

***Donald W. Reynolds
Community Center &
Library***

***Policies
2020***



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Statement of Purpose

Library Statement of Purpose

The Donald W. Reynolds Community Center & Library will provide a safe and welcoming environment that will enhance the personal development of our community citizens by meeting their informational, educational, cultural, and leisure time needs.

Circulation Policy

Statement Of Policy:

Service is the most important function of the library; the loan of material is the primary service activity of the library.

Definition Of Service Area:

The services and resources of the Donald W. Reynolds Community Center and Library are available free of charge to anyone who lives in Bryan County or is a registered student at SOSU or the Kiamichi Technology Center.

Registration Of Borrowers:

A. Bryan County Resident: Library Cards are free to Bryan County residents. Both adult and juvenile borrowers are required to register by having an application card on file.

Patrons will be required to show official ID and *proof of Bryan County address, such as utility bill to receive a library card the same day of application or the card must be mailed to verify the address. All patrons must present their own library card to check out materials or use the computers. Parents are required to have a library card to obtain a card for their children under 18. Parents are responsible for their children's materials and fines.

** proof of a permanent Bryan County address (not a hotel)*

B. Non-Resident: Any person living outside Bryan County and not attending SOSU or Kiamichi Technology Center may check out materials after paying a \$25 registration fee at each three year renewal of the library card.

Reference, Genealogy, and Current Magazines:

No patron will be allowed to check out these materials from the library.

Library Card Applicants:

Borrowers who are applying for a card for the first time will not be allowed to check out materials until the library card and their address are verified. Patron may verify by showing proof of current address, such as utility bill or card will be mailed.

Circulation Period:

Library books and audios may be checked out of the library for three weeks, DVDs for three days, and launchpads/video games for one week. All materials may be renewed once unless they have been checked out from the waiting list. Renewal of material not on the waiting list may be renewed by telephone. Ten books, two DVDs, one launchpad and one video game may be checked out to a single patron at a time. Requests for checking out more than ten books times must be referred to the library director, and will be approved only in special instances at the discretion of the library director.

Waiting List:

Material will be held for a patron for up to ten days. The patron will be notified via phone and/or email. One week after the patron has been notified by email or phone they will receive a follow up reminder call. The patron then has three more days to retrieve the material or it will be passed on to the next person on the hold list or put back on the shelf.

Lost Library Cards:

If a patron has forgotten or temporarily misplaced his library card, he may use his photo i.d. to check out books. The card may be replaced for a charge of \$3.00.

Fines For Late Or Lost Library Materials Are Assessed Per Day As Follows:

Books & Audio.....	\$0.10
DVDs.....	\$0.25
Video Games & Launchpads.....	\$ 1.00

The replacement cost of a lost book, DVD, launchpad, video game, or audio book will be charged to the patron plus a \$5.00 processing fee.

Interlibrary Loan Policy:

Books may be requested from another library by patrons who currently have valid Donald W. Reynolds Library cards. The lending library sets the length of loan period. An interlibrary loan book must be returned on time so that the book may be returned to the original library to avoid overdue fines being charged to our library. If the book is lost, the patron will pay the cost of replacement and any other charges assessed by the lending library. The cost of a lost interlibrary loan item will be assessed by the lending library.

There will be a charge of \$ 1.50 per interlibrary loan request to help defer part of the cost of postage. This fee will be paid in advance and if the library is unable to fill the request the fee will be refunded. The fee will be waived for one ILL request per person each month.

Repeat offenders who have more than one interlibrary loan overdue or lost book will be able to place requests for an additional interlibrary loan, but the patron will not be allowed to take the book from the library.

Patrons will follow the policies of any participating library which allows books to be loaned. If they do not follow these policies, they will no longer be able to use the interlibrary loan service, and use of their Donald W. Reynolds Library card may be revoked.

Loss of Library Privileges:

Patrons who do not return library materials by the third notice will have all library privileges cancelled; the use of their library card will be revoked until all fines are paid and materials returned.

Overdue Laws and Regulations:

The Oklahoma law at Title 21 of the Oklahoma Statutes Section 1739 provides as follows:

A person convicted of library theft shall be guilty of a misdemeanor and shall be subject to imprisonment. The punishment for conviction of library theft shall be:

1. If the aggregate value of the library materials is five hundred dollars (\$500.00) or less, by fine not exceeding one thousand dollars(\$ 1,000.00), or the offender shall make restitutions to the library facility, including payment of all related expenses incurred by the library facility, as a result of the actions of the offender, or both such fine and restitution; or
2. If the aggregate value of the library material is greater than five hundred dollars (\$500.00), by fine not exceeding ten thousand dollars (\$ 10,000.00) or the offender shall make restitution to the library facility, including payment of all expenses incurred by the library facility as a result of the transactions of the offender, or both such fine and restitution.

Computer and Internet Policies & Guidelines

Fees and Use

- The library will charge ten cents (\$.10) per page to print black and white material and fifty cents (\$.50) per page to print color from the public computers.
- The library has 33 computers for Internet use (4 children's, 16 public lab, 1 scan, & 12 teaching lab); adults and children use the same machines. Open DNS filtering system is in effect all library internet access. If an adult pulls up offensive material that can be viewed by others, they will be asked to leave the computer. If a child pulls up offensive materials, the user card will be revoked.
- Patrons may sign-in at the computer using their patron ID. At the time of sign-in they must agree to comply with the Computer Use Policies. If any patron misrepresents himself or signs himself in with another name, his Internet privileges will be revoked.
- Patrons may make only authorized copies of copyrighted or licensed software.
- Any costs charged by the Internet will be the responsibility of the person who requested the material.
- The computer use limit will be two hours per day for patrons with a library card and one hour per day for patrons on a guest pass, if more time is needed patrons should request an extension. The staff will handle these requests on an individual basis. There is only one log in session per day.
- The library's Internet service is part of a network throughout the community. Internet access may not always be available because of the demand upon the service.
- Misuse or abuses of the computers or Internet access will result in suspension of Internet access privileges.
- The library does not control the information, literature, and sites accessed through the Internet. The Donald W Reynolds Library is not responsible for the accuracy or content of materials retrieved from the Internet. The library cannot protect patrons from information they may find offensive.
- Nonresidents, and other guests, may use the courtesy computer for a once a day one hour time period by presenting a valid ID.

Responsible, Ethical uses of the Internet Includes the Following:

- Parents and/or legal guardians who are concerned about their children should provide guidance to these children.
- The library is not responsible for personal or equipment damages incurred while accessing the Internet.

- The library provides to all patrons equal access to literature and information, regardless of format. The responsibility to provide access requires First Amendment rights not be abrogated. Access to the Internet is compatible with the Library's endorsement of the **Library Bill of Rights**, the Freedom to Read, and the **Freedom to View** Statements from the **American Library Association**; we also endorse the **Policy of OneNet**.
- All users of the Internet are expected to do so in a responsible manner consistent with the information and educational purposes from which they are provided.
- The resources are to be used for educational, informational, and recreational purposes only. They are not to be used for unauthorized, illegal or unethical purposes.
- Users will not attempt to modify or gain access to files, passwords, or data belonging to others; users will not seek unauthorized access to any computer system; users will not damage or alter software components of any network or database.
- Users will not send, receive, or display text or graphics that may reasonably be construed as obscene.
- Children under the age of eighteen (18) should have parental or guardian permission to use the Internet. The Donald W. Reynolds Library assumes no responsibility for the use of the Internet by children. It is not possible for the library staff to control specific information a person under the age of 18 may locate on the Internet. As libraries do not vouch for or endorse the viewpoints of written material in their collections, so they cannot vouch for or endorse electronic information. It is the responsibility of the adult user or parent or guardian of a child under 18 to determine what is appropriate.
- Persons using any computer equipment agree not to make any changes to the setup or configuration of the software or hardware.
- Library users have the right of confidentiality and the right to privacy. Users should be advised, however, because security is technically difficult to achieve, electronic transactions and files could become public.
- The Donald W. Reynolds Library assumes no responsibility for any damage, direct or indirect, that users, or any others, may suffer through the library's access to the Internet.
- Library staff cannot provide in-depth training concerning Internet use. We may, however, be able to offer search suggestions or answer questions. Staff is not allowed to enter patron information into websites like Sooner Care and Social Security applications. Because of library scheduling, staff trained in the Internet may not always be available but they will do their best to help patrons retrieve the information they need.

The Board of Trustees for the Donald W. Reynolds Library reserves the right to update the rules from time to time. When changes are made, a notice will be posted near the Internet computers to make patrons aware there has been an update to the rules.

Use of Machines Policy

Copy Machine:

Only library staff will put paper in the paper tray, clear copier jams, replace toner, make repairs and/or call for service.

Copies cost \$.10 per page for black and white, \$0.50 for color.

Email and Fax:

Faxing is provided as a public service; however, the library staff reserves the right to deny faxing under certain circumstances: transmission to foreign countries, transmission or receipt of pornographic materials, etc.

Fax Transmitting: \$ 1.00 for the first copy \$.25 for each page thereafter

Fax Receiving \$.10 per page

- Patrons must provide the document to be transmitted in an acceptable form (e.g. single page format).
- Staff members will fill out a cover sheet, so the receiving location will know who is receiving the fax.
- Patrons should keep this copy for their records with the printed confirmation.

Emailing of scanned documents is free.

All copyright law (Title 17, U.S. Code) covers any request between libraries.

- A. These include an indication on each request that the request conform to CCG 108-g (2) guidelines or CCL (the remaining provisions of the copyright law). Section 109-g (2) limits requests for articles from specific periodical titles to five filled requests within calendar year from articles published in the periodical within the past five years.
- B. It is acceptable to use the fax machine for transmissions other than resource sharing only if it does not infer with resource sharing.

Microfilm Reader:

The microfilm reader will be located in the Genealogy Section of the library.

- The microfilm reader is to be used by the public for looking up newspaper articles.
- The fee charged for printing our articles is ten cents (\$.10) a page.

Laminator:

- The laminator is provided for the convenience of library patrons, but it is only to be operated by the library staff.
- The library staff reserves the right to deny use of the laminator when they feel it is necessary.
- Request from city government offices shall be free.
- Patron costs for use of the laminator will be as follows: Cards - \$1.00, 8X10 sheets- \$2.00, laminating per foot- \$1.50.
- Staff members will record all fee taken for the use of the laminator according to the guidelines of the library board.

Collection Development Policy

The materials selection policy is intended to implement the general services objectives of the library. The purpose of the selection process is to obtain selected books and other material to further the library program of giving information, reference assistance, and assistance to those engaged in educational pursuits, as well as to provide general recreational reading;. In its most general terms, it will be the library's policy to purchase the best books with which to satisfy the greatest number of patrons within budget limitations.

Freedom To Read And The Selection Of Controversial Materials:

The library has a duty to provide a representative selection of books on all subjects of interest to its patrons that are not prohibited by law, including books on all sides of controversial issues. The decision to purchase books which might be considered offensive to some individuals should be guided by qualified review based on the general intent of the author, his and his publisher's previous reputation, and the status of the book as a serious literary effort. No book will be eliminated from consideration for purchase because of language or frank treatment, verbal or illustrative, of certain situations that may be objectionable to some people.

Special Aspects Of Book Selection:

- Religious matter and gift books must be of a general nature and of value to the collection as a whole.
- Addition of a book to the library collection in no way represents an endorsement by the library of any theory, idea, or policy contained therein.
- In the field of fiction, the quality of the book shall be judged on the content as a whole, not by detached excerpts. Fiction will be purchased mainly by popular demand of the library patrons.
- Indicating a book's point of view or bias by the use of label or special shelving is considered an unwarranted assumption on the part of the library in that it denies the reader the right to judge the material for himself.
- Works of a borderline literary value, or those dealing with unorthodox or fad topics about which there is a great curiosity, will be acquired by the library in inexpensive editions and *discarded when they have served their purpose of meeting a strong, current, though temporary, demand.*

(The preceding policy was formulated according to guidelines published in The Library Journal, and distributed by the Oklahoma Department of Libraries.)

Reconsideration of Titles:

In the event that an adult within the community questions the desirability of having a particular book, periodical, or other material within the library collection and available for public use, that person may request that the acquisition and availability of the item be reconsidered by making a request on a form provided for that purpose. The librarian and the library board will give the request on a form provided for that purpose. The librarian and the library board will give the request serious consideration. Written notice of their decision will be given to the patron making the request.

Responsibility for Selection:

Ultimate responsibility for materials selection, as well as for all library activity, rest with the librarian. Suggestions from board members, patrons, and staff members will be given primary consideration.

General criteria:

- Permanent or timely value
- Accuracy of information
- Reputation of author and publisher
- Clear presentation, readability, and literacy quality
- Social significance
- Suitability to intended audience
- Contribution to a balance of presentation of controversial issues
- Contribution to a balance of presentation of special interest
- Groups with general readership demands
- Format and price

Criteria and tools for adult materials:

The purchase of adult fiction material is based on review sources such as, The New York Times Review, Kirkus Reviews, Good Reads and other publisher best seller list and also request by library patrons. Non-fiction material must be selected on the basis of readability, social significance, and authoritativeness unless the book deals with local interests.

Criteria and tools for children's materials include:

The children's collection is selected to provide material which offers mental stimulation and encourage development of an inquiring mind, as well as providing knowledge of the social

and physical worlds in which we live. Book selection for children follows the general criteria as that set forth previously under “Criteria and Tools.”

All books are selected in the hope that they will lead to continued reading in adult life. Standard classics of well-established reputation are included in the collection even though, in the modern social context, they may contain words or situations offensive to some individuals.

The following publications are currently used in the evaluation process of adult and children’s books: The New York Time Book Review, Forecast, Booklist, Library Journal, and Review Collection of the Oklahoma Department of Libraries.

These publications have been endorsed by the American Library Association Council (June 25, 1953) and the American Book Publisher’s Council Board of Directors, Book Manufacturers’ Institute, Board of Directors, and the National Education Association’s commission has subsequently endorsed them for the Defense of Democracy through Education.

(Book Selection Policies in American Libraries, “Freedom to Read Statement,” pp. 208-11)

Gifts

The library welcomes gifts of books and other materials, but it reserves the right to make use of them as it sees fit. Gifts must meet the same standards of quality as purchased materials. The final decision on their disposal resides with the librarian. Money for memorial articles is welcomed; organizations or individuals are encouraged to consult with the librarian in the selection of appropriate items. Books and other items purchased from gift funds are identified with suitable plates.

Weeding:

Books and other materials will be constantly evaluated and weeded according to the Crew Method.

Replacing:

Books and other materials that are considered classics should be replaced as they are weeded.

Discarding:

When books have been weeded from the shelves, they should be removed from the library in the following manner:

- They may be sold to the public for a very small charge; the price asked will depend on the condition of the book.
- They may be given to a school or other institution.
- They may be put on a free table for patrons to take. Once the materials have been judged as no longer useful to the library, that material should not be stored or kept by the library; this applies equally to materials that have been a gift, donations, or memorial.

Customer Relations Policy

Staff Guidelines:

It is the purpose of the Donald W. Reynolds Library to provide current, in-demand, high-interest materials with an emphasis on entertainment reading for adults and juveniles and to serve as a research facility.

The library staff will strive to create an atmosphere of welcome, friendliness, and warmth. Everyone is welcome to come to the library, browse and stay awhile.

Some of the ways this can be achieved is by following these guidelines:

- When customers enter, greet them with a smile and ask if they need help in finding anything.
- Our goal is to have customers checked out in five (5) minutes.
- When books are overdue, tell the customer how much fine is due; check the patron record and tell the customer the title and fine for each book.
- When a patron has phoned it will take longer than you thought to gather the information; ask if you can take his number and call him back.
- Our goal is to answer the phone before the third ring. The phone should be answered by saying, "Good Morning," (or "Good afternoon"), Library. May I help you?"
- When returning calls, return them in the order in which they were received. If a caller should ask for someone who is not available or not on duty, inform the caller that the person is not available and ask, "May I take a message or have him return your call? When would be a good time to return your call?"
- To the extent that it is practicable, two staff members will be on duty at all times patrons are in the building.

Library Behavior Policy:

The Donald W. Reynolds Library believes all of the patrons in our service area will find the library a pleasant place to study, learn, and read. Furthermore, we believe that it is our responsibility to provide an atmosphere conducive to effective library use. Without specific guidelines on library behavior and the cooperation of all library users, who engage in will be compromised. In order to insure this quality of service, library users who engage in disruptive behavior will be subject to disciplinary action.

Rules and Regulations:

- Patrons will be asked to avoid the following:
 - Abuse of library furniture and/or equipment
 - Loud or excessive talking
 - Loud or disruptive sound/music w/o headphones
 - Running and playing inside the library building
 - Blocking of stairs and doorways – inside or not
 - Defacing of library property
 - Eating and drinking in unauthorized areas
 - Use of tobacco products including electric cigarettes
- Interfering with another patron's use of the library or interfering with the library personnel's performance of their duties will result in action being taken by the staff.
- The library staff is not responsible for lost, stolen, or unattended items.
- All library work areas are off-limits to patrons and are restricted to library staff only.
- Parents are responsible for the behavior of their children while in the library, and they may not leave children under the age (10) unattended.
- Misbehavior in any form will not be permitted. Once a young patron has been subject to the DISCIPLINARY PROCEDURES set out below, that disruptive behavior will ban that individual from the library until the individual returns with adult supervision provided by the family.

Disciplinary Procedures:

A library patron who does not change his or her behavior after being asked to do so by a staff member will find that his behavior will result in these actions: The patron, whether juvenile or adult, will be asked at the first infraction to modify the behavior; the second infraction will result in the patron being asked to leave the library immediately and not return that day. Upon the infraction, the patron will be suspended from the library for a period of two (2) weeks. If the disciplined patron continues to misbehave after that date, the next suspension will be for six (6) WEEKS. If the patron is a minor, his parents will be notified by the city librarian. The police will be notified in cases of excessive, dangerous, or illegal disruptive behavior.

Policy For Disruptive and Unattended Children:

The Donald W. Reynolds Library staff hopes that families who use the library will see our facilities as warm, inviting and fun place to be. We also hope that children will visit the library develop a lifelong love of books, reading and libraries. However, we remind parents and guardians that they are responsible for their children while their children are at the library or attending library programs.

Parents and guardians are responsible for their juvenile children while their children are at the library. Children who are unable to look out for their own safety shall not be left unattended at the library. In no event may children 10 years of age or under be left unattended in the library unless they are attending a library program and it specifies that the children may be left unattended.

(Oklahoma State Law (Title 15, section 13) defines a juvenile as a person under 18 years of age.)

Closing Time Procedures:

- DISRUPTIVE CHILDREN, JUVENILE OR ADULTS PROCEDURES:
Thirty minutes before closing the staff will urge all children to call for rides if needed.
- If children are still at the library at closing time, the police will be called and informed that there are unattended children at the library. The child will be left in the care of the police until the parent or guardian arrives. If the child is in the care of the police a notice will be posted on the door for the parent to go to the Police Station.
- Under no circumstances shall a staff member take a child out of the building or transport the child to another location.

When a complaint has been made the following should be done:

- Staff shall ask the person or persons who are being disruptive to be quieter so other people are not disturbed.
- If the disruptive behavior continues, staff may ask the person to leave. If the behavior continues, staff can tell the person or persons they cannot come back for a week. If after coming back they are still disruptive, then they cannot come back for two weeks. On the third time, the Police Department will be called.
- In the case of a child (age 10 or under) being disruptive, the staff may inform the parents or guardians that their children are disturbing others and they need to control their child or children.

The individual or family will be asked to leave if parents or guardians refuse or are unable to control their child.

Lost Children Procedures:

- Lost or frightened children should be brought to the Circulation Desk.
- If parents or guardian is not located in 15 minutes, a staff member will call the police and the child will be left in the care of the Police until a parent or guardian is located.

Scheduled Program Procedures:

Parents are strongly encouraged to come into the library with their child or children to confirm that the scheduled program is available for their child. Sometimes library programs require pre-registration or attract a full-capacity crowd in the meeting room. Children who are unable to look out for their own safety should not be left unattended at the library.

Parents Leaving Children Or Juveniles:

Under no circumstances will a staff member agree to watch (babysit) a child or juvenile while a parent or guardian leaves the area or the building.

Any juvenile who comes to the library and destroys or defaces public property will be turned to the police department, and the police department will get in touch with the parents.

Donald W. Reynolds Meeting Room Policy

The Donald W. Reynolds Community Center and Library has an exceptional meeting facility designed to accommodate a variety of meeting and event needs. There are two large meeting rooms, a computer lab, conference room, children's story center and three small group rooms. The large meeting rooms make this facility suitable for conferences, seminars, workshops, banquets, receptions, showers, and small conventions. Large room amenities include: wireless internet, sound system, tables, chairs, laptops, multimedia projector, projection screens, and teleconference capabilities. The storage room will be available for groups wanting to serve food.

Meeting Room Information and Fees			Fees Per - 4 -Hour period		Food/Beverages
Rooms:		Capacity:	Non-profit	Profit	
<i>Study Rooms 1,2,3</i>	<i>Available only during library hours</i>	<i>6-12</i>	<i>No fee</i>	<i>No fee</i>	<i>no</i>
<i>Children's Story Room</i>	<i>Available only during library hours</i>	<i>77**</i>	<i>No fee</i>	<i>\$50</i>	<i>Yes/limited</i>
<i>Conference Room</i>	<i>Available only during library hours</i>	<i>20</i>	<i>No fee</i>	<i>\$50</i>	<i>Yes/limited</i>
<i>Black Box Theatre</i>	<i>Security Fee accessed for use after library hours</i>	<i>200**</i>	<i>\$250.00</i>	<i>\$250.00</i>	<i>yes</i>
<i>CC Meeting Room</i>	<i>Security Fee accessed for use after library hours</i>	<i>96**</i>	<i>\$125.00</i>	<i>\$125.00</i>	<i>yes</i>
<i>Computer Lab</i>	<i>Instructional Lab</i>	<i>24</i>	<i>\$125.00</i>	<i>\$125.00</i>	<i>no</i>
<i>Room Deposit</i>	<i>Refundable if rooms are left clean and in order.</i>		<i>\$200.00</i>	<i>\$200.00</i>	
<i>Set-up Fees</i>	<i>Groups are responsible for any special set up and returning room to original order. Groups wanting set- up should provide diagram of desired setup.</i>		<i>\$50.00</i>	<i>\$50.00</i>	
Technical Equipment	<i>Teleconference equipment</i>		<i>\$50.00</i>	<i>\$50.00</i>	
	<i>Laptops and multimedia projectors</i>		<i>\$25 Set-up fee</i>	<i>\$25.00</i>	

****Maximum capacity (chairs only).** Capacity can vary depending upon room configuration with furniture.

- ✓ **Resident is defined as someone who lives in Bryan County. Non-residents will be charged an additional \$25 room usage fee.**
- ✓ **Groups meeting after normal library hours will be charged \$25 per hour for security.**

Payment Guidelines:

- Hourly meeting room fees will be assessed based on the time scheduled. If use of a room exceeds time scheduled, additional fees will be assessed.
- **Groups should notify the Library of an event cancellation no later than 3 days in advance. Failure to do so may result in loss of deposit.**
- Deposit is due at time of booking rooms. Usage fees are due in full one week before event.
- Refund of deposits will be made after verification that the meeting room used is clean, in order and has no damages.

Meeting Room Guidelines:

- Unlawful, hazardous or dangerous activities are prohibited in the Library. **No open flames** of any kind are allowed: for example, candles, pyrotechnics, lighters, matches, etc. **No alcoholic beverages. No tobacco products.**
- Groups using meeting rooms assume full responsibility for any damage to the room or contents. Beverages or foods which may stain the carpeting such as **red or purple punch** should not be served. No **bleach** may be used in cleaning rooms. Meeting rooms should be left in a neat and orderly condition. If not, notice will be given to the group that a second offense may result in being denied further use of the Library meeting rooms. Part or all of the deposit may be forfeited. Fees incurred as a result of damage will be determined by the Library Director in consultation with the Library maintenance staff. Reconfiguration of the meeting rooms may result in additional fees.
- Library and City programs are given precedence when booking the meeting room. The Library reserves the right to reschedule other meetings when the room is needed for the Library or the City.
- The meeting rooms will not be reserved to groups for activities that are likely to disturb regular library functions.
- The booking group is responsible for arranging the room to meet its needs, returning the room to its original arrangement, leaving the room in a neat, clean and orderly condition, reimbursing the library for any special cleaning needed and /or repair or replacement of library property or equipment.
- Light refreshments may be served in conference room and story rooms inside the library.
- Use of a library meeting room by a group or organization is not an endorsement from the Library or City.
- Groups using the meeting rooms are responsible for providing their own refreshments and supplies such as note paper, flip chart pads, pencils, etc. Only dry erase markers provided by the Library may be used on marker boards in the conference rooms.
- No additional furniture or equipment other than that furnished by the Library is to be used without advance approval. Any outside furniture or equipment approved for use should be removed from the Library at the end of the meeting. Groups wanting to leave equipment in building overnight will need to sign a release form.
- **No food or drinks will be allowed in the Computer Lab.**
- **Library staff will set up all equipment, such as teleconferencing equipment and multimedia projectors.**
- Neither the name nor the address of the Library may be used as the official address or headquarters of any organization.
- Meeting at the Library does not in any way constitute an endorsement of the group's policies or beliefs.
- The Public Library and the City of Durant shall be held harmless from any injuries or accidents arising out of any group or individual's use of its facilities.
- Violation of these guidelines may result in revocation of meeting room use.

Decorations:

Simple decorations may be set up in the room for a meeting or exhibit, but nothing may be hung which will mark the wall, floor, or ceiling. The group displaying them must remove all decorations and /or exhibits. No hay is allowed in the meeting rooms. All decorations should be removed at the end of the rental period.

Available Hours:

Library meeting rooms are available during the following hours, excluding Library holidays. It is suggested that arrangements to conclude your program be made at least 15 minutes prior to the closing of the Library.

Library Meeting Room Hours:

*Monday – Thursday 9:00 am – 8:00 pm Friday & Saturday 9:00 am
– 5:00 pm*

✓ *Groups needing security or meeting after library hours will be charged a security fee of \$25 per hour.*

****City Ordinance No. 1679 Prohibits the Use of Tobacco at City Owned or Operated Properties.***

Donald W. Reynolds Community Center and Library

Meeting Room User Agreement

***I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND
the Donald W. Reynolds Community Center and Library Meeting Room Policies and Guidelines.***

Room _____ Non-profit _____ Profit _____ Resident _____ Non-resident _____

Meeting Time & Attendance

Number in Meeting _____ Purpose of Meeting _____

Date needed _____ Hours needed _____

I will clean the facilities and restore them to their original condition. This includes putting the chairs and tables back where I found them. I will vacate the room at the end of the rental period. If I or any member of the organization fails to comply with the rules set forth, I recognize the library's right to refuse the use of the facilities to the organization.

Organization Name

Reference #

Mailing Address

Phone Number

Signature

Date

Email Address

Room fee _____

Security fee _____

Set UP. Fees _____

Equipment fees _____

Total _____ Due no later than one week prior to event. If not then room will be cancelled & deposit held.

Deposit (separate check please, it is refundable) \$200 Must be paid to secure room rental.
If you wipe down the tables & chairs, vacuum & remove trash.

Organizations using a PO, no deposit will be required. If damage occurs or the terms of the contract are not met the appropriate fees will be added to the invoice to be paid by the organization. Please make the PO out for the TOTAL above, the cost for the room rental, which will be invoiced to you after your event has occurred.

Initials

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of the free expression and free access to books.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, 1967, and January 23, 1980

By the ALA Council.

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the

freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed

down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
[The Thomas Jefferson Center for the Protection of Free Expression](#)