

Following is a manual of library policies and procedures adopted by the Board of Trustees for the Oxford Public Library. The purpose of this manual is to furnish the library staff and the Board of Trustees with a general guide to the operation of the library. This manual is intended to be consistent with all Indiana laws applicable to this library and should there be any inconsistencies, state law shall govern.

This manual may be changed at any regular meeting of the Board with at least a quorum present and by majority vote. It is understood that the policies will be reviewed a minimum of every two years and revised as needed.

## Library Objective

The Oxford Public Library shall serve all residents of Oak Grove Township by providing books, periodicals, and other forms of media for educational, informational and recreational purposes. We will provide assistance to borrowers and, when requested, will secure information and library materials not locally available by using services available to Indiana libraries. Our goal is to be aware of the needs of the community and meet those needs as effectively as possible by keeping informed of the latest and most effective sources of professional library services and methods so that they may be incorporated into our library.

## Library Hours

### School Year (September through May):

Monday, Wednesday, and Friday -----10 am – 6 pm  
Tuesday and Thursday-----10 am – 7 pm  
Saturday -----10 am – 2 pm  
Closed Sundays and Holidays

### Summer Hours (June through August):

Monday through Friday -----10 am – 6 pm  
Saturday -----10 am – 2 pm  
Closed Sundays and Holidays

The library is closed for the following 12 holidays:

New Year's Day	Saturday of Dan Patch Weekend
Good Friday	Thanksgiving Day
Saturday before Easter	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

(Or the Monday after any holiday that falls on a Sunday except Easter)

Additional holidays or additional days off in conjunction with holidays may be authorized at the discretion of the Board.

# Circulation Policies and Procedures

The Oxford Public Library is a member of the Evergreen Indiana Library Consortium. Members of the Consortium agree to operate under uniform circulation policies and procedures pursuant to the terms of the Evergreen Indiana Membership Agreement. The vision of the Evergreen Indiana Library Consortium includes as a fundamental objective the ability of library patrons to see and borrow library materials from all participating Evergreen Indiana Libraries. The Evergreen Indiana Circulation Policy is implemented by the Evergreen Indiana Circulation Procedures and represent the decisions of the Evergreen Indiana Library Consortium. Some policies and procedures do remain under local control, varying with the specific situation of each library, library district or library system.

## Obtaining a Library Card

An Evergreen Indiana library card issued by the Oxford Public Library is available to all residents and taxpayers, and to their dependents, of Oak Grove Township at no charge with proof of residency and a photo ID. Patrons of another Indiana library that is not a member of the Evergreen Indiana Consortium may be able to receive a library card pursuant to reciprocal borrower agreements defined later in this policy, but will not have all the borrowing privileges of an Evergreen Indiana patron. When applying for a library card, a patron information card must be filled out. By completing and signing a patron information card, individuals are agreeing to abide by the policies and procedures set forth by this library. Patrons are advised to notify their library to report a lost or stolen library card. An Evergreen Indiana library card is not transferable to another user.

### ***Library Card for a Minor Child***

Cards can be issued to children beginning their kindergarten year. Prior to kindergarten, children may only borrow library materials with their parent/guardian. Children under the age of 18 must have their patron information card completed and signed by a parent or guardian to be valid.

**Until a child is eighteen, parents/guardians are responsible for the children's library materials, including any overdue and/or replacement fees associated with the materials.**

All children under 18 will be restricted with "limited access", which prevents the user from checking out R-rated labeled materials, unless written permission is given from the parent/guardian. However, by registering a minor child for a library card, the parent/guardian acknowledges and understands that the library owns and circulates print materials, videos, and dvds that is geared toward more mature audiences. A minor child can potentially have access and may be able to check out any of these materials. **Parents who wish to place limits on access to certain library materials, services or facilities should notify library personnel.** We will make a notation on the child's patron information. However, it is up the parents to discuss these limits with their children and monitor the material their children check out. Library staff cannot censor materials or guarantee the appropriateness of the material.

### ***Reciprocal Borrowers***

Reciprocal borrowers are those who hold a valid library card from a non-Evergreen Indiana library which has a borrowing agreement with the Oxford Public Library. Reciprocal borrowers can receive a library card, but will not have full Evergreen Indiana borrowing privileges and will only be able to borrow items from the Oxford Public Library. Items that are available at other libraries may be obtained through Inter Library Loan (ILL).

### ***Non-Resident***

A non-resident is an Indiana resident who does not pay property taxes in Oak Grove Township or any other township. If a non-resident wishes to be a patron of our library, they will be charged an annual fee based on the per capita spending, which is no less than the per person expenditure from the previous year. This fee is figured annually based on annual expenses from the previous year divided by census population. Only one Evergreen Indiana card will be issued for each nonresident fee paid.

### ***Library Card Renewal***

Resident cards are valid for two years. Nonresident and Reciprocal Borrower are valid for one year. Student, Temporary, PLAC and in some cases, Reciprocal Borrower, card expiration dates are set by the issuing library and may be less than one year.

### ***Lost or Replacement Cards***

Patrons will be charged \$2.00 for a replacement Evergreen Indiana library card. Proper identification must be presented to obtain a replacement library card.

### ***Change of Address***

A patron will be asked to provide identification and proof of current address when requesting an address change on his or her account record. Patrons are encouraged to pay all fines and fees prior to moving to a new library district.

## **Borrowing Privileges and Limits**

A patron must present a card in good standing to borrow materials. If a patron forgets his or her Evergreen Indiana card, he or she should:

- Return to the library after retrieving the library card. Materials may be held for a limited time pending the patron's return.
- Purchase a replacement library card.

### ***Borrowing Limits***

The following is the maximum number of items that can be checked out from the Oxford Public Library per library card:

- Adults are limited to a total of 10 pieces of library materials checked out at any time.
- Children may have 5 items checked out at any time.
- A total of 4 movies **per household** is allowed to be checked out at any given time.

Evergreen Indiana has a system-wide maximum of 100 items checked out on a library card and has additional item limits of: 10 DVDs, 10 videos, 6 art and 1 gaming software items.

### ***Loan Periods***

Book – loan period of 2 weeks. Books can be renewed one time as long as there are no holds waiting for the item.

DVDs/Videos – loan period of 1 week. Movies can be renewed one time as long as there are no holds waiting for the item.

Magazines – loan period of 1 week. No renewals.

Audio Books/CDs – loan period of 2 weeks. Audios can be renewed one time as long as there are no holds waiting for the item.

### ***Renewals***

Renewal requests may be made in person, online or by phone. Patrons may go online at <http://evergreen.lib.in.us> to renew their items using the “*My Account*” feature. Certain materials are not eligible for renewal.

### ***Returning Material***

All library material must be returned on time to avoid late fees. All library material must also be returned in good shape to avoid damage charges. Items can be returned to the book drop on the corner of Smith and Howard streets. Any material borrowed from an Evergreen Indiana library can be returned to any Evergreen Indiana library. Each Evergreen Indiana library can ship material back to its owning library.

### ***Overdue Material***

Overdue notices are sent via email and/or U.S. First Class mail as a courtesy by the library. Reminder emails are sent 3 days before an item is due. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

Overdue reports are monitored daily and notices are sent based on this report. Patrons will be notified up to 3 times of overdue materials and any late fees accrued. If the library materials have not been returned by the third notice, a certified letter will be sent as a final notice with a copy of Indiana Code 35-43-4-3.5. Failure to return library materials constitutes a Class C infraction under Indiana Code 35-43-4-3.5. The patron will be given 15 days to return, replace or pay for the library materials along with any reprocessing expenses. If the materials are not returned replaced or paid for within the 15 days, the library has the right to turn the matter over to the Prosecuting Attorney. **Library staff has the right to limit or suspend library privileges to any patron with overdue materials or unpaid late fees.**

### ***Fines/Fees***

To encourage the prompt return of materials, the Evergreen Indiana libraries have established a consistent fee structure of fines to support the timely return of materials on the date due. Overdue materials incur fines of **25¢ per day per item** with a \$10.00 fine cap per item.

### ***Paying Fines and Fees***

Fines and fees must be paid at the billing library. Patrons may pay all or a portion of overdue fines. A patron’s record will remain blocked or barred until the fines and fees are below the \$10 max or the patron has resolved the matter with the particular library to restore his or her privileges.

### ***Loss of Privileges***

A patron’s card will be “blocked” from receiving services if the patron has 15 or more overdue items system wide, or owes \$10 or more in unpaid fines and/or fees. The Oxford Public Library will block any patron that has 4 or more overdue items and/or \$10 in unpaid fines. Outreach patrons will be blocked when they have 50 or more items overdue. A patron’s card may be “blocked” if related group or family member cards are blocked. A patron may also be “barred” in certain circumstances warrant.

### ***Lost or Damaged Items***

A patron must inform library staff if an item is lost or damaged. By notifying the library, additional overdue fees will stop accruing. The replacement cost of the item, the outstanding fines and a processing fee of \$10.00 will be assessed to the patron’s card. For items that a value

is not listed, a minimum of \$15.00 will be charged. If a third party collection service has to be used to collect for the replacement of an item, then the fee for collection services will also be added to the patron's record.

### ***Finding Lost Items and Refunding Payment***

No refund will be given to a patron for a Lost item for which a patron has already paid. Fines, fees and third party collection fees are not refundable.

### ***Holds and Intra-Evergreen Indiana Lending***

Holds may be placed on most items in any Evergreen Indiana library. Patrons may have up to 20 holds in the system. Patrons have one week after the hold is filled to pick up the item.

Patrons may search the catalog online and place their own holds along with their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies. The patron placing the hold is the only individual who may pick up the item when it arrives at the pickup location.

New material and DVDs cannot not be requested to be delivered to another library. You may place a hold on the item and check it out at the owning library.

### ***My Account***

Patrons will be given a temporary PIN upon registering for an Evergreen Indiana library card to set up their own accounts. PINs will only be given in person upon presentation of identification. PINs may not be obtained via telephone or email. By managing your own account, you have the ability to monitor your checkouts, renew online and create personal lists.

## **Confidentiality of Library Patrons and Circulation Records**

Pursuant to the provisions of IC 5-14-3-4 (b)(16), all records relating to library patrons and their use of library materials and services and all records deposited with or in claims against the library patrons for collection of fines, materials, and other expenses are confidential. These records will only be released to a judge who has subpoenaed the records in the following situations:

- In litigation where these records are material; or
- When these records are ordered to be disclosed by a civil, criminal, or administrative court having jurisdiction over the records.

Library staff is not authorized to disclose such records to any third party, except as noted above.

Under Indiana Law, minors receive the same confidentiality as adults. However, since parents and guardians are responsible for their minor's library cards, parents and guardians may have access to their children's records.

This policy is in place because the records acquired by library use are private and it is the obligation of the library to protect the privacy of every patron, so that each person's preferences and use of the library remain the personal business of each patron.

# Other Library Services

## Public Access Computers and Internet Use

The public access computers at the Oxford Public Library are available to patrons and visitors of all ages who are in good standing at the library. The computers are intended to provide patrons the opportunity of using the online library card catalog, word processing, spreadsheet, and having access to information on the Internet. All users are obligated to obey the following rules:

- Internet access is not to be used to create, view, transmit, print or otherwise distribute anything that is considered pornographic, obscene, sexually explicit, racist or sexist.
- Users are forbidden to engage in unlawful activity, such as fraud, harassment or theft.
- Users are not allowed to misrepresent themselves, use demeaning or threatening language, or attempt to seduce or engage in sexually explicit chat or messaging with anyone.
- Unauthorized changes to the system, including adding bookmarks or the installation of any software, is expressly forbidden.
- Users will respect all copyright and licensing agreements. Patrons who use the network or services not owned by the library, but accessed by the computer system must adhere to the policies and procedures established by those networks or services.
- Users may not “hack” into or attempt to gain unauthorized access of another individual or organization’s private files, materials or information.
- The Library is not responsible for any damage to data or other materials due to library use.
- The Library is not responsible for any purchases made or fees applied to the viewing, ordering, or downloading of materials at any Internet site.
- Food or drink is not allowed near the computers.

This Library is in compliance with PL109-554: Children’s Internet Protection Act (CIPA) and Neighborhood Children’s Internet Protection Act (N-CIPA). Each public access computer has filtering parameters to reduce the potential viewing of inappropriate material. The Library does not control access to the Internet material outside the parameters of the filter. However, if library staff members deem material inappropriate, patrons will be asked to terminate their session. Inappropriate material is considered anything not suitable to be seen by the general public including the children in the library or is offensive to the library staff. Repeat offenses may result in suspension from the library. Computer and/or library privileges can be revoked for patrons with abusive or disruptive behavior. Such behavior includes, but is not limited to, changing the computer settings, illegal operations or inappropriate usage.

The library offers the parents of minor children the option of not allowing their child access to the Internet without the parent present. The parent’s choice will be noted in the child’s patron information. Children under the age of 7 must be accompanied by a parent or guardian when using the Internet. Minors are not allowed to disclose, use or disseminate any personal information on the Internet.

The library does not guarantee the computers will always be available to patrons when the library is open. There will be times when the computers or the system will be down. The library shall not be liable for any damages direct or indirect as a result of the computers not being available or the system being down.

Patrons are to store any information they wish to retain on their own storage devices. No information can be stored on the hard drive. The library staff has the right to review any

information on the hard drive and delete any file at any time. Patrons may print information found on the Internet, subject to the copyright regulations as noted above.

A daily sheet is kept by the staff to monitor time schedules and for patrons who wish to schedule a time to use the computer. As a general procedure, a patron may use a computer a maximum of one hour a day. However, if the user is only checking email or playing games, times can be reduced to 30 minutes to accommodate the needs of others. The staff will not be available to devote extended periods of time to helping patrons find information on the Internet.

The library may schedule time for the public to learn how to use the computer and the Internet. In the event a training session is scheduled, computers may not be available to the public.

### **Wireless Access**

The Oxford Public Library provides wireless access within the library building. Patrons must provide their own computer and wireless network cards to connect. A library card is not needed to use the wireless network, however the user must abide by the Computer & Internet Policy set by the Library. Wireless users must sign in at the main desk and remain upstairs. Users will also:

- Accept that the Library has no control over and does not guarantee the accuracy or completeness of any information found on the Internet.
- Accept that wireless networks are inherently insecure. It is recommended by the Library that computers are secured with firewalls and data encryption before use.
- Accept that email transmission is not secure and privacy is not guaranteed.
- Accept that the bandwidth or download speed available to wireless users may be limited to ensure quality service to all Internet users at the Library.
- Accept that the Library makes no guarantee that you will be able to make a wireless connection. Technical support will not be available.
- Accept that the Library is not responsible for any potential damage to your system, software, data or hardware while on library premises.
- Accept that the Library is not responsible for software damage due to wireless use at the Library.
- Accept that Library staff has the right to monitor wireless use in order to ensure the Computer & Internet Policy is followed. Anyone found not abiding by these policies will forfeit any further computer use.

### **Copying, Printing and Faxing**

Copying, printing and faxing services are available at the library.

#### **Copying/Printing:**

Black & White - 10¢ per page

Color - 75¢ per page

Copies of library material is free for the first 5 pages.

#### **Faxing:**

Outgoing: \$1.00 for the first page, 25¢ each additional page

Incoming: 25¢ per page

### **Curbside Delivery or Delivery to Your Home**

If you are unable to visit the library, call and ask for a home delivery (within town limits), or if you are unable to come inside, ask for curbside delivery.

# **Collection Development and Maintenance**

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following policies should guide their 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 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 abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that 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 affiliation of individuals or groups requesting their use.

## **Censorship**

Public libraries were not instituted to promote particular beliefs or viewpoints. Therefore, censorship will be neither permitted nor exercised by the Director or staff.

Rather, this library will adhere to the standards set forth in the Library Bill of Rights and the Freedom to Read Statement, and will uncritically provide the best resources available for free examination of all opinions on issues and topics of interest to the people.

Material on religion, sex and politics will be judged according to the same standards for other materials as set forth in the selection policy.

The Library Bill of Rights and the Freedom to Read Statement are available upon request.

Complaints about particular titles or items must be made in writing by the protesting individual. They will then be considered and reviewed by the Director, library staff, and the Board of Trustees. However, the material will remain in circulation until a decision has been reached.

## **Selection of Library Materials**

It is the function of this library to provide materials for all ages, from preschool through maturity. As its basic selection policy, the Library Board of Trustees has adopted the American Library Association's Bill of Rights and the Freedom to Read Statement.

## **General Criteria**

In order to develop a collection of high quality in content, expression, and format, the criteria for judging books of all levels, hard- and paper-back, are:

- Reputable authorship and content
- Fair treatment of subject matter
- Good style and literary quality
- Timeliness of material

- Appropriateness to the intended reading level
- Good format – durable and attractive paper, binding, print
- Reputable publisher

When partial treatment is better than none at all, books of less than excellent quality in content or format may be purchased to fill gaps in the collection.

### **Goals of Book Selection**

- **Adult**

The aim of the adult book collection is to make available books that will meet the educational, informational, cultural and recreational interests and needs of the people of Oak Grove Township. To fulfill this purpose, the library endeavors to maintain a carefully selected assortment of good, representative books of permanent value as well as those of current interest.

- **Young Adult**

Young peoples' books are selected with the aim of helping teenagers to widen their thinking, enrich their lives, and help them fulfill their recreational and emotional needs. This collection is to help bridge the gap in reading interests for youth 13 and older.

- **Children**

The children's collection is intended to provide pleasurable reading for reading's sake, and to provide information in all fields of knowledge that are of interest to children. It is carefully selected for children of all ages and abilities, and emphasis is put upon books that stimulate imagination, mental growth, and the development of taste for good literature.

### **Family History**

The library does acquire genealogical material related to Oxford and Benton County. The library attempts to include indexes to births, deaths, and marriages and information and compilations of records for surrounding counties. Donations of family histories are accepted if any of the ancestors or descendants had ties with Benton County. The library will accept census indexes for surrounding counties and may purchase material about regional localities for which significant local demand has been noted.

### **Local Authors**

One copy of any book written by local (Benton County) authors will be purchased, regardless of the subject matter of the book.

### **Periodicals**

The periodicals collection will contain a suitable balance between general and special publications, selected and annually re-evaluated according to the following criteria:

- Publisher, editor, contributors
- Character and policy of the publication
- News – importance, accuracy, and clarity
- Articles – contributors with knowledge and experience in their fields
- Opinions – reflecting truth and tolerance
- Fiction – wholesome, sincere and acceptably written

### **Audio-Visual**

Audio-visual materials will be judged according to their physical and technical excellence as well as to the quality and value of their content. They are provided to satisfy the recreational and cultural needs and interests of the community served.

## **Collection Maintenance**

To ensure a vital and useful collection, materials no longer useful to the library and its patrons will be disposed of according to good library practice. Discarding and replacement of materials (weeding) is a continuous process to be considered part of a sound collection development program. The following guidelines describe a minimum schedule for weeding of various library materials:

- Damaged materials and duplicates will be withdrawn as the need arises.
- The collection will attempted to be weeded at least once a year.
- The general criteria for weeding include the following:
  - Availability of updated, newer, or revised materials
  - Historical value of the item
  - Circulation or usage of the item
  - Condition of the item
  - Item's place in a series
  - Possible future usefulness
  - Unneeded duplicates
  - Availability of other items on same subject in the collection
  - Cost of replacement, if necessary

Withdrawn materials will be given to the Friends of the Oxford Library to be sold in the annual book sale, recycled, or thrown away, depending on the condition of the materials.

## **Copyright Restrictions**

All copyright laws must be observed strictly. Unless otherwise noted on the video or DVD, our materials are for home viewing only. The staff follows the copyright law when making any copies of library materials.

## **Patron Expectations**

The Oxford Public Library is open to all to provide access to the library's materials and services. No individual or group has the right to interfere with anyone else's right to use the library for these purposes.

### **Behavior at the Library**

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

#### **The following are not permitted on library property:**

- The use of alcohol, tobacco or illegal drugs
- Running, throwing, fighting
- Loud or abusive language
- Guns or other weapons (except on the person of law enforcement officials)
- Food or drinks near the computers.
- Bicycling, skateboarding, rollerblading or skating on library property. Bicycles ridden to the library must be stored in the bicycle rack while owners are using library facilities.
- Soliciting except in support of the library and sanctioned library activities. Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, or conducting surveys.
- Animals except assistive animals

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons, children under the age seven are not to be left unattended in the library. Children should be supervised by an adult or a responsible teen at least 14 years of age. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library staff will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

A person may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and/or enjoyment of the facility.

Library staff members have the responsibility and authority to enforce these guidelines.

### **Unattended Children**

The Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. The safety of children is our utmost concern. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library staff cannot be responsible for children left unattended or who demonstrate inappropriate behavior. The Library Board of Trustees affirms that the library staff do not take the place of the parent or caregiver, nor assumes the responsibility for unattended children.

The following guidelines will be followed concerning the care and behavior of children:

- **Children up to the age of 7 must have a parent or caregiver over the age of 14 with them at all times.** The only exception would be during Story Time or another sponsored library program, however, we do request that the parent or caregiver to be in the building. We do expect parents or caregivers to monitor the children's behavior. If a child under the age of 7 comes to the library without appropriate supervision, the parent will be called to attend their child while they are at the library or will be asked to pick them up.
- **Children ages 7 through 17 may use the library without adult supervision up to one hour.** If the child is doing research for homework and are behaving appropriately, the time may be extended. However, parents are still responsible for the actions of their child(ren). Children using inappropriate behavior will be warned once. If the behavior continues, parents will be notified and the child(ren) will be asked to leave the library.
- **Children who do not have transportation at closing time or live within walking distance of the library will be allowed to use the telephone to call for a ride.** If transportation is not available within 15 minutes after closing, staff will use their judgment as to whether the town marshal will be called to escort the child home. Staff is not permitted to drive children home.

# Facilities

## Displays and Exhibits

The Library will accept displays and/or exhibits from individuals or groups to the following conditions:

- No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the library without the permission of the Director.
- No organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters that advocate specific political or denominational views.
- No organization or individual shall be permitted to place in the library a receptacle that solicits donations.
- No poster or display shall be permitted that advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise.
- Posters announcing bazaars or programs sponsored by local educational, religious, or fraternal organizations may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a “first come, first served” basis.
- Our display case is for individuals to display hobbies, collections and other items of interest to our patrons. The Director or Library Assistants will schedule the displays. Each display lasts one month. People wishing to display their items must be registered through the Director.

## Use of Meeting Room

Our Young Adult Room may be used for meetings. Each request is considered on an individual basis. Requests may be made to the Director. No smoking or refreshments are allowed and the organization holding the meeting is responsible for cleaning the room before leaving.

Organizations assume responsibility for any damage to the room or its contents. No fee will be charged; however, a donation is acceptable.

# Gifts and Memorials

## Gifts

- **Books**  
Gift books will be accepted as long as there are no conditions imposed upon their use, location, rebinding or disposal.
- **Periodicals**  
All gift copies of periodicals, including those that the library does not subscribe, will be accepted, with the exception of periodicals not conforming to the standard of the library.
- **Other Gifts**  
Any other items or money offered as gifts to the library will be accepted as long as there are no conditions imposed by the donor, and the gift is compatible with the purposes of the library.

## Memorial Gifts

Memorial gifts are handled in the following manner:

- The article itself may be presented to the library.
- The donor may select a particular article (book, magazine subscription, etc.) and pay for it immediately or be billed when the item is received.
- The donor may request the Director to select the article, and either donate a specific amount on money then, or be billed when the exact cost is known.

- The donor may donate a certain amount of money to the Gift Fund for purposes determined by the Director.
- Acknowledgement is sent to the donor and to the family of the deceased, and newspaper publicity is given, if desired.
- All money is deposited into the Gift Fund, and when expenditures are made for a gift item, the item is paid for from the Gift Fund.

### **Withdrawal and Disposal of Gift Items**

All memorial and gift items (books, magazines, etc.) will be subject to the same considerations as the regular collection in the matter of withdrawal, since normal wear and tear as well as outdated information, eventually necessitate the replacement of all library materials. However, care will be taken to remove the memorial bookplate when the item is discarded, and will be withdrawn in the regular manner. If at all possible, memorial gifts will be returned to the family of the deceased.