

# **WEATHERFORD PUBLIC LIBRARY**

## **PUBLIC SERVICES POLICIES**

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This public services policy manual in its entirety was reviewed and approved by the Weatherford Public Library Board at its meeting on March 28, 2016. Any future revisions will be noted in individual sections.

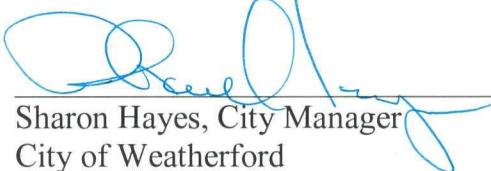
Approved:

  
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Justin Allison, Chair  
Weatherford Public Library Board

9/26/16  
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Date

  
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Brad Burnett, Finance Director  
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6/13/16  
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Date

  
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Sharon Hayes, City Manager  
City of Weatherford

6-13-16  
\_\_\_\_\_  
Date

## **MISSION STATEMENT AND ROLES**

### **A. MISSION STATEMENT**

The Weatherford Public Library promotes free lifelong literacy, learning, and enjoyment of reading in Weatherford and Parker County.

### **B. ROLES**

- 1) To assemble, preserve, organize and administer educational and recreational materials in various formats.
- 2) To serve the community as a center of reliable information.
- 3) To bring people and resources together.
- 4) To provide physical space for meetings and study.
- 5) To support the educational, civic, and cultural activities of groups and organizations.
- 6) To preserve those documents and audiovisual recordings which chronicle the life, history and culture of the citizens of Parker County.
- 7) To provide Internet access and services.
- 8) To provide access to current information technology.
- 9) To extend library services into the community.
- 10) To provide educational and cultural events.

## **ESTABLISHMENT AND ORGANIZATION**

### **A. LIBRARY ESTABLISHMENT**

*from the Code of Ordinances City of Weatherford, Texas*

### **TITLE II – COMMISSIONS AND BOARDS**

#### **Chapter 4. – WEATHERFORD PUBLIC LIBRARY BOARD**

##### **Sec. 2-4-1 – Library established.**

Pursuant to the provisions of the constitution of the State of Texas, the laws of the State of Texas and the Charter of the city, there is hereby created a public library to be known as the Weatherford Public Library.

(Ord. No. 623-2013-17, § 1, 7-9-13)

### **B. LIBRARY BOARD**

*from the Code of Ordinances City of Weatherford, Texas*

### **TITLE II – COMMISSIONS AND BOARDS**

#### **Chapter 1. GENERAL STANDARDS FOR BOARDS, COMMISSIONS AND COMMITTEES**

##### **Sec. 2-1-2. - Appointment, terms; qualifications.**

- a) Terms of members of the boards, commissions, and committees referenced in section 2-1-1 shall be for two years except for the planning and zoning commission, which shall have three-year terms. All appointments shall be made by majority vote of the city council. A partial term is not considered as a term for such purpose.
- b) In the event of resignation or termination of membership during such term or portion thereof, the city council shall appoint a successor to serve for such unexpired term.
- c) Any existing member shall serve until their successors have been appointed and qualified. The term "qualified" as used herein shall mean that such board members have been verified by the city secretary's office as having residency in the city and attendance at a meeting after appointment.
- d) All voting members of city boards, commissions, and committees shall be residents of the city and qualified electors at the time of appointment. Any member who is serving on any such advisory board, commission, or

committee who moves out of the city shall forfeit the office creating a vacancy to be filled pursuant to this chapter.

- e) Each board, commission, or committee shall make recommendations to the city council for the appointment and reappointment of members of such board, commission, or committee. No member shall be recommended for reappointment after having served two consecutive full terms or until after a one year absence from serving on such same board, commission, or committee.
- f) Appointment in an alternate position on any board, commission, or committee shall not be considered a full term for the purpose of reappointment to that board, commission, or committee. A person may serve two consecutive terms in an alternate position, immediately followed by two consecutive terms in a regular position on the same board, commission, or committee.

(Ord. No. 623-2013-17, § 1, 7-9-13; Ord. No. 718-2015-07, § 1, 3-24-15)

### **Sec. 2-1-3. - Attendance requirements; removal of members.**

Members of boards, commissions, and committees are expected to attend all regular and special meetings. Any board, commission, or committee member shall automatically be disqualified from membership on such board, commission or committee if such member fails to attend three or more consecutive meetings of such board, commission, or committee. Failure to comply with attendance requirements whether excused or not shall be considered as resignation from the board, commission, or committee. In the event of such termination, the city secretary shall immediately notify the city council who shall then take immediate steps to fill such vacancy considering the recommendations of such board, commission, or committee.

(Ord. No. 623-2013-17, § 1, 7-9-13)

### **Sec. 2-1-4. - Chairperson and vice-chairperson.**

Except as otherwise provided by law, each board, commission, and committee shall elect one of such members as chairperson and one as vice-chairperson. In the absence or disqualification of the chairperson, the vice-chairperson shall act in his/her stead. There shall be no limit on the number of terms a board, commission, or committee member may serve as a chairperson or vice-chairperson.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-1-5. - Posting of meeting agendas.**

- a) Notice of all board, commission, or committee meetings of the city which is required to be posted under the provisions of V.T.C.A., Government Code § 551.001 et seq. shall be posted at least 72 hours prior to the scheduled time of such meeting unless an emergency exists in which case a notice under such circumstances as authorized under V.T.C.A., Government Code § 551.001 et seq. shall be required. The location is the city hall posting board outside on the south side of city hall, 303 Palo Pinto Street, Weatherford, Texas.
- b) The city secretary shall note on all agendas required to be posted under the provisions of V.T.C.A., Government Code § 551.001 et seq. the time and date of such posting. All agendas required to be posted shall have been posted within at least 72 hours preceding the scheduled time of the meeting, unless emergency conditions dictate otherwise, by noting such on all agendas. Such notations shall be conclusive evidence that notice was posted in accordance with the provisions of this section and Texas Government Code § 551.001 et. seq.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-1-6. - Filing of official minutes.**

Each board, commission, and committee referenced in this chapter shall be required to file a copy of the minutes from each meeting with the city secretary for permanent record. Minutes shall be furnished to the city secretary as soon as reasonably possible following each meeting, but in no instance after another board, commission, or committee meeting has been held.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-1-7. - Compensation.**

All members of any board, commission, committee or other body appointed under this chapter shall serve without compensation but may be reimbursed for any necessary expenses as a result of their work.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-1-8. - Review by council.**

The city council shall have the right to review the conduct, acts and decisions of any board, commission or committee with or without notice.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-1-9. - Debt.**

Any board, commission or committee created under this chapter shall not create any debts or incur any liability on behalf of the city unless first authorized so to do by the city council.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-1-10. - Staff assignments.**

The city manager is authorized to assign staff to assist with any board, commission or committee as administratively determined.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-1-11. - Quorum.**

Except as may be provided by law or the city's Charter, a simple majority of the total voting membership on any board, commission or committee, shall constitute a quorum for the transaction of business.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-1-12. - Conflict of interest.**

Any member of a board, commission or committee having a conflict of interest as provided in the Texas Local Government Code shall not be eligible to vote and shall be required to complete and file such documentation with the city secretary for each and every conflicting item.

(Ord. No. 623-2013-17, § 1, 7-9-13)

## **Chapter 4. – WEATHERFORD PUBLIC LIBRARY BOARD**

### **Sec. 2-4-2. - Creation.**

There is hereby created a Weatherford Public Library Board which shall consist of five voting members. Two additional advisory or non-voting members, which shall be qualified voters in Parker County, Texas, may be appointed by the city council from time to time.

(Ord. No. 623-2013-17, § 1, 7-9-13)

### **Sec. 2-4-3. - Terms.**

Terms for voting and advisory appointments shall be staggered. Terms of office for each appointment shall end on June 30, two years from the beginning of the full appointment year.

(Ord. No. 623-2013-17, § 1, 7-9-13)

### **Sec. 2-4-4. - Organization.**

The city's public library board shall follow the same rules of procedure and conduct as adopted by the city council, and which are and in full compliance with Texas Local Government Code § 551.001 et seq. The director of library services shall be an ex officio, non-voting member of the public library board and the director or his/her designee shall perform the duties of secretary to the board. The board shall conduct meetings as in its opinion may be necessary.

(Ord. No. 623-2013-17, § 1, 7-9-13)

### **Sec. 2-4-5. - Powers and duties.**

The public library board shall:

- a) Act in an advisory capacity on policy matters to the city council;
- b) Use its influence to promote services of the library in the community;
- c) Become familiar with state and local library laws;
- d) Recommend policies and objectives governing library programs to the city council as deemed necessary by the board;
- e) Review the policy for materials selection for use in the library as prepared by the director of library services;

- f) Recommend various fines and the amounts to be charged as fees for the use of library facilities to the city council in accordance with Texas law;
- g) Solicit gifts and donations to the library, subject to the approval of the city council;
- h) Cooperate with all other public and private groups in advancing the best interests of the Weatherford Public Library;
- i) Plan for the future development of library facilities and programs after study and review of the city's Comprehensive (Master) Plan; and
- j) Review the annual proposed operating budget and capital improvement requests following preparation by the director of library services, and make any recommendations to the city council it deems necessary.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-4-6. - Library theft; compliance with rules; failure to return property.**

A person commits the offense of library theft when he or she does any of the following acts:

- a) Knowingly and intentionally removes any library material, including any book, pamphlet, periodical, paper, audio-visual item, newspaper, magazine, manuscript or equipment from the premises of a library facility or on loan to, or otherwise in the custody of the city's public library, without authority to do so; or
- b) Knowingly and intentionally conceals any library material upon his/her person or among his/her belongings, while still in the premises of a library facility and in such a manner that the library material is not visible through ordinary observation, and removes such library material beyond the last point in the premises of the library at which library material may be borrowed in accordance with procedures established by the library for the borrowing of library materials; or
- c) With the intent to deceive borrows or attempts to borrow any library material from a library by (i) use of a library card issued to another without the other's consent, or (ii) use of a library card knowing that it is revoked, canceled or expired, or (iii) use of library card knowing that it is falsely made, counterfeit or materially altered; or
- d) Borrows library material from the library and knowingly and willfully fails to return such library material within 14 days from the date of a mailing of written notice to the last known address as shown in the records of the city's public library.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**Sec. 2-4-7. - Penalty.**

Any person, firm or corporation violating any portion of this subsection shall be deemed guilty of a misdemeanor and, upon conviction, shall be subject to a fine not to exceed \$500.00 for each offense. Any such fine shall be in addition to the regular library fine and if appropriate, replacement cost of such material.

(Ord. No. 623-2013-17, § 1, 7-9-13)

**C. FRIENDS OF THE LIBRARY**

The Friends of the Weatherford Public Library was established as a support group to the library dedicated to ensuring that the residents of the City of Weatherford and Parker County have an excellent library and the most competent library services possible. The Friends support the library by hosting meetings, volunteering, raising funds, and funding library events, equipment, and supplies. More information and membership applications are available at the library.

**D. LIBRARY FOUNDATION**

The Weatherford Public Library Foundation was established to raise money for the library, its building, resources, and programs. The Foundation has been instrumental in funding many of the library's projects.

## **GENERAL POLICIES**

### **A. MEMBERSHIP IN STATE LIBRARY SYSTEM**

The Weatherford Public Library will meet or exceed the standards described in 13 TAC §§ 1.71-1.85 to qualify for membership in the State Library System.

### **B. SERVICE FEES**

*Revised by Weatherford City Council action effective October 25, 2021.*

The Weatherford Public Library will provide free and open library services for Weatherford residents and property owners. Fees for other services may be established in accordance with the guidelines expressed herein:

- a) When the service is not clearly within the mission of the library;
- b) When an enhanced service is provided as an alternative to an existing service;
- c) When the service clearly benefits one user to the exclusion of others or prevents re-use of the information involved;
- d) Fees shall not be established solely on the basis of format or method of obtaining information; and
- e) Fees shall be in compliance with the Rules for Administering the Library Systems Act (13 TAC § 1.72) and approved by the City Council as part of the annual budget.

### **C. COOPERATING WITH OTHER LIBRARIES**

Weatherford Public Library will cooperate with other libraries, information services, networks, and systems at all levels including local, state, and national in order to provide the best possible service to its users. The Parker County Library Association (PCLA) is the primary resource-sharing consortium for the area. Weatherford Public Library staff will provide system administration for the PCLA's network.

## **D. OPERATING HOURS**

*Revised June 20, 2021.*

The Weatherford Public Library will be open to the public on a regular weekly schedule. The hours of operation are dependent upon budget, staffing levels, and usage patterns. Hours may be modified, reduced, or extended depending upon these factors. Hours are:

Monday	10am to 8pm
Tuesday	10am to 8pm
Wednesday	10am to 6pm
Thursday	10am to 6pm
Friday	12pm to 6pm
Saturday	12pm to 6pm
Sunday	Closed

The Library will close for City of Weatherford recognized holidays and for two in-service workdays as scheduled by the Director of Library Services. The Weatherford Public Library will be closed on the following days:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday of January
Easter	Sunday
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November, Friday, Saturday, Sunday
Christmas Eve	December 24
Christmas	December 25

Any time a City holiday falls on Saturday, the library will also be closed on Friday; if the holiday falls on Sunday, the library will be closed on Monday. Other library closing days will be by action taken by the Weatherford City Council or the City Manager of the City of Weatherford.

The Director of Library Services may choose to close the facility in extraordinary circumstances which include but are not limited to power outages, severe weather,

bomb threats, civil or other disorders, or life-threatening situations which endanger the security of the public, library staff, or library facilities.

## **E. VOLUNTEERS**

Volunteers are actively recruited, trained, and utilized at Weatherford Public Library. The library's volunteers will supplement but not replace trained, permanent staff. Volunteers provide an ongoing source of assistance to the library staff and enhance the staff's ability to provide services.

Volunteers are under the general direction of the volunteer coordinator and under the specific direction of the supervisor of the department in which they are working.

## **F. PETITIONING OR DISTRIBUTION OF LITERATURE**

Petitioning, solicitations, distribution of literature or pamphlets, canvassing, surveying or similar types of appeals by members of the public are not allowed in the Weatherford Public Library or on City of Weatherford property, including the library grounds.

## **G. CONFIDENTIALITY OF LIBRARY USER INFORMATION**

Records in the library identifying or serving to identify a person who requested, obtained, or used library material or services are confidential and are an exception from required disclosure under the Texas Public Information Act. Such records may be disclosed only if the library determines that disclosure is reasonably necessary to the operation of the library and the records are not confidential under other state or federal law.

These records may also be disclosed if the records are released to the person to whom the information relates, or the person to whom the information relates has given permission in writing for the information to be released.

Such records may be disclosed if the records are required under a valid court order or subpoena, as provided under the provision of the Texas Public Information Act. Requests for information that the library has deemed confidential under the provisions of the Texas Public Information Act must be made in writing.

Records maintained by the Library that are considered to be confidential under the Texas Public Information Act include but are not necessarily limited to account

holder registration records, circulation records, interlibrary loan records, reference transaction records, and internet transactions.

## **H. NON-DISCRIMINATION STATEMENT**

The Weatherford Public Library does not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, military status, marital status, sexual orientation, gender identity, or gender expression in providing its resources or services.

## **I. PHOTOGRAPHY AND VIDEO RECORDING**

The Weatherford Public Library is operated with public funds, and is open for public use. As such, visitors using the public areas of the library other than the restrooms cannot have a reasonable expectation of privacy. Photography and/or video recording by library staff or members of the public that complies with federal, state, and local law will be allowed in all public areas of the library, specifically excluding restrooms. Photographs or video recordings made by library staff may be used in library publicity, including, but not limited to: flyers, brochures, posters, press releases, newspaper and magazine articles, Internet postings, and television broadcasts. The City of Weatherford holds exclusive copyrights to any photographs or video recordings made by library staff.

## **J. CONTRACTS**

The Weatherford Public Library will adhere to City of Weatherford policies and applicable laws when entering into contracts for goods and/or services.

## **K. RESPONSIBILITY AND AUTHORITY**

Final responsibility and authority to implement and enforce all library public service policies is vested in the Director of Library Services, who will operate within the framework of policies and principles approved by the City Manager. Library staff may operate under the Director's delegated authority.

The Director of Library Services and designated staff members are authorized to develop such procedures and guidelines as may be necessary to carry out this policy.

## **RESOURCE SELECTION AND ACCESSIBILITY**

### **A. INTRODUCTION**

The Resource Selection and Accessibility Policy of the Weatherford Public Library is based on the following principles:

- a) The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the United States Constitution. These freedoms are held to be essential to our democracy and will be upheld, supported, and defended in the selection and the provision for accessibility of all library resources;
- b) Freedom of choice in selecting resources is a necessary safeguard to the freedom to read, to hear, and to view;
- c) It is the essence of democracy that citizens shall have the right of free inquiry and the equally important right of forming their own opinions. In a free society, each individual is free to determine for himself or herself what he or she wishes to read, to hear, or to view, and each group is free to determine what it will recommend to its freely associated members;
- d) Inclusion of resources in the collection does not constitute or imply agreement with or approval of the content, viewpoint, implications, or means of expression of the resources;
- e) Library staff members and their associated authorities do not serve *in loco parentis*. It is the parent, grandparent, or legal guardian's right to restrict their children, and only their own children, from access to library resources. Selection will not be restricted by the possibility that resources may inadvertently come into the possession of children; and
- f) The library is not a judicial entity. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Consequently, no challenged material will be automatically removed from the library for complaints of obscenity, subversiveness, or any other category covered by law until after an independent officer in a court of competent jurisdiction, following an adversary hearing and in accordance with well-established principles of law shall have ruled against the material.

Conversely, no resources will knowingly be selected which have previously been adjudicated to be in noncompliance with the law.

## **B. SELECTION POLICY**

In accordance with the above principles, the following policies will apply in regard to materials selection and accessibility:

- a) Library staff will attempt to select resources that will provide for the interest, information, enlightenment, pleasure, education, development, appreciation, stimulation, enrichment, and/or self-improvement of library users of all ages, walks of life, value and interest patterns, education, opinion, and persuasion to the degree possible within budgetary constraints, material availability and degree of understanding of the above needs and desires.
- b) Library staff are entrusted with the expenditure of public funds. All purchases will be made in accordance with City Council-approved annual budgets. Library staff will consider effectiveness and efficiency in all purchases.
- c) Library staff will pursue diversity by attempting to meet the need for resources for all ages and educational levels. This will be done by providing as many subject fields as possible, by providing alternative and/or opposing viewpoints, by providing unpopular as well as popular resources, and by providing a variety of resources reflective of the diversity existing in our culture and society;
- d) Library staff will pursue quality by applying professional discretion and standards established by the library profession and through the use of appropriate selection aids. Reviews in professionally recognized periodicals are a primary source of information for resource selection. Library staff will use standard bibliographies as well as booklists and recommendations by recognized authorities;
- e) Library staff will be responsive to interest patterns by giving careful consideration to requests for purchases, patterns of usage of existing resources, patterns of purchases of similar resources from retailers, and any other source of information indicative of community interest patterns. Responsiveness to the interest of one individual or group will not be restricted on the basis of the dislike or disinterest of another individual or group;

- f) Excessive duplication will not occur in the selection of resources. This will generally apply to resources that are not of general interest, such as professional works, textbooks, and others available elsewhere to special interest groups. Resources may also not be selected if the field is already covered by the existing collection;
- g) Library staff will generally exclude from selection resources in formats that do not lend themselves to library use;
- h) Library staff will keep the collection vital and useful by retaining or replacing essential resources and by removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance, or no longer in demand;
- i) The library may collect resources in a variety of formats, including print and digital formats, both accessible online and on electronic media;
- j) Access to some materials may be licensed rather than purchased outright; and
- k) Library staff may make selections on the basis of any one, several, or all of the above considerations.

## **C. ACCESSIBILITY**

Accessibility of library materials will not be restricted or prejudiced.

Library staff will avoid restriction by allowing users access to all resources and by allowing all library account holders to borrow any library resources subject to library account policies and procedures and in accordance with the library's non-discrimination statement. Library staff cannot guarantee that children will not obtain access to library resources without a parent's consent.

Library staff will avoid prejudice by not labeling materials other than by providing classification, directional aids, and major categorization of interest patterns. The distinction between housing a resource in the youth and teen sections, as opposed to the adult section, will be made on assumed differential interest patterns. Judging appropriateness of materials for minors, in any section of the library, is the sole responsibility of the parent/legal guardian.

## **USER REQUESTS REGARDING RESOURCES**

### **A. INTRODUCTION**

User input is essential in determining the ever-changing needs of the community. With this input the library's selection of resources can be timely and meet the literary and information needs of the community. Therefore, library staff members encourage library users to make suggestions regarding either the resources already in the collection or resources requested for inclusion.

### **B. REQUEST TO ACQUIRE RESOURCES**

Library users are encouraged to submit requests for possible addition to the library collection. These requests will be considered for inclusion, judged on the same criteria for selection as all other resources identified for consideration.

### **C. REQUEST FOR RECONSIDERATION OF RESOURCES**

Library users may be as familiar with the content of certain library resources as the library staff. For that reason library staff welcome comments and suggestions regarding the continued appropriateness of resources in the collection. This is especially true of non-fiction in subject areas of a rapidly changing nature such as technology or science.

The Weatherford Public Library also recognizes that individuals may take exception to certain library resources. In this case, the petitioner may complete and submit a formal written form: Request for Reconsideration of Resources. Copies of this form may be obtained from any library staff member, accessed electronically via the library's website, or by mail or e-mail upon request.

For a request for recommendation to be considered, the following criteria must be met:

- a) The petitioner must complete the Request for Reconsideration of Resources form in full;
- b) The petitioner must be a resident of the City of Weatherford or of Parker County and must hold a valid library account from the Weatherford Public Library; and

- c) The petitioner must submit the Request for Reconsideration of Resources form at the Weatherford Public Library, to a library staff member.

The Director of Library Services will refer the request to an Ad Hoc Selection Review Committee composed of two current library staff members. The committee will review the item in question and prepare a report for the Director. This report will verify whether the material in question meets the selection criteria of the library. Based on the findings of the Ad Hoc Selection Review Committee, the Director will provide a written response to the petitioner within thirty (30) days from the date the request for reconsideration is delivered to the library. Petitioners not satisfied with the decision of the Director of Library Services may appeal to the City Manager.

All resources acquired using the library's **Resource Selection and Accessibility Policy** are considered to be Constitutionally protected until such time as any item taken individually is determined to be unprotected by judicial action in courts of jurisdiction and after all appeals have been exhausted. In the event that a petitioner charges that a particular item is not protected under the First Amendment to the United States Constitution, the onus of proof rests with the petitioner. Material under question will remain in the active collection in its existing shelving location until such judicial determination is made.

## **COLLECTION ORGANIZATION AND MAINTENANCE**

### **A. INTRODUCTION**

Collection maintenance is a vital aspect of the library's services. Without considerable attention to collection organization and maintenance, the library would be little more than an unorganized warehouse. Proper cataloging, classification, arrangement, and maintenance are necessary if the collection is to be accessible and usable. The goals of collection organization and maintenance are as follows:

- a) To create or provide for each item selected for inclusion in the library's permanent collection, a bibliographic record consisting of descriptive information to identify a unique title;
- b) To establish and maintain index entries and cross-references pertaining to these records;
- c) To maintain a copy-specific inventory of holdings in the library's permanent collection;
- d) To provide for logical arrangement of library materials according to subject and/or format, type, or user category; and
- e) To maintain the collection through an on-going acquisitions and weeding program while striving to provide timely, accurate information.

### **B. CLASSIFICATION AND ARRANGEMENT**

Library materials are arranged in such a manner as to achieve their most effective utilization by the public and by the staff serving the public. The library's collections are organized through the application of standard classification tables and professional cataloging practices. Classification of library materials allows items dealing with the same or related subject matter to be located together.

### **C. CATALOGING AND BIBLIOGRAPHIC CONTROL**

In order to provide access to library holdings, library staff evaluate materials using descriptive cataloging techniques, and then prepare a bibliographic record of the item, which includes selecting relevant access points to be indexed. Descriptive

cataloging techniques used will conform to the latest generally-accepted national standards.

In addition, the library maintains an inventory of its holdings by recording copy-specific information for each physical item.

## **D. PHYSICAL MAINTENANCE**

Library staff continually examine the collection to locate materials that should be discarded, replaced, or repaired. The decision to remove library materials from the collection is based upon these considerations: irreparable damage, obsolescence, or insufficient use.

At the discretion of the Director of Library Services or his/her delegates, the library may offer materials withdrawn from the library collection that are still in salable condition for public sale. Such sale may be through a variety of channels, including in-library or online sales. The Director of Library Services may choose to contract with third-party sellers or consignment vendors to sell materials, provided that some portion of the revenue from such sales is returned to the library to fund library materials, programs, and/or services.

Withdrawn materials may also be transferred to any of the following entities:

- a) A nonprofit organization which furthers the Weatherford Public Library's mission;
- b) A Texas Independent School District (ISD);
- c) A State of Texas agency;
- d) A political subdivision of the State of Texas.

Withdrawn materials not transferred to qualifying entities or offered for public sale will be recycled. In the event recycling is unavailable through the City of Weatherford's Sanitation Department, materials will be sent to the City landfill.

All materials transferred or sold will have any 'Weatherford Public Library' or 'City of Weatherford' ownership marks removed or obliterated. Materials sent to recycling or to the landfill will not have such processing performed.

Library staff will replace damaged, lost, or missing materials based upon the extent of adequate coverage of the subject field, demand, and availability of a replacement at a reasonable price.

Materials covering certain subjects tend to be more prone to theft or mutilation. However, potential for theft or mutilation of library materials is not a factor in original selection. Library staff will replace such materials when they deem replacement necessary for the maintenance of the collection and as the library's funding permits.

Review and evaluation of the collection for physical maintenance will not be used as justification for removing or altering potentially controversial materials.

## **SERVICE POLICIES**

### **A. INTRODUCTION**

Equal to providing a collection of relevant materials is the provision of services in order to effectively utilize these resources. The library staff provides the link between users and the library's resources. This link lies at the heart of the mission of the Weatherford Public Library.

Library staff will provide instruction to and orientation for users in order to promote greater self-sufficiency in library use and to promote more effective utilization of the library's resources.

### **B. REFERENCE SERVICE**

Reference service is intended to provide timely, accurate, and useful information to the library user. By utilizing materials from the collection, from the Internet, and through access or referral to sources outside the library, information on all areas of recorded knowledge is made available.

Library staff acting as the link between users and library resources do not offer any personal advice or opinion in any legal, financial, medical, consumer, or other areas where their advice or opinion might be viewed by a library user as authoritative. Further, in the process of conducting reference transactions, library staff will not interject any personal philosophies or opinions. The library will utilize both in-person and electronic means to conduct reference interviews and to deliver the appropriate information to the requester.

### **C. READER'S ADVISORY SERVICES**

The library provides reader's advisory services in fulfilling its role as a popular materials center and an independent learning center.

Reader's advisory services are those that match library users with materials that interest them. This service primarily consists of advising and guiding users to material after talking with them to determine their interests. Reader's advisory services also include such activities as displays and programs, booklists and bibliographies, and other resource guides the staff develops.

## **D. INTERLIBRARY LOAN**

Because no library collection can meet all the needs of all of its users, a system of interlibrary loan of materials has evolved, whereby borrowers may obtain materials from other libraries that are willing to loan such items.

Interlibrary loan service is available to all library account holders whose accounts have no overdue materials or balance due. Books and photocopies of articles from periodicals that are not owned by the Weatherford Public Library or otherwise available may be borrowed from another lending library. Borrowing is subject to the rules of the lending libraries. The Weatherford Public Library abides by the current Reference and User Services Association's Interlibrary Loan Code for the United States.

The Weatherford Public Library abides by the Copyright Act of 1976 (Title 17 of the United States Code) and the Copyright Term Extension Act of 1998 in both borrowing and lending materials.

The borrower is responsible for any and all loss of or damage to materials borrowed from other libraries. The borrower is charged a return postage fee by Weatherford Public Library and is responsible for all charges or fines imposed by the lending library.

## **E. TEXSHARE**

Weatherford Public Library participates in the TexShare card program. Weatherford Public Library users will be issued a TexShare card under the following conditions:

- a) User's library account has been in good standing for at least six (6) months. To be considered in good standing, an account must not have any overdue items, and no more than \$5.00 in accumulated fees;
- b) User provides their Weatherford Public Library card or a government-issued photo ID at the time of application;
- c) The TexShare card will have an initial expiration date of six months after issuance, but may be renewed for successive one-year periods;
- d) Users may renew TexShare cards in person by bringing them to the Weatherford Public Library and presenting the TexShare card, plus their

Weatherford Public Library card or a government-issued photo ID. TexShare cards will not be renewed by phone, mail or email;

- e) The user's borrowing privileges will be suspended if overdue TexShare material is reported, regardless of the status of their Weatherford Public Library account. Privileges will be restored when the borrower produces a written release signed by the TexShare Coordinator of the TexShare library reporting the overdue material;
- f) The user must surrender the TexShare card to Weatherford Public Library staff upon request;
- g) Weatherford Public Library will add charges incurred at another TexShare library, and billed to Weatherford Public Library, to a TexShare user's local library account;
- h) TexShare materials must be returned to the owning library, not to the Weatherford Public Library; and
- i) TexShare cardholders returning materials borrowed with a TexShare card to Weatherford Public Library instead of the owning library will incur a \$10.00 per item service fee to cover handling and shipping to return the item(s) to the owning library. The fee per item will be assessed to the cardholder's Weatherford Public Library account.

Weatherford Public Library will open a library account for any Texas resident at no charge rather than circulating materials on another library's TexShare card.

## **F. LIBRARY EVENTS**

Library events are an extension of the information found in the library. Recognizing that people assimilate information in a variety of ways, events offer an alternative learning experience for library users of all ages.

While registration may be required for library initiated or co-sponsored events, it is only for planning purposes. All such events will normally be free of charge. The only exception to this is an events that serves as a fund-raiser for the library or when there is a reasonable fee for the optional purchase of event materials that the attendees may keep.

The library's philosophy of free access to information and ideas extends to library-initiated events.

## **G. USER FEEDBACK**

Library users are encouraged to comment on library service or make suggestions for improvement. Comments should be directed to the Director of Library Services.

The Director of Library Services will review and evaluate all user feedback, and will communicate with the user regarding his or her feedback if requested. If the user is dissatisfied with the Director's reply, the user may communicate directly with the members of the Weatherford Public Library Board. Board member names and addresses are available upon request.

Policies for making requests regarding materials will be dealt with in the policy titled **User Requests Regarding Resources**.

## **CIRCULATION OF MATERIALS**

### **A. INTRODUCTION**

The purpose of circulation policies is to grant fair and reasonable use of the library materials and facilities to those who seek to borrow from the library.

### **B. LIBRARY ACCOUNT**

*Revised by Weatherford City Council action effective October 25, 2021.*

Weatherford Public Library will open a library account without charge for any adult resident or property owner of the City of Weatherford who provides valid photographic identification. Non-residents of the City of Weatherford will be required to pay a yearly Non-Resident Library Services Fee as established by the Weatherford City Council.

Individuals may register for a borrower's account by completing an application, which will be considered a binding contract between the individual and the City of Weatherford. By signing the application, the individual agrees to obey all the rules and regulations of the library, to pay promptly all fines and charges incurred, and to give immediate notice of all changes in residence address, email address and phone number.

Parents or legal guardians with active accounts in good standing may open library accounts for children under age 18. Should parents residing at different physical addresses share custody of a child, either one or both parents may open accounts for the child, which may result in the child having two separate accounts.

Applicants must present current photographic identification issued by a government or educational institution when applying for a library account or upon request by library staff, in the event that there is a legitimate question of a person's identity when attempting to borrow materials.

Resident library accounts expire three years from the date opened, and may be renewed for unlimited successive three-year periods. Non-resident library accounts expire one from the date opened, and may be renewed for an additional one-year period by payment of the current yearly Non-Resident Library Services Fee. Library accounts will not be renewed for account holders with outstanding overdue materials or excessive fines, as defined by the Director of Library Services.

## **C. CONFIDENTIALITY OF CIRCULATION RECORDS**

Under Texas law, all information provided to the library to open or maintain a library account is confidential. In addition, all circulation records connecting the names of borrowers with specific materials are confidential. These records will not be made available to any person or entity, or to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

A library user wishing third parties to have access to his or her account for the purpose of borrowing or renewing materials, or paying fines or fees, must provide the library written permission for such. The library will furnish forms for this purpose upon request.

All questions regarding confidentiality should be addressed to the Director of Library Services.

## **D. LOAN PERIODS, RENEWALS AND FINES**

The Director of Library Services sets loan and renewal periods and limits on checkout privileges. The Weatherford City Council sets various fines and fees. All fine and fee schedules will be published in the City of Weatherford's Program of Services, and approved as part of the City's annual budget process. The Program of Services is available at the library, online, and at Weatherford City Hall.

## **E. EQUIPMENT CHECKOUT**

The Weatherford Public Library may provide equipment for in-library use. In order to use equipment, a borrower must have an active library account with charges not exceeding an amount set by the Director of Library Services, and no overdue materials. In addition, the borrower must be 18 years of age or older and leave a current, valid Texas driver's license or identification card with library staff while using equipment. An adult may check out materials for a person under the age of 18 to use, but the adult will remain responsible for the equipment.

Library equipment is available for borrowing in two-hour increments, renewable only if no one else is waiting for the equipment. Equipment will be assessed overdue fines in accordance with the current City of Weatherford Fines and Fees schedule.

All library equipment is due for return one hour before closing, regardless of check-out time. Equipment will not be available for checkout during the last hour before closing.

Library equipment capable of running software will be pre-loaded with acceptable software. Borrowers are not permitted to download or modify software on library equipment. The library is not responsible for any personal information left on equipment by borrowers. Borrowers are responsible for following any applicable laws or regulations while using the equipment.

## **F. OVERDUE MATERIALS**

Weatherford Public Library staff work to provide all library users with easy access to circulating materials. Borrowers can help by returning items on or before the due date. Materials may be returned to the Circulation Desk during library hours or placed in the outside book drop at any time. Materials may also be returned to any library participating in the Parker County Library Association (PCLA). Current PCLA members include Weatherford Public Library, Azle Memorial Library, East Parker County Library, Millsap Elementary Library, and Springtown Public Library.

All materials will be considered overdue if they have not been renewed by or returned on the due date. Materials will continue to accrue fines until they are either returned or renewed, or until the maximum fine amount is reached. The library may send overdue notices via various methods. Failure to receive an overdue notice in no way relieves a borrower of the responsibility for items kept beyond the due date.

The Weatherford Public Library will suspend borrowing privileges when an account has outstanding overdue items or excessive fines, as defined by the Director of Library Services. The Weatherford Public Library will suspend borrowing privileges for an adult and any associated children's accounts when any or all of those accounts have outstanding overdue items or excessive fines. An adult account is considered "associated" with a child's account when the adult has opened a library account for that child, and accepted responsibility for items borrowed using the child's account.

The City of Weatherford may also take legal action against borrowers who fail to return materials in a timely manner, under the City's library theft ordinance: City of Weatherford Code of Ordinances, Title 2, Chapter 4, Section 6(A) and 6(B).

## **G. REPLACEMENT OF LOST OR DAMAGED MATERIALS**

Borrowers are responsible for returning all materials in good condition. Fees for lost or damaged materials will be added to the borrower's account and must be paid before the borrower can check out more materials. In addition to an item's replacement cost, the library may also charge a processing fee for lost or damaged items.

In the event that a borrower locates an item for which they have already paid a replacement and processing fee, they may request a refund of the replacement fee, but not the processing fee, within one year of the original date the library declared the material lost. Materials are, at the latest, declared lost after being overdue 90 days. Materials will not be accepted for check-in after being lost for more than one year.

## **H. PAYMENT PLANS**

The Director of Library Services will designate an employee authorized to approve payment plans for overdue fines, damage fees, replacement fees, and processing fees. Should a borrower be unable to pay any of these charges in full, that employee will negotiate a reasonable plan for payment of fines or fees with the borrower. The authorized employee may restore limited borrowing privileges to a borrower who has signed a payment agreement and continues to meet the terms of that agreement. Upon completion of the payment plan, the authorized employee will immediately restore the borrower to full borrowing privileges.

## **I. LIBRARY CARD**

A library card is issued upon opening of a library account as a convenience for borrowers. Library cards will not be required to borrow from Weatherford Public Library, provided a borrower can show photographic identification issued by a government or educational institution.

Lost library cards should be reported immediately to the library to protect account holders from fraudulent use of the card. Replacement library cards will be issued for a fee, upon account holder request, or at no charge at library account renewal.

## **PHYSICAL FACILITIES**

### **A. INTRODUCTION**

The physical facilities of the Weatherford Public Library are provided in support of the mission and roles of the library. These buildings and spaces provide settings in which both public and staff activities take place. These policies are intended to promote the effective and equitable utilization of the library's physical facilities.

### **B. GENERAL POLICIES**

The physical facilities of the library are operated in such a manner as to provide a safe and healthy environment for both public and staff as well as library materials and equipment.

The Weatherford Public Library will maintain its facilities in conformance with all applicable local, state, or federal building codes and regulations including the Americans with Disabilities Act of 1990.

### **C. AUDITORIUM AND MEETING ROOMS**

The designated meeting facilities of the Weatherford Public Library are primarily intended to support the mission of the library in furthering educational and informational services to the community and providing space for ongoing activities of the library. When the library is not using these spaces, they may be available to other organizations for the purpose of providing programs and information.

The following policies are made to ensure that this intent may be achieved:

- a) Meeting facilities are available at no charge to groups engaged in non-commercial and non-profit activities;
- b) Admission fees or other collections or sales may not be made a condition for attendance at events held in library facilities, even if such fees are advertised as "suggested donations" or another similarly-worded manner;
- c) Meeting facilities are not available to individuals for private parties, wedding or baby showers, self-promotion activities or other personal use;

- d) Library facilities may not be used for fundraising unless such fundraising directly benefits the Weatherford Public Library;
- e) All meetings of organizations held in library facilities must be open to the public and adhere to the library's non-discrimination statement. Information about meetings held in the library may be posted on the library's bulletin board and events calendar at the discretion of the Director of Library Services;
- f) Political candidates or parties may not electioneer, pass out cards or other advertisements, or speak in support of their political candidacy or office at any meeting held at the library or on library property;
- g) The Weatherford Public Library reserves the right to have a staff member present at any meeting held in the library facilities;
- h) The person making the reservation for the facility must be an authorized representative of the organization and should be present at the time of the scheduled activity. This person, as well as the membership, shall be responsible for any and all damages that may occur as a result of the use of the facility;
- i) No organization or individual may assign its space or reservation to another organization;
- j) Permission to use the library meeting facilities may be withheld from organizations damaging the room, carpet, equipment, or furniture, causing a disturbance, or failing to comply with library rules and regulations;
- k) Some audiovisual and other equipment is available for use within the auditorium only. This equipment cannot leave the library. Responsibility for its safe and proper use rests with the organization using the facility;
- l) Charges may be imposed on the organization if its use of the equipment results in damage to library property;

## **D. MEETING ROOMS AS STUDY SPACES**

The meeting rooms are available to groups or individuals for the purpose of study, informal meetings, or other purposes compatible with the policies of the library when the rooms are not in authorized use.

## **E. BULLETIN BOARDS, POSTERS AND PUBLIC NOTICES**

To address the role of the library as a community activities and information center, certain bulletin boards are designated for organizations engaged in educational, cultural, intellectual, or charitable activities as space permits.

These general policies apply:

- a) Submission for posting of materials must be made to the Director of Library Services;
- b) Materials to be posted must be typeset (printed) and legible;
- c) Preference for bulletin board space is given to the promotion and display of library events, activities, and services and to those events sponsored, co-sponsored, or underwritten by the City of Weatherford. Space will then be available for promotion of area events that will occur at a specific date with preference given to events of interest to Weatherford and Parker County residents;
- d) Posters or other printed materials promoting programs or projects of a personal or commercial nature will not be displayed or distributed;
- e) Notices or posters that display charges or fees for an event (including “suggested donations” or other similar wording) are not accepted;
- f) Items left or posted without approval will be discarded without notification;
- g) Notices and posters will be displayed no earlier than 30 days prior to the event and library staff will remove and discard such immediately after the date of the promoted event. No attempt will be made to contact the sponsoring organization;
- h) Political and candidate posters or other material will not be displayed or distributed;
- i) Posting does not imply advocacy or endorsement by the Weatherford Public Library or by the City of Weatherford; and

- j) Pursuant to these policies and procedures regarding the posting of notices, the Weatherford Public Library reserves the right for the Director of Library Services to make the final decision.

## **F. EXHIBITS**

Exhibit space is available only for the display of library initiated and/or sponsored exhibits. No library space is available for unsolicited exhibits.

## **G. DISTRIBUTION OF FREE MATERIALS**

In fulfilling its role as a community activity and information center, the Weatherford Public Library provides space and staff support for the free distribution of multiple copies of publications and other materials that conform to the following policies:

- a) Approval for distribution of materials must be obtained from the Director of Library Services. Library staff will discard materials left without this approval without notification;
- b) Preference for distribution space is given to the promotion of library events, activities, and services and to those events, activities and services provided by the City of Weatherford. Space will then be available for the distribution of other materials that contain information of potential interest to library users;
- c) Acceptance of publications for distribution will be made by the Library in accordance with its collection development policies;
- d) Publications and other materials considered for distribution may include brochures, flyers, and periodicals. Materials must be typed or typeset (printed) and legible;
- e) A periodical is a publication that is produced on a regular basis and issued four or more times per year. To be considered for distribution, it must contain at least 50 percent editorial content and must adhere to the library's collection development policies;
- f) The library will not distribute materials promoting programs, campaigns, projects, or services of a personal, political or commercial nature;

- g) The library will not distribute materials promoting activities for which there are charges or fees (including “suggested donations” or other similar wording);
- h) Distribution of materials does not imply advocacy, endorsement, or co-sponsorship by the Weatherford Public Library or the City of Weatherford; and
- k) Pursuant to these policies and procedures regarding the distribution of free materials, the Weatherford Public Library reserves the right for the Director of Library Services to make the final decision on distribution.

## **USER RESPONSIBILITY AND CONDUCT**

### **A. INTRODUCTION**

Weatherford Public Library has a responsibility to its users, and in return users must respect certain rules of conduct and responsibility if the library is to carry out its mission as a publicly supported institution.

### **B. PUBLIC PROPERTY**

Library users will not intentionally damage, mutilate, or otherwise destroy library materials or property.

Library users are solely responsible for compliance with all current laws applying to library materials, including copyright laws.

Registered borrowers agree to abide by all policies and rules pertaining to the use of the library materials. These include, but are not limited to, the following provisions:

- a) Proper care of material;
- b) Return of all items borrowed by the due date;
- c) Payment for lost or damaged materials;
- d) Payment of all collection costs including court fees necessary to recover borrowed materials; and
- e) Immediately notifying the library if a library card is lost or stolen. If the library does not receive notification, the account holder is responsible for any materials borrowed on the card.

Failure to return borrowed materials is defined as library theft in the City of Weatherford Code of Ordinances, Title 2, Chapter 4, Section 6(A).

The penalty for library theft (a misdemeanor) is defined in Title 2, Chapter 4, Section 6(B) of the Code of Ordinances.

Library users will be careful not to damage library grounds, buildings, furnishings, or other property. The City of Weatherford Code of Ordinances Title 6, Chapter 5,

Section 5, addresses damage to public buildings and contents, including the penalties for such.

## **C. CODE OF CONDUCT**

*Revised November 2, 2020 on approval of James Hotopp, City Manager*

Weatherford Public Library offers a pleasant environment and quality library service to all users. The following code of conduct is established for the well-being and protection of all those using and working in the library.

- **Children** age 11 or younger must have direct adult supervision while in the library.
- **Children** under the age of 14 must be accompanied by a parent or other responsible adult while in the library or on library property. Library staff and the City of Weatherford will not be responsible for any person left unattended on library property outside of library hours.
- **Harassment** is prohibited. Harassment may include, but is not limited to, inappropriate or abusive speech or gestures, staring or leering, unwanted touching, intimidation or stalking. Following staff or library users so that it interferes with the performance of their duties or use of library is not permitted.
- **Assault** of library users or staff members is not permitted. This may include, but is not limited to, threatening, abusive or inappropriate speech or actions.
- **Use of alcohol and tobacco products** as well as any illegal use of controlled substances in the library is prohibited. Use of electronic cigarettes, or “vaping” is prohibited.
- **Appropriate clothing and shoes** must be worn in the library building.
- **Bicycles, skateboards and roller/inline skates** may not be used or stored in the library. Skateboarding is not allowed on library property.
- **Soliciting/surveying** of library users or staff members on library property is prohibited.
- **Backpacks, bags and other large storage items** may not be left unattended and may be removed by library staff. Staff reserves the right to inspect the contents of these items if security alarm sounds when a library user is exiting the library.
- **Food and beverages** may be consumed in the library only in designated areas.
- **Only animals** assisting the disabled will be permitted in the library.

- **Disruptive behavior** such as running, throwing objects, fighting, engaging in loud conversation, congregating in walkways, restrooms, parking lot, or otherwise impeding access to and in the library is not permitted.
- **Relocating library furniture** or equipment without permission of library staff is not permitted.
- **Damaging, defacing, or misusing** library materials, equipment or facilities is prohibited. Placing feet or shoes on furniture or sitting on arms or backs of chairs is not permitted.
- **Audio devices** may not be used without earphones. Using audio devices with earphones at a level that can be heard by other individuals is not permitted.
- **Persons committing theft**, vandalism or other illegal acts are subject to prosecution.
- **Possession of firearms** in the library by an unlicensed person is prohibited.
- **Cellular telephones and pagers** must be turned off or set in the non-audible mode while in the library. Library users needing to answer cellular phone calls should move to the entryway or outside the front door before answering their phone.

Library staff may require that any person who violates this Code of Conduct leave the library property immediately. The library may exclude from use or revoke borrowing privileges of anyone known to have repeatedly violated the Code of Conduct, and authorized staff may issue a trespass warning in accordance with the City of Weatherford's Trespass Warning on City Property Policy, adopted by City Council Resolution R2019-15.

## **GIFTS, MEMORIALS, AND OTHER DONATIONS**

### **A. INTRODUCTION**

Weatherford Public Library recognizes that gifts in the form of money, books, and other materials are sources of further development and enhancement of the library's collections and services.

### **B. MAJOR GIFTS (> \$1000 IN VALUE)**

Major gifts (over \$1000 in value) to Weatherford Public Library may be accepted by the Weatherford City Council upon recommendation of the Director of Library Services. Major gifts may include but are not limited to land, buildings, art objects, and substantial collections of books or other materials. See Paragraph E for further considerations.

### **C. GIFT MATERIALS**

Weatherford Public Library accepts donations of books and other items with the understanding that once donated, disposition of the items is at the sole discretion of Weatherford Public Library staff. Gift materials will be added to and removed from the collection in accordance with Weatherford Public Library's Resource Selection and Accessibility policy. Gifts accepted for the collection become the property of the City of Weatherford. Gifts not added to the collection will be disposed of in a way that will be the most advantageous to Weatherford Public Library including, but not be limited to, the following: sale, transfer to another library, recycling or transfer to a landfill.

Library staff will issue the donor a receipt acknowledging the gift items if the donor so desires. Library staff are not qualified to appraise donation values, and as such the receipt will include only a brief general description and count of the items donated.

### **D. MEMORIALS AND TRIBUTES**

The Weatherford Public Library accepts monetary donations as memorials for deceased individuals, and also in honor of living individuals. Weatherford Public Library will send letters to notify all parties of the gift. A Tribute Book maintained in Weatherford Public Library's Genealogy Room will record the donor name and honoree name, along with the amount of the donation.

## **E. ACCOUNTING FOR MONETARY DONATIONS AND SALE PROFITS**

All non-restrictive monetary donations and any profits from the sale of materials donated to the Weatherford Public Library will be deposited in a dedicated library fund and will not be intermingled with the City of Weatherford General Fund. Although donated funds will not be earmarked for specific purchases at the time of donation, the balance of the dedicated library fund will be expended only in direct support of library collections or services.

## **F. OTHER DONATIONS**

Weatherford Public Library may accept other tangible (such as furniture) or non-tangible (such as copyrights) gifts not described above. All such gifts must be accepted by the Director of Library Services prior to delivery and include a written deed of gift, in a form prescribed by the Weatherford Public Library, to transfer ownership.

## **G. DEPOSIT MATERIALS**

Except for temporary exhibit or other special use, the library will not accept responsibility for materials or objects for which ownership is not conveyed to the Weatherford Public Library or the City of Weatherford.

## **COMPUTING AND ONLINE RESOURCES**

*Revised April 3, 2023 on approval of James Hotopp, City Manager.*

### **A. INTRODUCTION**

In its mission to bring people and resources together, Weatherford Public Library recognizes that knowledge, information, and entertainment are presented in many formats. Digital information is an increasingly important format.

### **B. COMPUTERS**

The Weatherford Public Library offers a number of public computer workstations available for use. Any reference to computers in this policy will mean those public computer workstations and any other online-capable equipment provided by the library for public use. These computers may have various productivity software installed.

### **C. ONLINE RESOURCES**

When a user accesses data over any computer network, including the Internet, they are considered to be online. Computers connected to networks are considered to be online as well. The majority of public computer workstations at the Weatherford Public Library are online.

### **D. PARENTAL CONTROL**

It is the responsibility of the parent or guardian to monitor or regulate what his/her child is allowed to access using library computers.

### **E. USER RESPONSIBILITY**

It is the user's responsibility to evaluate the accuracy and validity of information accessed via the Internet. Neither the library nor its staff is responsible for content or information accessed by a library computer user.

Any library account holder age 18 or older may use online library computers by reading the **Computing and Online Resources Acceptable Use Agreement** and completing the appropriate sections on the library account application.

Library account holders age 17 or younger may use online library computers when both the parent/guardian and the child read the **Computing and Online Resources Acceptable Use Agreement**, and the parent/guardian completes the appropriate sections on the library account application. All computer users age 11 or younger are required to have a parent/guardian or other adult, age 18 or older, present at the terminal with them. The adult cannot be elsewhere in the building.

Library users may use non-online computers without a library account.

Users must abide by database licensing agreements and other contracts established to provide access to online resources.

Users will be allotted a specific amount of time per computing session. Additional time will be granted if no other users are waiting for computers.

**Using library computers for illegal or obscene purposes is prohibited.** The library will employ technological measures in a good faith effort to block obscene content, malicious websites, and any other prohibited content from the library network but cannot guarantee all such content will be blocked. The library's computer systems, including but not limited to hardware, software, data transmissions, and networking infrastructure may be monitored by City of Weatherford staff. Users who believe content may have been blocked in error should provide the website's uniform resource locator (URL) to a library staff member, and the website content will be examined by the City of Weatherford's Information Technology Department.

## **F. PRINTING ACCOUNTS**

Computer users shall have the option to print documents using library hardware. In order to print documents, a user must first pre-pay. Funds paid to the library for printing will be tracked via software, and printing charges deducted according to the City of Weatherford's fee schedule. Funds pre-paid to the library for printing are non-refundable. In the event of misprints caused by library software or equipment, the library will credit printing charges to the user's payment record. After three years from the date of last use, a user's account will be deleted and any pre-paid copies remaining will be forfeited.

## **G. STAFF ASSISTANCE**

Library staff are available to assist with computer use.

## **H. SYSTEM SECURITY**

Any user of the Weatherford Public Library computers who destroys, alters, dismantles, or disfigures any data, information technologies, properties, or facilities will be subject to disciplinary action, which may include suspension of computer access privileges and/or legal action.

## **I. COMMUNITY PROFILES**

The Weatherford Public Library offers the Polaris Community Profiles online database in order to make community resources more accessible to citizens. Through collaboration and information sharing both Weatherford Public Library and community organizations have the opportunity to expand their reach into the community. Community Profiles is intended primarily for use with organizations and groups that provide programs and functions which fulfill the mission and further the goals of the Weatherford Public Library. Participation in the Polaris Community Profiles database will be free of charge.

Polaris Community Profiles is for use with organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

No products, services, or memberships fees may be advertised, solicited, or sold on a Community Profiles organization record or on a Personal Page created by Community Profiles for an organization. However, participating organizations may link back to their own site where they engage in such activity.

Participating organizations must:

- a) Assign at least one individual to be responsible for the organization's profile information;
- b) Ensure accuracy and timeliness of the information provided, with the profile updated at least quarterly;
- c) Ensure that all events listed by the organization have valid contact information; and

d) Link to the Weatherford Public Library from their website by placing either a link to the online catalog or a book carousel on their webpage.

Weatherford Public Library reserves the right to deny access to, or to remove the profile of participants who do not comply with the terms of the agreement or whose activities are not in keeping with the spirit of the Community Profiles service.

Inclusion in the Community Profiles database does not imply the approval or endorsement of the Weatherford Public Library or the City of Weatherford. The Weatherford Public Library and the City of Weatherford will not be responsible for data entered by organizations in the Community Profiles database. Errors and omissions in organizational data are the responsibility of the organization. Weatherford Public Library and the City of Weatherford provide no guarantees regarding the availability of data and the Community Profiles service may be discontinued or interrupted at any time.

## **J. COMPUTING AND ONLINE RESOURCES ACCEPTABLE USE AGREEMENT**

**In order to have access to public computers at the Weatherford Public Library, I agree to the following guidelines:**

- **I, as the user or a parent/guardian of a child age 17 or younger, am responsible for information I access or my child accesses using library computers.**
- **I understand that any child age 11 or younger must be accompanied by a parent/guardian or other adult, age 18 or older, when using library computers and that the parent /guardian or other adult must remain with the child while they use library computers.**
- **I will not use Weatherford Public Library's computers for, or in support of, illegal or obscene activities.**
- **I will abide by all licensing agreements and contracts governing use of computers, software, and/or online resources.**
- **I will not use the Weatherford Public Library's computers to destroy, alter, dismantle, or disfigure any data, information technologies, properties, or facilities.**
- **I understand that computer or online access is subject to periodic service disruptions. I will hold harmless the library, its staff, and the City of Weatherford for any loss of work or data that might result from such disruptions.**

- **I understand that network bandwidth is a limited resource, and that the Weatherford Public Library does not guarantee a specific online connection speed.**
- **I understand that The Weatherford Public Library will not be responsible for unauthorized computer access by minor children.**
- **I understand that any funds pre-paid to the Weatherford Public Library for printing charges are non-refundable and will be forfeited three years from the date of last use.**
- **I understand that any violation of these guidelines will result in disciplinary action, which may include suspension of computer access privileges and /or legal action.**

## **WIRELESS INTERNET**

*Revised April 3, 2023 on approval of James Hotopp, City Manager.*

### **A. WIRELESS INTERNET SECURITY**

Weatherford Public Library's wireless Internet connection is an unsecured open network. The library cannot guarantee the safety of a user's wireless device from virus and other issues when using this network.

Information sent to or from a user's wireless device can be intercepted by third parties with the proper equipment and within range of the library's wireless network.

### **B. WIRELESS INTERNET TECHNICAL SUPPORT**

The library is unable to provide technical assistance regarding wireless access on personal equipment. The library makes no guarantee that a user will be able to connect.

The library is not responsible for any changes a library user makes to his or her computer's settings, and recommends that users copy or make notations of any settings before changing them.

### **C. USING WIRELESS INTERNET**

Wireless Internet access is available to any user. It will be available in the library building during the regular public hours.

Weatherford Public Library uses the current WiFi standard.

Wireless Internet users will need to provide their own wireless equipment. The library does not have wireless devices available for public use.

Most WiFi equipment is compatible. However, the library makes no guarantees as to compatibility of your hardware with the library's network. Library staff will not troubleshoot issues with personal hardware or software.

Download/upload speeds are not guaranteed

**Using the library's wireless Internet for illegal or obscene purposes is prohibited.** The library will employ technological measures in a good faith effort to

block obscene content, malicious websites, and any other prohibited content from the library network but cannot guarantee all such content will be blocked. The library's computer systems, including but not limited to hardware, software, data transmissions, and networking infrastructure may be monitored by City of Weatherford staff. Users who believe content may have been blocked in error should provide the website's uniform resource locator (URL) to a library staff member, and the website content will be examined by the City of Weatherford's Information Technology Department.

## **Request for Reconsideration of Library Resources**

For reconsideration of library materials, this request must be filled out in its entirety.

Type of Materials (Book, video, etc.)\_\_\_\_\_

Author\_\_\_\_\_

Title \_\_\_\_\_

Call Number\_\_\_\_\_

Request initiated by\_\_\_\_\_

Are you a resident of the City of Weatherford \_\_\_\_\_ or of Parker County? \_\_\_\_\_

Library Account Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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Do you represent yourself or a group? \_\_\_\_\_

If you represent a group, give group or organization's name:

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1. To what do you object about the material? Please be specific

2. What do you think is good about the material?

3. What is the theme or purpose of this material?

4. Do believe the material is suitable for some age group?

5. Did you read/see/hear the material in its entirety? \_\_\_\_\_  
If not, what parts did you read/see/hear?

6. As to the value of the material, please give your opinion?

7. In its place, what material would you recommend that would convey similar information and viewpoint and have comparable or better quality?

8. What would you like the library to do about this material?

Move to a different area of the collection \_\_\_\_\_

Withdraw from the collection \_\_\_\_\_

Other (please explain) \_\_\_\_\_

9. Please give additional comments on the back of this page.

SIGNATURE OF REQUESTER

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Date: \_\_\_\_\_

**REQUEST FOR RECONSIDERATION  
OF  
LIBRARY SERVICE POLICIES**

**NAME (please print)** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_  
**Zip** \_\_\_\_\_

**Policy to which you object. Please explain.**

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**Please check one. The policy should not apply:**

**to me** \_\_\_\_\_ **or to anyone** \_\_\_\_\_

**Why do you feel this policy should not apply?**

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**What do you feel is the purpose of this policy?**

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**What would you suggest the library do differently to achieve this purpose?**

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**Signature of requester** \_\_\_\_\_

**Date** \_\_\_\_\_

**FOR STAFF USE ONLY**

Reviewed by staff committee

Date \_\_\_\_\_

Action taken

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Requester notified. Date:

Notification will be by the Director of Library Services

Signature \_\_\_\_\_