fee to patrons will be the postage for the items to be returned. The cost will be what the book charge was when it was sent.

Extra Charges

Patrons will be responsible to return the books back to the library on time so we can mail them to the appropriate library. Any fees accumulated toward a book for late charges, damaged or lost items are the full responsibility of the patron.

Lending/Borrowing Time

Loan periods are usually determined by the lending library and they can vary. But we would like all materials returned to the library after three weeks; if other arrangements have not been made. If the patron does not pick up the items that were requested after 10 days materials will be returned to the lending library at the patrons expense.

Lost and/or damaged ILL Items

The patron is responsible for returning their items in on time to the lending library. Allowing sufficient time for delivery. Users are urged to return materials on time so as to ensure that the lending libraries continue to share their resources. A fee/charge will be collected from any patron that is late in returning borrowed item. The lending library will determine the cost of the late fee for a patron.

Lending Procedures

If a book is requested and the lending library has the item/items on its shelves it will be permitted to be checked out, if there is more than one copy of the requested material. If the request for a magazine, newspaper or journal article is requested and the request is available a photocopy of the article will be copied with the correct citation.

Reference materials may not be available for check out from some lending libraries.

Photocopy Fees

Copies can be obtained for a fee of .25 cents per copy. A whole book will not be permitted to be copied. The charge may range depending on how many copies are needed.

Loan Periods

Patrons will be permitted to check out materials for a period of three weeks.

Confidentiality Policy

The Dilley Public Library will have full confidentiality of patron records; this is our responsibility to our patrons. Maintain the privacy of an individuals/patron personal information including borrowing records and identifying information.

The Texas Open Records Act provides that all information collected, assembled, or maintained by or for Governmental Bodies, (except in those situations where the Governmental Body does not have either a right of access to or ownership of the information, pursuant to the law or ordinance or in connection with the transaction of official business) is public information and available to the public during normal business hours of any Governmental Body.

The Open Records Act, however, provides a list of exempted records, one of these being records of a library or Library System. Supported in whole or in part by public funds, that identifies or serves to identify a person who requests, obtains, or uses library material or service.

- The library records may be disclosed if the library determines that disclosure is reasonably necessary for the operation of the State or Federal Law and
- The Records are released to the person to whom the information relates.
- A person to whom the information relates has given permission, in writing, for the information to be released to another person.
- The Texas Attorney General has determined that the information should be released.
- The records are released to a Law Enforcement Agency or a Prosecutor under a Court Order or Subpoena only.

Distribution of Confidential information is a misdemeanor under section 52.352 of the Texas Open Records Act.

Section 52.352 distribution of confidential information:

- A person commits an offense if the person distributes information considered confidential under the terms of the chapter.

- An offense under this section is a misdemeanor punishable by:
 1. A fine or not more than 1,000.
 2. Confinement in the county jail for not more than six months.
 3. Both the fine and confinement.
 4. A violation under this section constitutes official misconduct.

Volunteers as well as staff are responsible for keeping these records confidential.

Accident Policy **For the Dilley Public Library**

The Dilley Public Library is not responsible for accidents that may occur at the library facility or on the library's grounds.

We specifically ask parents of small children to watch them during a visit to the library. Small children can fall and get hurt by running unsupervised.

Children on the library's grounds need to be supervised by their parents; it is not the staffs responsible to supervise children outside.

Staff supervision is conducted only during events that are In-house. During these special programs; volunteers, staff and parents will be on hand to help supervise the children for the duration of the event hosted (usually an hour or two).

The library staff will fill out an Accident Form that will be forward to the City Administrator or kept on file at the library for future reference. The staff is not permitted to dispense medication to anyone; child or adult. That is why an Accident Form is filled out with the name of the person or child that had the accident w/address and phone number for the person that was contacted.

The parents will be called to pick their children and take appropriate measures in taking care of the child/children in question. In the event of a life threatening accident staff will call 911 for the protection and safety of the individual.

Accident Form

This form is to be completed by the Library Director or staff if an accident occurs at the library.

Patron's name: _____ *Age:* _____

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

Home Ph: _____ *Relatives Ph:* _____

Injury/Illness Information: _____

Date of Injury: _____ *Time of Accident:* _____

Emergency Policies for the Dilley Public Library

Winter Storms

The library may close (or postpone opening) when weather conditions exist making it highly improbable for travel. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours. The Dilley Public Library and the City of Dilley will be called upon for advice.

Tornadoes

When a tornado has been sighted within the community, the city siren will sound the warning. The library staff will then advise the library's patrons of the situation and will ask them to remain calm. A radio should accompany the group. Normal routine may resume when the all clear sign is given.

Fires

At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The rescue squad/police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION, pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Wireless Internet Use Policy

The Dilley Public Library has free wireless service for patrons. Users agree to abide to this policy that prohibits abusive or illegal activities while using this wireless service free of charge.

Patrons will assume all responsibility for the use of the library's Wireless network. The library cannot be held responsible for any losses incurred if patrons choose to use the library's Internet connection to conduct commercial transactions.

The Dilley Public Library is committed to providing an environment appropriate for its customers. Patrons utilizing the wireless connection agree to comply with all provisions of the library's Internet Policy. Wireless Internet users are asked to refrain from displaying any material that may be interpreted as intimidating, hostile offensive or inappropriate. Displaying disgusting and unpleasant materials to passersby is prohibited. Patrons are responsible for any copyright materials.

Any material that is not deemed appropriate and is found to be sexually explicit, obscene, or graphically disturbing will result in the immediate revocation of Internet privileges. If minors violate this policy, the parents will be notified of the situation.

Disclaimer

The patron/user assumes all responsibility while using the wireless connection.

Use of the wireless connection is done at the patron's own risk.

Patrons acknowledge that hacking and security concerns are inherent risk associated with any wireless service. Therefore patrons agree that they knowingly assume such risk and further agree to hold the library harmless from any claim or loss arising out of or related to any such instance of hacking or other unauthorized related damages into the patron's computer.

The library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are using the Library's wireless Internet connection. Any damage done to the patron's equipment or self from accessing the Internet from the Library's wireless access point is the sole responsibility of the patron and relinquish the Library from any damage and/or malfunction of the patrons equipment.

The Library staff will not change any settings on a patron's equipment this is the responsibility of the patrons and only the patron can handle their equipment.

The Dilley Public Library holds the patron responsible for any damages that may occur if the patron is misusing the Internet and will reimburse the library expenses that may arise due to the misuse, abuse or mishandling of the Internet.

Internet Policy/Agreement Of the Dilley Public Library

The use of the Dilley Public Library's Internet provides patrons with access to the vast amount of information available on line. Patron must abide by Internet Policy

Internet Acceptable Use: The Internet computers will not be used to access illegal materials or to access matters which by local community standards would be obscene.

Access: Computer use will be limited to a One Hour Session, Unless otherwise authorized by the Library Director. User's must Sign up to use the Internet.

Rules of Conduct: The staff at the Dilley Public Library Will take prompt and appropriate actions to enforce the Rules of Conduct, and/or to prohibit use by patrons who fail to comply with the Internet Acceptable Use Policy as stated or implied herein.

Any installation/modification of software to the computers is prohibited.

Engaging in any activity, which is deliberately and maliciously offensive, libelous, or slanderous, is prohibited.

Damaging computers or computer equipment is not allowed.

Loud and disrupting behavior is not permitted.

Unlawful Activities: Any illegal act or use of the Internet may also result in loss access. These acts may be subject to prosecution by local, state or federal authorities.

Users Will Respect Copyright Laws: U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyright materials, except as permitted by the principles of "Fair Use" users may not copy or distribute electronic materials; including electronic mail, text, images, programs or data without the explicit permission of the copyright holder. Any infringement lies with the user.

Disclaimer: the Dilley Public disclaims any liability or responsibility arising from access to or use of information obtained through any electronic information system or consequences thereof.

Monitoring: Staff will monitor a patrons computer if due cause for monitoring is acknowledged due to inappropriate use of the Internet. If any cause for misuse is acknowledged, patron will be presented with, a form that must be signed by the patron, the **"Dilley Public Library Revocation of Internet Access"**.

Child Safety Statement: Parents and Legal guardians who are concerned about their children's use of the Internet should provide guidance and monitor their own children. Children under 12 must be accompanied by a parent or older sibling (unless prior arrangements have been made).

Student Permission Form for Internet Use: Parents must sign the library staff will prohibit children from programs or games that contain violence, profanity, vulgarity and cursing or use bad language.