

GENERAL OPERATIONAL PROCEDURES

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GENERAL LIBRARY RULES

No alcohol or tobacco of any kind is allowed in the Fern Ridge Library.

Food is allowed only in the Konnie room and, with Director permission, in the meeting room.

Cell phones may not be used at public computers, in the adult reading area, nor the periodicals table.

PHOTOCOPY AND FAX SERVICE

Copies of non-circulating items are 5 cents per page. All other copies are 10 cents per side per page (black and white) and 50 cents per side per page (color).

The fee for fax services is \$1.00 per page for both sending and receiving, with a maximum fee of \$5.00.

CIRCULATION PROCEDURES

The circulation procedures of the Fern Ridge Library District exist to facilitate community access to the materials and information contained in the Library's collections.

Fern Ridge Library District Cards: Eligibility and Registration

In order to borrow materials from the Fern Ridge Library, library users must register for a Fern Ridge Library card. Cards are issued free of charge to residents of the Fern Ridge Library District. The boundaries of the Fern Ridge Library District are closely aligned (but not identical) to those of the Fern Ridge School District.

Categories of Eligibility

Fern Ridge Library District Residents: Any person who shows proof of residence within the district limits may get a Fern Ridge Library District card at no charge. This includes, but is not limited to, residents of Veneta, Elmira, Noti, and Walton.

Non-residents: Those out of district patrons belonging to one of the following groups will be given free library cards:
Fern Ridge School District Employees

City of Veneta Employees
Lane Fire Authority Employees and Volunteers
Lane Board Designees
Business Owners in library district
Fern Ridge Library District Volunteers

Out of district students may obtain a student card for \$1.00 per school year.

All must show proof of employment or property tax statement to qualify, and must show proof of employment when they renew.

Acceptable Identification

Applicants for Fern Ridge Library District cards must show identification with a current residential address. All cards are valid for two years, at the end of which time applicants will be asked to present an acceptable form of identification for address verification. The Library may, at any time before the expiration date, require that current address identification be shown. The following are considered acceptable identification:

A valid Oregon driver's license or identification card issued by the Oregon Motor Vehicle Division with photo and current residential address; or,

A valid temporary driver's license with current residential address along with an official photo identification from a school or government agency; or

A residential property tax statement for a Lane County residential property with the name of the applicant along with both a copy of a current utility bill for that property and an official photo identification card from a school, government agency, etc; current rent receipt or imprinted check.

For applicants under the age of eighteen (18), a parent or legal guardian must be present with the applicant. All address verification information then becomes the guardian's responsibility. Parents or guardians will also be responsible for all items checked out on their children's cards until the child is age eighteen (18).

Unhoused residents of the district may obtain a library card without a physical address at the discretion of the director or assistant director.

Loan Periods and Limits

The following loan periods and limits have been established to provide library users with an adequate amount of time to both use library materials and return them so that they are available in a reasonable amount of time for other users.

Loan Limits: A library user may have up to 25 items checked out at any time. DVDs are limited to 8 per card.

Loan Periods: The majority of items within the library's collection may be borrowed for 4 weeks. If the due date falls on a holiday when the library is closed, the loan period will be extended until the next day that the library is open. Loan periods have been established for the following library materials:

New Fiction: 14 days

Books, Kits, and Audio Books: 28 days

Videos and DVD: 7 days

Music CD's, Video Games, and Board Games: 14 days

High Demand Items: New materials that are in high demand may be temporarily assigned a 7 or 14 day loan period with no renewal.

Magazines: 14 days

Renewals: There is a limit of 1 renewal for most items, if the item is not reserved by another library user. Items may be renewed by telephone or on-line. Library users who wish to renew by phone are advised to do so in advance of the due date in case their items cannot be renewed.

Non-Circulating Items: Items that have been designated for reference do not circulate. In general, these are titles that are not designed to be read from cover to cover but are used to find answers to specific questions, and must be available at all times to the Reference staff in order to respond to requests for information from the public as efficiently as possible. Staff may grant exceptions to this rule.

Current magazines do not circulate.

Return of Items: All items must be returned to the Fern Ridge Library, either within the Library or via the 24-hour book drop.

Fines and Fees

Overdue Materials: In accordance with American Library Association's (ALA) "Resolution on Monetary Library Fines as a Form of Social Inequity," Fern Ridge Library District does not charge any late fees for any material.

Damaged Items: Charges are assessed for lost or damaged materials to encourage library users to take proper care of public property. Charges will be assessed for materials returned damaged. See attached fee schedule.

Replacement Costs: In those instances when an item has been lost or damaged severely enough to require replacement (such as a missing page, markings made with a pen, original accompanying material lost), the library user will be charged for the current replacement cost of the item, plus processing fee. Patron has the option of replacing the item (same format and 'like new' condition) plus processing fee.

Lost or Destroyed Item Replacement

Payment in cash or check accepted as the preferred method. Patrons may provide a replacement for a lost or destroyed item provided it is the same type as the original. Final decision to accept a replacement rests with the Director if there is any question.

Fern Ridge Library District Cards: Library users must present a valid Fern Ridge Library card for checkout of all library materials. If they forget to bring their cards to the library, they must show ID. If staff can verify the validity of their cards in the library database, checkout will be permitted. Library users who have lost their Fern Ridge Library District cards should apply for new ones by showing valid identification (see Acceptable Identification above) and by paying a non-refundable \$2.00 replacement charge. Original cards found after a replacement card has been issued must be destroyed or returned to the library for disposal.

Overdue Notices: In order to remind library users that they have outstanding overdue items, two notices will be sent out: one after an item is 1 week overdue, and a final billing when the item is three weeks overdue. If patron has e-mail, the first notice only will be sent by e-mail. The final bill will be sent by US Mail. Failure to receive a notice will NOT be considered grounds for waiving a fine, as library users are responsible for keeping track of the due dates of their library material. No notices are sent for fines only.

Payment of Fines: The library will accept the following forms of payment for fines accrued:

Cash

Personal check made out to the 'Fern Ridge Library' on a check drawn on a local area bank account with proper ID and for the exact amount of the fines.

Refunds: If a library user locates an item after he or she has paid for it, a refund will be issued for the cost of the item less the processing cost of the item. Refunds for amounts of \$5.00 and under will be issued immediately from library cash. Refunds after one year require Director approval.

Special Services

Hold: Library user may place a hold on a specific item that is currently checked out or for which there is a waiting list. When the item becomes available, the user will be telephoned a minimum of 2 times, indicating that the item is being held for them at the Circulation Desk for one week. Library users are responsible for notifying the Library if they no longer need a requested item and wish to be removed from the waiting list.

Interlibrary Loan Requests: Library users may request that the library attempt to locate and borrow for their use material that is not available in the Fern Ridge Library's collection. Library users who fail to return material borrowed for them via interlibrary loan will be charged for the cost of the item (as determined by the lending library). Library users who request an item via interlibrary loan and fail to pick it up upon notification by library staff will be assessed a fee of \$1.00 for each unclaimed item. For more information regarding this service, see the Fern Ridge Library District Interlibrary Loan Principles.

Denial of Borrowing Privileges

Library users will have their borrowing privileges denied when they have one item that is overdue by 5 days, or when their fines exceed \$5.00, or when a fine is 2 months old. A library user may also have borrowing privileges denied when the library has reason to believe that the user has changed address; when this is the case, the library user must present current acceptable identification before being permitted to check out any more materials.

Responsibility

Library users are responsible for all materials checked out on their card or on the cards of children for whom they have assumed responsibility. If library users allow others to check out material on their card, that material is the responsibility of the card owner. Lost cards should be reported immediately; library users are responsible for all material checked out on their card up to the time that they report the card as lost.

PARENTAL ACCESS TO CIRCULATION RECORDS

We recognize that, to some extent, parents should have access to their children's circulation records. However, we also recognize that children do have rights and should be entitled to some level of privacy. These procedures are an attempt to balance the needs of both parents and children.

Circulation records are records of what has been checked out on a particular library card. The library does not keep any circulation records beyond what is currently checked out on the card, and any titles that have unpaid fines on the card. Once items have been checked back in to the library or fines have been paid, the patron's record is cleared. There is no way to check past circulation records of a particular patron.

In order to get a library card, children under the age of eighteen (18) must have a parent or guardian with them. Parents are then responsible for any late fees or lost books. For this reason, the parent or guardian whose name appears on a child's library card patron record shall have ready and immediate access to the circulation records of their child if they present the child's library card.

RULES OF CONDUCT

Library users shall obey the laws and ordinances of the United States, the State of Oregon, and the City of Veneta. Malicious destruction or vandalism of library property and/or grounds shall be prosecuted. Persons not engaged in normal library activities may be asked to leave the building. Loitering shall not be allowed. The following are guidelines for library use.

Library users shall respect the rights of others by:

refraining from:

willfully disturbing other library users, i.e. creating any unreasonable noise, including loud talking, singing, running, boisterous activity and the playing of audio equipment of any type which disturbs other patrons or staff.

disruptive cell phone conversations and ring tones.

physical and verbal abuse, obscene conduct, displaying obscene materials and solicitations for illegal activities.

presenting offensive and pervasive odor or odors which constitute a nuisance to the other patrons or staff.

soliciting or begging for money or other physical items or selling any items.

personally monopolizing library space, seating, tables or equipment to the exclusion of other patrons or staff.

obstructing the aisles and walkways or monopolizing any library space with large packages or personal effects.

engaging in any act which clearly disrupts or prevents the normal and intended use of the public library by any other patrons or staff.

allowing children under six (6) to disrespect quiet areas posted in the library.

supervising children who are in their care and helping them to abide by the rules of conduct.

cooperating with library staff.

Library users shall respect library materials by:

keeping materials clean, dry and free of damage (i.e. the cutting, tearing, defacing, breaking, or injuring of any Library book, materials, or property).

using audio-visual materials only on equipment in good operating condition.

returning all borrowed materials, or renewing them, by the due date.

paying fines and fees for late and damaged materials.

Library users shall respect library facilities, furnishings, and grounds by:

helping to keep public areas clean and orderly; putting magazines and newspapers back where they belong.

using furnishings and equipment according to the intended design of each.

observing the 'No Smoking, Eating and Drinking' rules in all public areas. Food and beverages may be permitted in the Konnie Room.

keeping pets outside the building in appropriate areas.

parking bicycles in the bicycle racks, not in the lobby or by front doors.

wearing shirts and shoes inside the building.

refraining from using skate boards, skating equipment, or similar items on library grounds.

refraining from defacing, marking, or damaging library.

Library users shall restrict Library phone use to Emergency calls only. The Library phone is a business phone.

Persons who commit prohibited acts may be excluded from the library or subject to arrest and prosecution.

GENERAL COLLECTION DEVELOPMENT PRINCIPLES

The Fern Ridge Library District is a public forum; a place where ideas and information are freely communicated, where a broad spectrum of opinion and a variety of viewpoints is presented in its collection, displays, programs and services. All of these reflect both majority and minority cultures, the work of men and women, respect for young and old and the various lifestyles and abilities and diverse aspects of our society. The library strives to present materials representing all sides of an issue in a neutral, unbiased manner, as much as possible. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

The Fern Ridge Library District endorses the Library Bill of Rights of the American Library Association as stated below:

Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

For reference, the ALA Library Bill of Rights and Oregon Bill of Rights are included as addendums.

Responsibility for Selection

Library material selection is vested in the Library Director and such members of the professional staff who are qualified by reason of education and training. Any library material so selected shall be held to be selected by the Fern Ridge Library District Board. Patrons are also an important part of the selection process. Forms by which customers can request material are available at the circulation desk. Patrons may also request purchase of items by telephone or via the library's website or suggestion box.

General Selection Criteria

These general criteria are taken into account for all materials selected for the Fern Ridge Library District. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

Current and anticipated needs and interests of the public

Accuracy of content

Timeliness of information

Author's, artist's, or publisher's qualifications and/or reputation

Evaluations in review media

Contribution to diversity or breadth of collections

Inclusion of title in standard bibliographies or indexes

Receipt of or nomination for major awards or prizes

Quality of production

Affordability

Support of library's mission and roles

Multiple copies are not purchased for single titles, however donations or 2nd copy may be processed for frequently requested items

Selection Tools

The library subscribes to several periodicals, which are used as review and evaluation sources for material selection. Among these are:

Library Journal

Booklist

Publisher's Weekly

School Library Journal

Other evaluative resources available through major book vendors and other websites.

Amazon.com editorial reviews

Adult Materials

Fiction The library provides a collection of standard and contemporary fiction in English as well as genre fiction for the intellectual enrichment, information and entertainment needs and interest of the adult population. Large print, audiocassette and compact disc copies of some title are also available.

Special Criteria (in addition to General Criteria)

Collection's need to reflect minority as well as majority cultures

Literary merit

Nonfiction The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons. Materials for which there is heavy, temporary demand may be selected with less emphasis on the general criteria and more on the special criteria listed below.

Special Criteria (in addition to General Criteria)

Suitability for intended audience

Ease of use, including index, bibliography and illustrations

Local history

Periodicals The library maintains a collection of magazines for informational and recreational reading. Most periodicals are retained for one year.

Special Criteria (in addition to General Criteria)

Available indexing (lack of indexing will not exclude a title if it meets patron needs)

Community interests as measured by circulation, in-house use and purchase requests

Availability of display shelving and storage space

EBSCO online database of magazines and index

Newspapers Newspapers are selected to provide local, state, regional and national coverage. Issues are retained for one to two months. The Fern Ridge Review is retained for 1 year.

Reference Materials Reference Materials provide timely and accurate information on a wide variety of topics. Because of method of use, rarity, or cost, they are maintained for in-library use only.

Special Criteria (in addition to General Criteria)

Currency of material

Thoroughness of coverage

Importance of subject matter to the collection

Ease of use (especially indexing)

Perusal of resources offered by other Oregon libraries

Reference Materials in Electronic Format Some reference tools are purchased in computer-based formats (CD-ROM, on-line, etc.).

Special criteria (in addition to General Criteria)

Ease of use

Timeliness of updates

Licensing restrictions

Technical support

Hardware and software requirements

Oregon Collection Nonfiction books about Lane County and the State of Oregon are identified with a large green sticker. Local history materials are housed in the conference room. These materials are selected and retained under the following criteria: The library attempts to be as inclusive as possible in obtaining books pertaining to the history, economic, social and cultural life of Fern Ridge Library District and to a lesser extent those of Lane County. The library makes no attempt to be inclusive in its collection of materials on the State of Oregon. The library does collect some primary resource material of local interest.

Genealogical Materials The Fern Ridge Library District purchases a limited amount of specialized genealogical materials and refers patrons to LDS library in Eugene and Lane County Historical Society.

Young Adult Materials

The Fern Ridge Library District's young adult collection provides educational and recreational materials for young adults ages 12-18. Due to the wide range of tastes and abilities in this age group, there may be some duplication between the young adult collection and both the adult and juvenile collections.

Young Adult Fiction

Special criteria (in addition to General Criteria)

Reputation and popularity of author or title among young adults

Presentation at a level and in a format that appeals to young adults

Inclusion of material on recommended or curriculum-related reading lists

Subject matter of special interest to young adults

Children's Materials

Children's materials in English and Spanish are selected to meet the recreational, educational and cultural needs of children from infancy through age 12. Additional materials are selected to assist adult caregivers with the changing needs of children. An additional copy of frequently requested titles may be provided.

Juvenile Fiction The library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities. Popular series titles may be purchased in response to patron requests.

Special criteria (in addition to General Criteria)

Appropriate reading level and interest level

Appeal of author, genre, series for children

Inclusion of material on recommended reading lists

Awards

Picture Books These books, in which illustration is as important as text, serve to introduce children to the world of books. The library includes a wide variety for adults to read to toddlers and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Special criteria (in addition to General Criteria)

Relationship of illustration to text

Appeal of story and illustration to children

Age appropriateness of art, text, topic

Durability of format

Juvenile Nonfiction The juvenile nonfiction collection contains general informational works, browsing items and subject-oriented materials on topics of interest to children preschool age through sixth grade. (J non-fiction is 2nd through 6th and E is preschool to 2nd grade.) The library does not provide basic texts or materials needed in quantity for schoolwork. It does, however, purchase supplementary materials to enrich the resources available at area schools.

Special criteria (in addition to General Criteria)

Suitability for intended audience

Ease of use, including index, bibliography and illustrations

Quality of illustrations, maps, graphics and photographs

Usefulness of material for research

Multimedia

Computer Software The library provides mainstream word processing, spreadsheet, graphic presentation, database and educational software for use in the building on the public personal computers. Additional software is purchased based on the General Criteria.

CD-ROM The library maintains a small circulating collection of educational, reference and entertainment titles on CD-ROM.

Special criteria (in addition to General Criteria)

Ease of use and installation

Availability of technical support

Popularity of platform (IBM, Windows, DOS, etc.)

Proper licensing for circulation

Video Cassettes/DVD The video/DVD collection informs and entertains library users of all ages. The emphasis of new title additions will be informational, instructional and classic titles. Only DVD's will be actively collected and purchased new.

Special criteria (in addition to General Criteria)

Award winners

Production quality

Technical quality (audio and video integrity etc.)

Based on Previously published material

Ratings are G, PG, PG-13, R

Audio/Music The library collects and maintains compact disc collections in a broad range of styles and eras for both recreational and educational use.

Special criteria (in addition to General Criteria)

Excellence of interpretation and technique

Technical quality

Audio/Spoken The spoken audio collection, in cassette and compact disc formats, is intended to fill the recreational and informational needs of adults, young adults and children. Both abridged and unabridged formats are included but no attempt is made to provide a comprehensive or in-depth collection. Only unabridged formats are purchased.

Special criteria (in addition to General Criteria)

Availability of replacement tapes

Quality of production (especially of the reader)

New Book Requests

Patrons are encouraged to recommend materials that they think others will enjoy. Requests can be made online at <http://www.fernridgelibrary.org/request.html> or in person at the circulation desk.

Gifts

Gifts are accepted but must undergo the same scrutiny and meet the same standards as the materials purchased for the collection. The jackets of donated periodical subscriptions are marked "donated" and some back files are kept. The library reserves the right to refuse any donations of materials. Donations not

added to the collection are given to the Friends of the Fern Ridge Library for their sales.

Controversial Materials

The Board of the Fern Ridge Library District endorses the FREEDOM TO READ STATEMENT and its interpretations. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution.

Public libraries preserve and enhance the people's right to a broader range of ideas than those held by any one librarian, publisher or government. On occasion, there can be diverse opinions by individuals or groups as to what is acceptable or appropriate for the collection. Library collections are not limited to only those ideas and information one person or group believes to be true, good and proper.

The Fern Ridge Library District Board believes that anyone is free to reject for himself/herself library materials of which he or she does not approve. However, the individual cannot restrict the freedom of others to read, view or hear. Parents or legal guardians have the responsibility to guide and direct the reading, viewing or listening of their own minor children. The library does not take the place of the parent or guardian. Patrons who initiate comments or complaints will receive copies of the *Library Bill of Rights*, the *Freedom to Read*, and the *Collection Development Policy* and the form, *Statement of Concern about Library Materials*. The Library Director will go over these materials with the patron. It is important to understand that concerns call into question selection decisions that have been made according to policy. The process of registering complaints is designed to make sure the selection was appropriate and results in informing the patron about the philosophy and criteria used. Patrons whose concerns are not satisfied by staff are invited to the special designated community meeting of the Fern Ridge Library District Board. Their decision will be final.

Request for Material Reconsideration

If a patron or group expresses a formal interest in having a book removed from the library or its access changed, a Request for Item Consideration Form must be completed. If a formal request is submitted, this form will be reviewed and a decision on the item will be made by the Director, with input from staff. Any decisions by the Director may be appealed to the Fern Ridge Library District Board.

INTERLIBRARY LOAN

With our Interlibrary Loan program, patrons can access materials from other libraries throughout Oregon and the rest of the country. Patron requested books

or magazine articles can be mailed or faxed to the library, and can be checked them out as any title in own collection. The patron must hold or be eligible for a valid Fern Ridge Library card in order to take advantage of this service. The following paragraphs describe the Interlibrary Loan principles and procedures adopted by the libraries.

Principles

Interlibrary loan is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library and to provide material from the collection to other libraries. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, including its own collection and those of Lane County libraries, before requesting items on OCLC interlibrary loan. Items in frequent or recurring demand will be considered for purchase.

Definition

Interlibrary loan is a transaction in which the Fern Ridge Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Fern Ridge Library on behalf of its patron.

Conditions of Service

The Fern Ridge Library endorse the principles relating to interlibrary loan included in the Oregon Library Resource Sharing Policy, the ALA Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

Interlibrary Loan Procedures

Users This service is offered to all patrons holding a valid library card from the Fern Ridge Library, including resident borrowers and nonresident borrowers. Some courtesy cards have limited ILL privileges. See circulation policy.

Types of Materials Borrowed Interlibrary loan is an integral element in collection development. The interlibrary loan staff will request materials not owned by the library or missing from the library's collection. Materials that will not be requested include items owned by the library and temporarily in use or in-process or on reserve in the library, and electronic full-text information available to the library via the Gale/Cengage database, the Internet, or other means.

How To Submit a Request A patron may place a request at the circulation desk, via email, or over the telephone. Forms are available for placing a request. A staff member will place the loan. Requests for photocopies must include indication of compliance with the U.S. Copyright Law.

Turnaround Time Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library, the materials requested, and courier service available. Patrons will be notified by telephone or by postcard provided by the patron, if the patron does not have a telephone available.

Conditions of Use The library will strictly observe any conditions for use of loaned materials that are imposed by a lending library.

Charges The library will charge its patrons a fee for borrowing via OCLC interlibrary loan. This fee is \$3 per title. If the lending library specifies that it requires costs for photocopies or mailing a particular requested material, patrons will be consulted about their willingness to pay before materials are borrowed. No charge for ILLs with consortium or Lane County. There is a \$1 fee for ILLs not picked up by patrons.

Responsibility The library will endeavor to collect any charges for overdue materials, loss, or damage from the patron who received the materials. The library will be responsible for materials borrowed on behalf of its patrons, from the time the material leaves the lending library until it is returned there. The library agrees to pay for overdue charges, damage, or loss of materials borrowed on interlibrary loan.

Statistics The library will maintain records of transactions in order to inform patrons of the status of their requests and will annually report activity as required to the Oregon State Library. For patrons privacy these records are purged within a month of return by patron.

COLLECTION MAINTENANCE

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn, or replaced based on the following:

The needs and interests of the community

Number of circulations and requests

Availability of similar materials in the collection

Affordability

Physical condition and age of the item

In-print status

Appearance in standard lists

Available space

Availability at other local libraries

Items discarded are given to the Friends of the Fern Ridge Library for their book sales. The library will not withdraw an item simply because a patron or staff wishes to purchase it.

RULES FOR COMPUTER / INTERNET USE

Fern Ridge Library provides computers and internet access for public use. Such access is intended to expand the size and scope of the library collection, providing information resources from external networks. These networks are unregulated, and may contain information that is inaccurate or out-of-date. Fern Ridge Library has no control over Internet resources, nor does the library have complete knowledge of what is on the internet. Individual users are responsible for determining the reliability of website content for themselves. To learn more about evaluating websites, [click here](#) (link goes to a site from UC Berkeley).

Computers in the Youth area have commercially available filtering software. This software cannot block out all objectionable sites, and does sometimes block useful material, including sites that are suitable for children, teens, and adults.

Patrons under the age of 18 must have parental permission for computer access. Privilege can be granted to all computers, filtered computers only, or to none at all. Minors must present their library card to staff before using the computers each time they come to the library.

Patrons may not use the internet for purposes which violate federal, state, or local laws. Fern Ridge Library expressly disclaims any liability or responsibility resulting from providing access to its electronic information systems. Use all computers in accordance with this policy and with the Fern Ridge Library Rules of Conduct. Copies of these policies are available at the circulation desk.

Public Internet Computers

The following rules apply to all patrons and guest-pass users:

-Users are limited to 60 minutes per day. A current and valid library card is required for computer access. Individuals without a library card may request a

Guest Pass log-in. Guest Passes are not available to library card holders. Guest Pass users that reside within the boundaries of the library district are strongly encouraged to sign up for a library card.

-The Library maintains one computer that is available by reservation only – patrons may call ahead to reserve a time slot up to 24 hours in advance. Reservations will be held for 10 minutes past the requested start time. All other computers are first-come, first-served.

-Computer stations are limited to two people at all times.

-Files may be saved only to personal devices or recordable media. Flash drives may be checked out at the circulation desk; CD-Rom's and Flash drives may be available for purchase at the circulation desk (depending on availability.)

-Staff can assist with basic internet use, but may not always be available.

-Installation of software or altering existing software and hardware is prohibited.

-Misrepresenting yourself by access code or password is prohibited. Using another person's library card for the purpose of gaining additional time is prohibited.

-Printing fees are 10 cents for black and white pages, twenty five cents for color text, and fifty cents for pages with color graphics. For security and privacy, copies must be picked up from a staff member at the circulation desk.

-Because the Fern Ridge Library is a public place, staff has the authority to end an Internet session that displays inappropriate material.

-Exceptions to these rules are at the discretion of the Library Director or a designated staff person.

Personal Laptop Computers

Fern Ridge Library provides wireless access for users with personal computers. These users are respectfully asked to maintain acceptable internet use with regard to displaying content that may be offensive to others in a public setting (see above).

Consequences of violating Computer Use and Internet Access Policy

All violations will be noted on the patron's account. Such notice is only accessible by staff.

First occurrence - Patron will be warned.

Second occurrence - Loss of computer privilege for a period of 24 hours.

Repeated occurrences -Loss of computer privilege for a minimum of one month.

BULLETIN BOARD USE

The primary function of the bulletin boards located in the lobby of the library, and any other space designated for the display of public notices, is to provide information to library users about events or services of a cultural, educational, or community service nature.

Organizations may request notices to be posted subject to the guidelines set forth in this policy.

Application of these guidelines will be based on the judgment of the Library Director. Requests that do not fall clearly within these guidelines may be authorized only if they are in the best interests of the library. These decisions of the Library Director may be appealed to the Library Board.

Priorities and Guidelines

Items must be dated.

Items must be of an informational nature only. Advertisements for fee-based, commercial services will not be posted.

Priority is given to events or groups that are local to the Fern Ridge Library District.

MEETING ROOM

Fern Ridge Library has two meeting rooms available for public use. Both are intended to further the library's mission by facilitating the exchange of diverse information and ideas. The Board of Directors and staff hope to see the library become a smoke free gathering place for many community groups and events.

The Konnie Room has a legal capacity of fifty-six (56) persons. It is equipped with tables and chairs, and a sink. It has ready access to public restrooms. Upon request the staff break room is available and may also serve as a green room, which has a refrigerator, a sink, and facilities for serving coffee and light refreshments that you provide. The Konnie Room may be used during and after regular library hours. Performers must belong to the Animal Association in order to bring in animals. Other than that, only service animals are allowed in the building.

The Conference room accommodates smaller groups (10 or 12 seated around a table and about 10-12 more seated around the edges of the room). Since this

room has no independent outside door, it can be used only during library hours. No food or drink is allowed in this room without Directors approval. Service animals only are allowed in this area.

The library has a speaker's podium, a portable chalkboard/bulletin board, a projection screen, an overhead projector, a CD/cassette mini stereo, a PA system with handheld microphone, a video cassette recorder and a 28 inch television. This equipment can be requested for use in either room. Both rooms are equipped with a connection to the Internet via the library's local area network.

The library has a main parking lot with spaces for 22 cars plus 2 handicapped spaces, one of which is van accessible. Overflow parking is available in the north staff parking lot, which has 7 car spaces. Please use the sidewalk when using the overflow area. There is also additional parking on neighboring streets.

Who may use library meeting rooms?

Both meeting rooms may be used for community meetings and service organizations within the library district. In addition, commercial firms which operate a service outlet within the district or any non-profit organization or municipal corporation may use these rooms for meetings or similar activities. Private residents of the Library District may use the Konnie Room for events such as wedding receptions and family reunions.

First priority is given to meetings and events sponsored by the Library, the Fern Ridge Library Foundation or the Friends of Fern Ridge Library. Other meetings with a broadly defined educational purpose and open to the public take second priority. Private meetings may be scheduled when they do not conflict with higher priority events.

How much does it cost to use a library meeting room?

The library charges a refundable key and cleaning deposit of \$15.00. It is due at the time the reservation is placed.

There is an hourly rental fee of \$10.00. This fee may be waived for non-profit organizations that are open to the general public and are of a broadly defined educational nature.

Checks should be made payable to the Fern Ridge Library. If the facility is left in clean, undamaged condition, the deposit can be picked up within 10 days. Any damage or cleaning beyond the deposit will be billed to the user.

Are there any restrictions on the use of library meeting rooms?

The library does not assume liability for personal injuries or for damage or theft of personal property which results from the actions of the sponsors or participants in meetings scheduled at the library.

Do not publicize your meeting in a way that suggests library sponsorship or affiliation. Provision of meeting space does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the library facility.

Activities which the Library Director determines would adversely impact the facility or furnishings will not be allowed. When deciding about refreshments, be mindful of the products you choose. The room must be kept clean and neat for others. No food, drinks or crafts unless there is adult supervision.

It is your responsibility to clean the room before you leave. Check with staff at the time of registration on location of garbage cans and access to cleaning equipment.

No alcoholic beverages are permitted within the library unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.

A responsible adult must be present at any event in a library meeting room.

Use of the meeting rooms may be withdrawn upon:

- Failure of security or

- Failure of hygiene or

- Violation of Fern Ridge Library Policy or Fern Ridge Library Code of Conduct.

How does one reserve a library meeting room?

Reservations may be made by telephone (541)935-7512 or at the library circulation desk. You may reserve a library meeting room up to 90 days in advance of an event.

For a recurring event, the deposit can be extended if the library is notified within 2 working days of the end of the 90 day period. However you will still be required to fill out a new reservation form to extend your time. Sponsors of recurring events must be aware that those events are subject to cancellation if the library needs the room for a library event and gives 2 weeks notice.

Reservations for library audio visual equipment, tables and chairs must be made when you book the room.

Groups using the Konnie Room outside of library hours should pick up a key during library hours. Key is to be returned within 24 hours of the end of the event.

There is no key access after library hours so it is important to pick up your key during library hours before your event, if it is scheduled to take place during the library's closed hours. Fern Ridge Library has no obligation to obtain a key for a Konnie Room applicant during library closed hours. However, if a staff member is available, a minimum \$35 non-refundable fee will apply.

A library staff member will be happy to orient you to the heating and air conditioning & security controls and to answer any questions.

Phone number for emergency use only is 935-7034.

ADDENDUM

Patrons Working off Fines and lost Items Procedure

Patron must speak with and get permission approved by Director. For patrons under the age of 18, parents will be notified and permission sought. Patron will need to fill out a Community Service form to provide needed information before they can do any work at the library for the purpose of working off fines.

The rate is figured at \$3.00 per hour. There is to be no exchange of money. All amounts earned will be recorded on the patron account and on the application form. A completion date will be set at the time of setup. Fines not cleared by the completion date will go back onto the patron account.

Patrons will choose from these jobs:

- Washing windows
- Sweeping sidewalks/picking up the parking lot
- Dusting
- Straightening of shelves
- Washing handprints off walls, wiping down chairs
- Stamping/stuffing envelopes (as needed by staff)
- Folding/stuffing brochures (as needed by staff)
- Filling scrap paper baskets at computer stations

Patrons with more than 10 hours of services can receive instructions on shelving of items from Volunteer Coordinator.

Fern Ridge Library Community Service Guidelines

The library does not accept people doing community service for the following crimes:

- Theft related crimes
- Sexually oriented crimes
- Physical abuse related crimes

The person wishing to perform community service at the library is required to contact the library in person and fill out one of the library's volunteer forms. They must also bring with them the following information:

For what crime the community service is required. If the community service is for 'failure to appear' or other such supplemental crime, the original crime must be stated.

- Number of hours needed to serve.
- Name and contact information for counselor.

Persons performing community service (Server) must contact their counselor and arrange for time sheets to be sent to the library. Time sheets are returned directly to the counselor or organization.

Once the Server has verified they can do their service at the library and set up a time schedule, staff at the library will assign projects and people to supervise them. They will report to their supervisor and must check out with that person before leaving each scheduled day.

Servers are required to call if they are unable to make it in to the library. Servers who fail to call and are gone more than three of their scheduled workdays will be dropped.

Servers are required to dress and act appropriately as though they were employed at the library.

The library reserves the right to cancel the server's community service contract at any time.