

MOORE PUBLIC LIBRARY-

**A District Library established January 1, 2004 by the partnership of the
Village of Lexington and Worth Township**

RULES GOVERNING THE USE OF THE LIBRARY

It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons. The following rules of the Moore Public Library shall be observed.

No patron shall:

- Eat, drink, or smoke anywhere in the library.
- Enter without shirt or shoes.
- Run or jump in the library.
- Destroy, damage, deface, or remove public property.
- Engage in loud or boisterous conduct or use obscene language.
- Be in a state of intoxication in a manner that causes a public disturbance.
- Loiter or solicit on the premises.
- Leave any personal property in the library for holding.
- Bring pets into the building except seeing-eye animals and aid animals.
- Carry a weapon or device that may cause injury
- Leave a child under the age of six years old alone in the building.

The library staff is obligated to enforce these rules so that the facilities can be used to the fullest extent by all persons.

MOORE PUBLIC LIBRARY

EMERGENCY CLOSING

GUIDELINES:

It will be necessary to close the Library under the following conditions:

- When the weather bureau issues bulletins warning of the following weather conditions:
 - ↳ Severe winter weather
 - ↳ Tornado warning
- In case of fire in the building
- In case of power failure in the building
- In case of terrorist attack or bomb threat

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The decision to close the library is the responsibility of the director or the person in charge.

Approved _____

Date

Signed _____

President, Board of Trustees

MOORE PUBLIC LIBRARY
BULLETIN BOARD POLICY

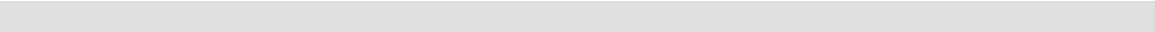
The Moore Public Library, will accept for public display information of the following nature: current community interest on educational, cultural, recreational, local activities_ sponsored by non-profit organizations_or civic topics and activities. All points of view to such information are entitled to be represented. Providing this service to the community does not necessarily reflect the viewpoint of the library.

General Guidelines:

1. Posters and brochures will be no larger than 8-1/2” by 11.”
2. All literature must identify the individual or group responsible for its content.
3. Materials which are not date-sensitive will be displayed as long as space is available.
4. Materials promoting political viewpoints, religious affiliation, or commercial endeavors will not be displayed.
5. All events publicized shall be open to the general public.
6. The library will not be responsible for the return of displayed material.
7. All materials placed on display must first be approved by the Library Director.

Approved _____
Date

Signed _____
President, Board of Trustees



MOORE PUBLIC LIBRARY

MATERIAL SELECTION POLICY

The purpose of the Moore Public Library Materials Selection Policy is to guide the librarian and inform the public about the principles upon which selections and withdrawals of print and non-print materials are made.

The word **materials** includes but is not limited to books, magazines, newspapers, pamphlets, films, video recordings, audio recordings, and digital, electronic or other forms of media.

The word **selection** refers to the decision made either to add a given title to the collection or to retain one already in the collection. The word **withdrawal** refers to the decision or process of removing materials from the collection.

A policy cannot replace the judgment of the librarian but will assist him/her in choosing from the vast array of materials available.

Responsibilities

The Library Director, who administers under the authority and guidance of the Board of Trustees, has the final responsibility for material selection and library activities.

Goals of the Moore Public Library

As its major goal, the library desires to obtain for all residents in its service area, informational, educational, multicultural, and recreational materials in all media, both published and unpublished, print and non-print, within the necessary limitations of budget and space, recognizing the wide cultural diversity of tastes, interests, education, and background of the community. The Moore Public Library is a District Library established on January 1, 2004 by the partnership of the Village of Lexington and Worth Township serving a population of 5125. The legal service area is 100 % of both the Village of Lexington and Worth Township. The Moore Public Library will continue to serve Lexington Township as well as anyone wishing to seek services at the library. The Moore Public Library may use such services as InterLibrary Loan, OCLC, MelCat, Internet, and

other professional services to provide materials for the needs of its patrons. In an effort to assure all citizens of their constitutional right of freedom of information, the Moore Public Library subscribes to the Library Bill of Rights as adopted by the American Library Association and endorses the Association's Statement of Intellectual Freedom.

Library Bill of Rights

The American Library Associations affirms that all libraries are forums to information and ideas, and that the following basic policies should guide their services.

- I. 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, views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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 individuals or groups requesting their use.

Adopted June 18,1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Freedom of Choice

The library recognizes that many materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the readers.

Library materials will not be marked or identified to show approval or disapproval of the contents by the Moore Public Library, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft, or to hold it on reserve to fill a patron request.

Parents and legal guardians have the responsibility to monitor the reading selection made by their children. Selection of the materials of the library collection will not be inhibited by the possibility that books may come inadvertently into the possession of children.

Challenged Materials

Criticism of library materials will be registered and presented on a "Request for Materials Reevaluation" form (a sample is attached) and signed by the individual challenging the item. The material will be reviewed again by the Library Director. If the title is found to be suitable for inclusion in the collection, the challenger will be notified in writing and given the reason for the decision.

If the challenger wishes to pursue, they may schedule a meeting with the Library Director. If this meeting fails to resolve the challenge, the patron may appeal to the Library Board of Trustees at a regular meeting. The decision of the Library Board will be final.

In no instance will the material be removed from the collection until the reevaluation process is complete.

Revision

This policy will be continuously reviewed by the Library Director and formally reviewed by the Library Board of Trustees every two years, with revisions made as needed.

Request For Material Re-Evaluation

Title _____

Author _____ **Classification** _____

Type (video, book, etc.) _____

Patron Name _____ **Phone** _____

Address _____

Reason(s) for requesting re-evaluation.

Patron Signature _____

Resolution _____

Library Director's signature _____

Date _____

Adopted _____

Date

Signed _____

President, Board of Trustees

MOORE PUBLIC LIBRARY
Policy Regarding Gifts, Donations, Memorials, and Honorariums
Bequests and Endowment Funds

The Moore Public Library will accept gifts, bequests, donations, honorariums, and memorials in the form of money, books, periodical subscriptions, and/or other materials with the understanding that the library may do with them as it sees fit.

The library will try to comply with the wishes of the donor of an honorarium, bequest, or memorial, but it reserves the right, as conditions change, to assign any of its materials wherever the need is greatest.

Any library that is used extensively by the public sustains losses through theft, mutilation, and ordinary wear. The library cannot guarantee that any gift will be part of the collection permanently.

The library reserves the right to accept or discard, at its discretion, any unsolicited material sent to or left at the library.

Patrons submitting gently-used materials for donation will be informed that the materials may be added to the collection according to the material selection policy, or sold by the library at a book sale. The library will only accept materials that are in a usable physical condition. The library will not accept materials that are not outright gifts..

Bequests and Endowment Funds - Legal counsel may be requested to help set up and administer large bequests of money or other objects, and endowment funds.

Appraisal - The appraising of a gift to the library for income tax purposes is the responsibility of the donor. The library will give the donor a receipt.

Adopted _____
Date

Signed _____
President, Board of Trustees

MOORE PUBLIC LIBRARY
BOOK AND EQUIPMENT SALE POLICY

The Moore Public Library may hold a used book, material, and equipment sale when deemed necessary.

FAX USE POLICY

The fax is only for use in the library. Faxes will only be sent during the library's regular hours of business. If a patron wants to fax something, the librarian will enter the phone number and send the fax. The cost to send or receive a fax is \$2.00 per page.

MOORE PUBLIC LIBRARY
COPIER USE POLICY

The library has a copier for public use. If a patron does not know how to use this machine, the patron can ask for assistance. The patron is responsible for all copies made, even the spoiled ones. The cost is Black & White copies \$.25, cost of color copies \$ 1.00 to be paid to staff members. The library will not break copyright law and the patrons are asked not to break the copyright laws.

Adopted _____
Date

Signed _____
President, Board of Trustees

Internet Use Policy

Moore Public Library

The Moore Public Library is providing public access to the Internet as an informational and educational resource.

The Internet will support the library's role in the community as an informational provider by offering a multitude of resources not available in the library as well as efficient use of technology. Users of the Internet are cautioned that the Internet is a vast, unregulated information network. Access points on the Internet do change often and unpredictably. Not all of the information on the Internet is accurate, current or complete.

Parents are encouraged to discuss with their children the use of the Internet in relation to family values, to set guidelines, and to monitor their children's use of the Internet. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images.

User Responsibilities:

1. Sign the Internet Use policy before using a library computer for the first time.
2. Sign in at the circulation desk each time before using the Internet.
3. **Time Limit is 30 minutes.** If no one is waiting additional time may be used.
4. **Printing copies off the Internet will cost \$.25 per page.**
5. **Patrons may NOT save material to the hard drive.** Blank disks are available at the desk for \$ 1.00 and may be stored at the library for future use. Patrons are NOT allowed to use their own software or diskettes brought in from outside of the library.
6. Patrons must abide by all copyright laws and not duplicate any software on library computers.
7. **Chat Rooms and news-groups are prohibited.**
8. The user is responsible for charges incurred by accessing fee-based services and should not enter the library's name at those sites.
9. Refrain from sending, receiving, or displaying of child pornography and text that may be reasonably construed as obscene as defined by law.

Moore Public Library Supports and enforces Public Act 212.

As required by P.A.212, adults may choose to access either filtered or unfiltered Internet. However, because the computers are in a public area, we ask you to respect other library patrons around you and consider this before accessing potentially controversial material that may be deemed "harmful to minors" as defined by law. The library reserves the right to ask individuals to close a display of information and images that may cause a disruption.

I agree to the above conditions and understand my right to use the library Internet computers may be terminated if I violate these rules.

Name (Print) _____

Signature _____

Parent's Signature (if under 18) _____

Date _____

Adopted _____

New Patron Policy/ Overdue Policy

The new patron policy states that a new patron is anyone being added into the automation process.

A limit of 4 materials at one time is imposed for the first 2 months if you live within the district. After completing the 2 months probationary period, a patron will then be allowed as follows:

- 1.) Patrons residing in our legal service area (Village of Lexington & Worth Township) have unlimited borrowing privileges, as long as they keep their record clean.
- 2.) Patrons residing out of the legal service area are limited to 4 materials at one time, unless arrangements are made with the Library Director.
- 3.) Patrons residing out of state are limited to 2 materials at one time unless prior arrangements are made with the Library Director.
- 4.) Problem patrons are those that continually not return books, may with special permission be allowed 2 materials at one time for a 3 month probation.

Lost Cards: \$ 1.00 charge.

- A material is considered overdue after the 24 hour grace period in which the material was due.
- Fine Fees: \$.20 per material, per day that the library is open.
- Exception: \$ 1.00 per video per day that the library is open.
- Maximum fine is \$ 5.00 per material.

Lost Material: Cost of the material plus overdue fee if applicable.