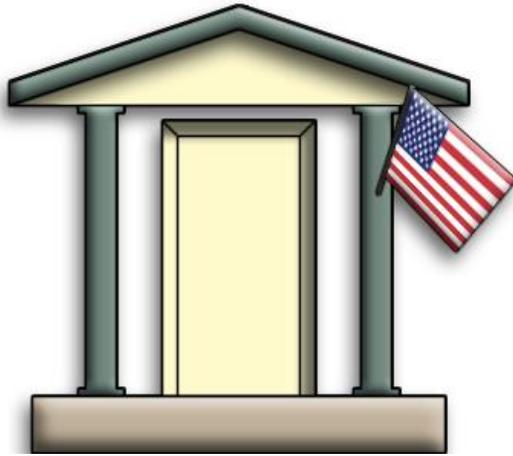


Library Policies



**Charles J. Rike Memorial Library
Farmersville, Texas**

June 2011

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General Policies

The goal of the staff at Rike Memorial Library is to provide our community an up-to-date and wide range of materials for their reading pleasure and enrichment, both written and electronic. We also strive to maintain a quiet atmosphere that is comfortable to all who come here and which lends itself to reading, schoolwork, research, and job searching activities.

Please be advised that we expect all patrons, regardless of age, to behave in a manner that is respectful of others and is conducive to the atmosphere of quiet that we wish to maintain. To this end, cell phones and pagers should be turned off or put on mute when entering the Library. For more complete information, please refer to our Patron Conduct policy.

Membership is free to anyone who lives in the state of Texas.

To get a card, a patron must provide a valid ID (such as: Social security card, official ID, drivers license, or other qualified photo ID) plus, a proof of mailing address such as a bill addressed or letter mailed to the patron.

No smoking, food or drink is allowed in the library.

No animals except for service dogs are permitted in the Library.

We offer copy and fax service. Copies are 10 cents per sheet, and faxes are \$1.00 per page either sent or received. Patrons are responsible for all copies printed and faxes received. The fax will be sent as soon as possible after being given to a staff member, but patrons coming to the circulation desk and incoming telephone calls take precedence over fax transmissions and copy requests.

Borrowing, Fines and Limits

There is a limit of 1 video per household and 2 books per person the first time a patron checks out materials after receiving membership. After that it is 3 videos per household and 10 books/audio books per person.

The check-out time for videos is 3 days. There is one grace day (no fine) after the due date. After that the late fee is \$1.00 per movie per day with a maximum fine of \$5.00 per video.

The check-out time for books and audio books is 2 weeks. There is one grace day (no fine) after the due date. After that the late fee is \$.10 per day per book or audio book with a maximum fine of \$4.00 per item.

Library materials can be renewed by phone or through our online catalog, linked from our website: (www.rikelibrary.com). Our books and videos can be returned at the circulation desk during open hours, or after-hours in the book drop located behind the Library.

In the event that an item is lost or damaged, the borrower is responsible for the replacement cost of the item(s), a \$3.00 processing fee per item, plus any fines that have accrued before they can check out materials again.

If a patron has any outstanding fines or fees from overdue or damaged materials, all library privileges may be revoked.

Inter-Library Loan

Materials from the collections of other public, academic, and special libraries may be borrowed through Inter-library Loan. Patrons who have been members for at least 6 months in good standing may request that the library attempt to locate books or copies of journal or periodical articles that are not available in the Rike Memorial Library.

Please be aware that some materials may not be available. Other libraries do not lend rare or fragile items, audio-visual materials, genealogy, microfilm or items designated as reference. We cannot request items that have a copyright date within the last 6 months.

Inter-library loan materials cannot be renewed and check out periods may vary depending on the due date of the lending library. Patrons who fail to return materials borrowed on their behalf will be charged the cost of the item (as determined by the lending library); and will lose Inter-Library Loan borrowing privileges.

TexShare Card Program

Rike Memorial Library participates in the TexShare Card program available to anyone who lives in the state of Texas. To receive a TexShare Card from us, a person must be a patron in good standing of our Library for at least 6 months.

Patron Conduct

The Rike Memorial Library encourages people of all ages to visit the Library. We ask that all patrons respect the right of others to work and study in a quiet and comfortable atmosphere. Anyone violating this policy may be asked to correct their conduct or leave the Library.

Please turn off all cell phones and pagers or put them on mute or silent mode when entering the Library. We ask that cell phone conversations be taken outside of the Library.

Sports equipment of any kind (such as basketballs and skateboards) is prohibited in the Library and may be left at the circulation desk.

Use of devices such as a Walkman, iPod or personal music player must not be audible to other patrons.

Loud talk, running, and boisterous behavior are not appropriate in the Library.

No smoking.

Food and drink are not allowed.

Abusive, profane, derogatory language and/or behavior are not allowed.

Using Library computers to view sites inappropriate to a public library setting is not allowed.

Any Library staff has the right to enforce the behavior policy.

Children

Rike Memorial Library encourages children to make use of the services of our Library. It is our hope that they will become regular patrons. But, responsibility for the care, safety and behavior of these children rests with the parent/guardian at all times.

Children are expected to adhere to the same rules of conduct as adults.

Under no circumstances should a child under the age of seven be left unattended at the library. The parent/guardian must remain with the child during the entire time they are in the Library.

In the case of children over the age of seven, parents may be notified at the determination of the Library staff if an unaccompanied minor's behavior in the Library becomes a problem.

It is the responsibility of the parent/guardian to know the Library hours. If an unattended minor is not picked up by a parent/guardian by closing time, he/she will be given the opportunity to make a call to his/her parent. Any minor who has not been picked up within 15 minutes after closing will be left in the care of the Farmersville Police Department.

Under no circumstances will a member of the Library staff transport a minor.

Computer Use and the Internet

Rike Memorial Library is committed to providing an environment free from obscene or offensive materials. Computers are located in public areas and in order to maintain this commitment and to provide an experience that is comfortable for all Library users, patrons using computers are required to refrain from viewing or accessing materials on the computers that display sexually explicit or obscene material.

Please be aware that because computer and internet security is technically difficult to achieve and the computers are located in a public area, we cannot guarantee confidentiality or privacy.

Although all of the computers here at the Library have anti-virus software, the Library does not assure that data or files downloaded by users are virus free. Neither the Library nor its staff is responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the Library's internet service.

All persons wishing to use a computer must sign in with their first and last names and the time of sign in. Computers are available on a first come, first serve basis.

Library staff can provide some assistance with the computers to the point that their skills and the traffic at the public service desk allow. Staff will not provide help with the following: social networking websites, chat rooms, instant messaging programs and games.

The Library is a place for all persons to feel safe and secure, and the usage of the Internet cannot compromise that right. Library staff has the authority to remove any patron who is acting irresponsibly, negligently, or without regard to other Library patrons.

The computers are normally available, subject to periodic maintenance and down-time, during the following library hours:

8:30 am – 5:55 pm	Tuesday and Thursday
8:30 am – 4:25 pm	Wednesday and Friday
9:00 am – 1:55 pm	Saturday

No children under the age of 10 are allowed to use the computers.

All children between the ages of 10 and 13 must have a parent/guardian come to the Library to complete and sign a permission form for the child to use a computer in the

absence of the parent. By signing that form the parent assumes the responsibility for their child's use of the internet.

Due to high usage, everyone is limited to one hour per day on the computer. If a patron is taking an online class or doing a job search, they may be granted extra time as needed at the discretion of library staff.

Printing is 10 cents per page. Patrons are responsible for all of their printing. If a patron needs help printing, the library staff can assist.

Any damage to equipment caused by a patron is the responsibility of the patron. Until the patron has paid for the replacement cost of the equipment damaged, their Library privileges may be revoked.

There is to be one person only at each computer station. Exceptions to this rule can be made by a Library staff person if there is a legitimate need for two people to be at the station.

Ear-buds may be signed out and there will be a \$2.00 fine in the event that a user fails to return them.

No cell phones or pagers. Please silence cell phones and pagers when entering the Library. If a patron needs to answer or make a call, we ask that they take the phone call outside.

Do not move, reboot, or turn off a computer. Adjusting the mouse for left hand or for easier access is permitted.

The Library reserves the right to update or change this policy at any time without notice. It is the responsibility of the patron to read and abide by the current version of the Computer Use and Internet Policy. By using the computers here at the Rike Memorial Library, patrons agree to abide by all Library policies.

Gifts and Donations Policy

Rike Memorial Library appreciates and accepts gifts and donations from individuals and groups at the discretion of the Library Director. But, there may be times when new materials cannot be accommodated due to space restrictions.

Once received, the gift or donation becomes the unconditional property of the Library and can be subject to disposition at the discretion of the Library staff.

We ask that all donations be made at the counter and not in the book-drop or on the front porch.

Material Donations

The following items will **not** be accepted:

- ❖ Nonfiction (factual materials) that were published more than five years ago. This includes many reference, technical, tax, legal, medical, educational and investment items.
- ❖ Encyclopedia sets unless they are published within three years of the current year.
- ❖ Items that are unusable: dusty, dirty, moldy or smelly.
- ❖ Items that have been kept in storage.
- ❖ Items that have been ripped, torn, marked or water-damaged.
- ❖ Condensed books.
- ❖ Newspapers.
- ❖ Phonographs or vinyl records.

Monetary Donations

Monetary donations are quickly and easily used to supplement and provide additional Library materials and services. Though the Library accepts gifts of cash designated for specific purposes, money can be more effectively used when funds are allocated to the areas of greatest need. Money designated for specific purposes must be approved by the Library Director before the Library can accept.

Furnishings Donations

The decision to accept furniture and equipment shall be made by the Library Director. In most cases, monetary donations will be encouraged in lieu of the actual item. The decision to accept will be based on need and space.

Tax Deduction

Gifts and donations to the library are tax-deductible as provided by law. As a recipient of a gift or donation, the Library will not assign a monetary value to the item/s but will provide a statement showing the items if requested.

Date and Signatures

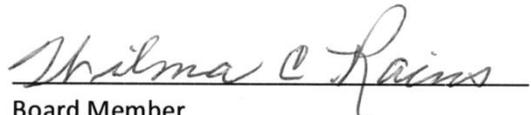
The Library Board of the Rike Memorial Library, Farmersville, Texas has approved the content and implementation of the Library Policies.

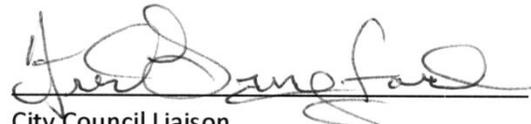

Chairman of the Board 3/8/11
Date

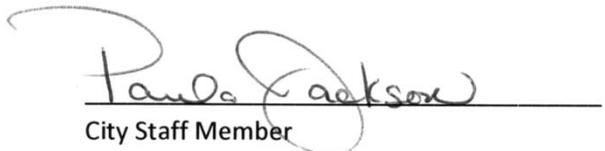

Board Member 3/8/11
Date

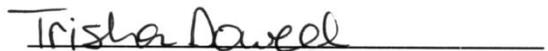

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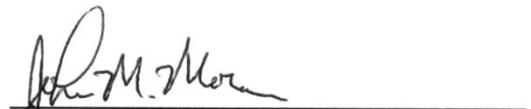

Board Member 03-8-11
Date


Board Member 3-8-11
Date


City Council Liaison 3-8-11
Date


City Staff Member 3-8-11
Date


Library Director 3-8-11
Date


City Manager 3-9-11
Date