

Policies

Gifts

- A. Gifts to the library are appreciated. They are accepted with the understanding that the library reserves the privilege of deciding how they will be used. Once gifted, there will be no returns allowed.
- B. It is not the responsibility of the library to establish the value of the gift for federal, or any other tax purpose.

Displays and Exhibits

- A. No poster, display, exhibit, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the library without the permission of the librarian. Above items may only be exhibited or displayed by non-profit organizations.
- B. No solicitations or requests for donations or contributions for any reason or purpose shall be made in the library or on the library premises.
- C. Materials placed in the library for temporary display or exhibit purposes shall only be protected by the library insofar as its facilities and personal permit, but the library assumes no legal responsibility for the preservation, protection, damage, or theft of any item displayed or exhibited.
- D. Glue or other harsh adhesives shall not be used on wall, shelves, or doors.

Employee Dress Code

- A. Employees and volunteers will not wear shorts or sweats. They should be clean and well-groomed at all times.

Photocopy Policy

- A. Only the librarian, her staff, and members of the Library Board will operate the copy machine.
- B. The charge to the public will be 25 cents for the first page and 10 cents for each additional page.
- C. All U.S. copyright laws will be observed.

Checkout Policy

- A. Books and books on CD may be checked out for two weeks. Videos may be checked out for two days.
- B. The fine for overdue books is 5 cents per day per book. The fine for books on CD and videos is \$1.00 a day per video or CD.

- C. Lost or destroyed books must be paid for. The charge for hardback books is the replacement cost if the book is less than 5 years old. Books that are 5 years or older will be half price. All paperbacks will be \$3.00.
- D. When a fine reaches \$10.00 the patron may not check another book out until their account is cleared.

Fax Use Policy

The Wynnewood Public Library will make the fax telephone number available to the public and will send document provided by patrons.

The Wynnewood Public Library will receive fax transmissions for patrons.

Cost recovery charges for patron use are \$1.00 per page for transmitting and receiving documents.

Procedure for Fax Machine Use

- A. Library staff only will operate the fax machine.
- B. All copyright guidelines will be followed for all fax transmissions.
- C. Patrons will provide the correct fax number for transmission to other locations.
- D. Patrons will provide documents to be transmitted in a single-page format.
- E. Staff members will fill out the cover sheet so that the receiving location will know to whom the document is addressed. A receipt will be issued to the patron for fees paid if requested.
- F. Fees received will be recorded as all other fund collections.

Material Selection

- A. The Head Librarian is responsible to the Wynnewood Library Board for selection of library materials. These selections are based upon:
 - 1. Community interest determined by popular demand
 - 2. Suggestions from library users
 - 3. Consideration of reviews
 - 4. Recommendation of subject specialists
 - 5. Use of the recommended selection aids
- B. The general criteria for selection in all fields will be:
 - 1. Permanent or timely value
 - 2. Accuracy of information
 - 3. Treatment or presentation and readability (scholarly, popular, etc.)
 - 4. Format (physical make-up of the book)
 - 5. Price
- C. Duplication is to be kept to a minimum. Gifts, or an overlapping of interests and reading abilities may permit some titles to appear twice or more than one collection. Temporary heavy demand for a particular title should be met with paperback copies, if possible.
- D. Evaluation of materials: A systematic evaluation of materials should be made regularly. This evaluation should consider:

1. Acquisition needs
2. Repair and replacement possibilities
3. Storage
4. Disposal