

## W.G Rhea Public Library Patron Policies

We welcome you as a patron of the W.G. Public Library. Our library serves an area of 600 square miles with a population of 32,451 (2013). The library's operational costs are jointly funded on a 50/50 basis by the city of Paris and the county of Henry.

The library is open from 9am to 6pm on Monday, Wednesday, Friday, on Saturday from 9am to 5pm and from 9am to 7pm on Tuesday and Thursday. The library's phone number is (731) 642-1702.

### Getting a Library Card:

If you live, work; go to school or pay taxes in Paris/Henry Co. your library card is free. Upon applying for a library card, the person(s) must fill out an application. A postcard will be mailed to the address given on the application. When the postcard is returned and proper ID shown, the library card will be assigned. Residents in adjacent counties may obtain a library card for a \$10 fee per year. In library use of our materials and Wi-Fi services is available at no charge, regardless of residence.

### Using Your Library Card:

With your library card, you have free access to more than 50,000 materials including books, audio books, electronic devices, music CDs, and DVDs. DVDs (movies) are available to adult cardholders who are in good standing and agree to pay a \$10/year membership fee and follow the policies for movie uses.

You are responsible for all materials checked out with your card. Patrons must have a current library card to check out books and computers. Due date receipts are printed for all materials checked out. Patrons are responsible for keeping these receipts to know when library materials are due.

***Use of your card signifies that you have read and agreed to the library's current rules for checkout.***

### Primary Users:

- New patrons may not check out library materials until they receive a valid library card; however, new patrons may use computers on a visitor's pass with proof of proper ID.
- All juveniles (under 18) must have their library card application signed by a parent/guardian. An additional internet privilege card must be signed by the parent/guardian for juvenile computer internet access.
- Library cards shall be validated yearly with current phone number & address. **Please do not throw your library card away.** The fees for lost/stolen cards are \$2 for the first replacement, \$5 for the second replacement, and \$10 for each subsequent replacement card.
- **LIBRARY CARDS MUST BE PRESENTED TO USE LIBRARY SERVICES (checkouts, computer use, etc.)**

### Book Checkout:

- You may have up to 5 items (including a maximum of 2 movies) checked out on your card at one time. **No more than 3 books by the same author or on the same subject.**
- Checkout period is 2 weeks for books, audio books, and CDs.
- You may renew items 1 additional time (in person, by phone, or online) per checkout. Exceptions are books that are on a reserve list. In most cases these may not be renewed.
- **Interlibrary Loan Materials:** books borrowed on interlibrary loan will be checked out to our patrons for a 2 week period, beginning the day the book is received in the library. These books cannot be renewed. Only two books may be ordered/checked out per person.
- Books may be returned to the library in person or by use of the book drop located outside the main entrance.

### Reserves:

- Items on reserve must be checked out on the library card of the patron for whom the hold was placed.
- When picking up an item held in another patron's name, you must present that person's library card.
- Reserves will be held at the circulation desk for 3 business days. *No reserves on DVDs.*

### DVD Checkout:

- You may checkout 2 DVDs (movies) on your card at one time.
- Checkout period for DVDs is 3 days. You may renew DVDs 1 additional time (in person, by phone, or online). Movies may be returned in person or in the drop box outside the main entrance.
- The **ADULT cardholder** must agree to the following policies:
  1. Assume full responsibility for the DVD borrowed. User will pay all cost of damages to the DVD or DVD case. Understand that the charge levied will be the actual cost of repair or replacement
  2. Will abide by the copyright restriction of the DVD and understand they are primarily for family use.
  3. Will not charge admission at any showing of any movie borrowed under this agreement.
  4. DVDs should be kept at room temperature. Avoid keeping DVDs in extreme hot or cold temperatures or direct sunlight.
  5. Realize the library will not be responsible, in any way, for any damage to the patron's movie equipment. All library movies should be played on equipment in good condition.

### Electronic Device Checkout:

- Electronic Devices currently include Wi-Fi Hotspots, Playaway Viewers, Tablets, & Launchpads.
- ADULT cardholder may checkout for 1 week, with no renewals, and must sign a Borrower's Agreement.

### Overdue Fees:

- 10¢ per day/per item (books, audiobooks, playaways, and CDs) returned after the due date. Maximum charge is \$10 per item. Playaway Tablets, Viewers, & Launchpads late fees are \$1 per day/device. Replacement costs vary by device, but generally run \$130.00+
- \$1 per day/per movie with a maximum of \$10 per item.
- ***Parent/Guardian is responsible for their child's late fines or overdue books.***
- ***Damaged or lost items:*** the patron must reimburse the library for the actual cost of the item. Overdue fines are cancelled when damaged/lost items are reimbursed.
- When materials are late, reminder notices are sent to the patron's address on their library card. A second reminder will be sent after approximately 4 weeks. Overdue materials which have exceeded 3 months will be declared lost and charged to the patron's account. It is your responsibility to notify us of any change of address or phone number.
- The cardholder's library privileges may be revoked in the event of overdue items, unpaid fines, lost or damaged items.
- There is a charge on all returned checks (varies, depending upon the fee charged by the bank).

### Wireless Internet:

- All persons accessing the wireless internet via the library must comply with the current W.G. Rhea Library Internet Policies for internet use.
- Access points to the Internet are provided by the library free of charge to patrons with the appropriate computers receiving the signal provided (802.11b/g).
- The library's wireless connection is unencrypted and unfiltered. In compliance with the Children's Internet Protection Act, library users 18 years of age and under cannot access the Internet wireless connection without parental consent.
- Use of the library wireless connection is done at the patron's own risk. Information sent to and from your computer using the wireless connection can be captured by anyone else using the wireless device and the appropriate software.
- Library staff is not permitted to configure a user's computer, since everyone's device is different and the library cannot accept the liability of handling the equipment.
- The library is not responsible for any changes made to your settings to access the wireless network.
- The library is not responsible for personal electronic devices left unattended.

- **Wireless printing is available.**

#### **Faxing, Scanning & Lamination Services:**

- The library has public access for sending and receiving faxes. The cost is \$1 for the first page and 50¢ for each additional page. International faxing is available at a cost of \$10. Scanning services are available for the same cost as faxing.
- The library provides both cold & hot lamination services. See desk staff for specific policies & costs.

#### **Computer/Internet Usage:**

- The library is pleased to offer public use of the Internet as part of the library's mission of providing free and open access to materials and services to meet patrons' personal, educational, and professional needs. In order to offer quality Internet service to all of our patrons, potential users must agree to follow the policies/guidelines outlined below:
  1. It is the patron's responsibility to verify the accuracy of any material found on the Internet.
  2. The library uses filtering software in compliance with the Children's Internet Protection Act (47 USC Section 254 [h] [7]). See W.G. Rhea Public Library Policies for Computer/Internet Use at the circulation desk.
  3. Filtering software is not foolproof. Filters often block access to sites that users would consider both inoffensive and useful. Don't hesitate to ask a librarian if you need assistance.
- **Each prospective Internet user must have a valid Photo ID.** *Patrons under 18 must have a consent form on file, signed by a parent/guardian, to have access to a computer workstation.*
- Use of computer workstations is on a first-come, first-served basis. There is a 50-minute time limit per session and patrons are allowed 2 computer sessions/day. Extra time will only be issued if you are doing homework assignments, research, online classes, tests, resumes, or job hunting. Computers cannot be reserved.
- All proctor exams must be scheduled one week in advance.
- The computer lab and young adult computers shut down 30 minutes prior to library closing. All printing must be completed by then and all files closed.
- Users must respect all U.S. Copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet.
- Printouts made on the library printer will be 25¢ per page for black and white letter size copies, 50¢ for legal size copies, and 75¢ for extra-large copies. Color printouts are \$1 for letter size, \$1.25 for legal size, and \$1.50 for extra-large size. The price is double for front and back copies. **Patrons will be responsible for any and all pages they print, even if copies printed are not what were expected.**
- All Internet resources accessible through the library are provided to all users. It is the responsibility of the parent or legal guardian to decide what resources are appropriate for their children.
- Downloading of images or files from the Internet to the computer's hard drive is strictly prohibited. Patrons may purchase a jump drive for a donation from the circulation desk for downloading files, or you may use a personal jump drive.
- In accordance with the *Tennessee Code Title 39, Chapter 17, Part 9*, sending, receiving, or displaying text or graphics which may be reasonably constructed as obscene by community standards is prohibited. A copy of the Tennessee Code is available for viewing at the circulation desk.
- All federal, state, and local laws remain in effect. This includes, but is not limited to laws governing copyrights, gambling, and display of pornographic materials. Any person violating this policy will be asked to immediately leave the computer workstation, and any further Internet access will be denied. The patron may also be subject to criminal prosecution.
- Destruction of or damage to equipment, software, or data belonging to the library is prohibited.
- Disruption or interference of network users or services is prohibited. This includes, but is not limited to: distribution of unsolicited advertising, harassment, libeling, or slandering of others, or spreading of computer viruses.
- Tampering with computer settings, changing or adding files to the computer, or otherwise tampering with library equipment is prohibited.

- Any patron violating any of the above policies will be asked to immediately leave the workstation and further Internet access will be denied. The patron may also be subject to criminal prosecution.

**Patron Email Policy:**

Email addresses on library card applications will only be used to deliver W.G. Rhea Public Library notices and related information (checkout notices, library events, etc.). Email address will be confidential and will not be sold, disclosed to other entities, or used for unsolicited mass mailings (spam). The library uses privacy software to keep personal information secure from unauthorized access and you have right to revoke the usage of your email by the library at any time. Should you wish not to receive emails from the library, you may advise of that decision by email, in person, or over the phone.

**A+ Educator's Card (Teachers' Cards):**

The W.G. Rhea Public Library recognizes the need for teachers to have extended library privileges for circulation of curriculum materials. The library has set this policy to meet those standards. This is a separate card from personal library cards. Please see a staff member for a copy of the educator's card policies and application procedures.

**Behavior in the Library:**

Disruptive, rowdy, or unsafe behavior will not be permitted. The use of offensive language and gestures will not be permitted. Good hygiene is encouraged, to include the wearing of appropriate clothing and footwear, for the comfort of all patrons. Staff response to unacceptable behavior may include temporary or permanent suspension of library privileges. Appropriate law enforcement authorities will be promptly informed and/ or call of any unlawful activity. A library incident report should be filed if a patron must be reprimanded for severe behavior and recorded on their account.

No soliciting in the library.

The W.G. Rhea Public Library or the Staff is NOT responsible for items left unattended in the library.

**Gifts:**

Gifts of money for the purchase of books or equipment are welcomed and will be accepted with the understanding that the Director or a designated committee for the Board will make the decision.

Memorial books or books honoring a person or special occasion are also welcomed, and the selection may be made by the donor along with the Director or designated Board Member.

Gifts of books and other materials will be accepted on the condition that the Director has the authority to make whatever disposition he/she deems advisable in accordance with the Collection Development Policy of the Library.

The Director shall acknowledge a gift of money, memorial books, materials, or books honoring a person or special occasion by letter or note of appreciation with 5 working days or receipt of the gift. A book plaque will be placed in the books as recognition.

The library is not a museum and should rarely accept objects for permanent display.

## Teachers' Cards (A+ Educator's Card)

The W.G. Rhea Public Library recognizes the need for teachers to have extended library privileges for circulation of curriculum materials. The library has set this policy to meet those standards. Teacher cards will be issued to licensed public/private teachers and home school teachers who have registered with their local school system. The library recognizes the following as educators:

- ❖ Full time teachers in local public or private schools
- ❖ Full time or long term substitutes in local public or private schools
- ❖ Preschool teachers
- ❖ Home school parents
- ❖ Licensed in-home daycare providers
- ❖ Others who are approved by the library Director

### Policies:

- ❖ Approved teachers are not charged the annual \$10 DVD membership fee on the Teacher's card.
- ❖ Approved public/private teachers are allowed to check out 2 DVDs for up to one week.
- ❖ Home school parents will use the regular DVD policy due to the at home situation and limited number of children served.
- ❖ Teachers may check out a combination of 10 books/materials for up to 3 weeks.
- ❖ **All materials checked out on the teachers' card must be used as curriculum resources and not for personal use.**
- ❖ Any person found misusing this privilege will be denied use of the privilege.
- ❖ *Retired teachers are not eligible for the active teacher privileges.*

Revised 03/28/2016

Approved: 03/28/2016

Revised 03/17/2020

Approved: 03/17/2020