



Oxford Public Library

Service Policies

Approved **September 28, 2024**

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1.0 General Policies

1.1 Hours of Operation

The Oxford Public Library is open to the public during the hours listed below under usual conditions. The Library Board reserves the right to change service hours as necessary.

Monday 9:00-6:30

Tuesday 9:00-5:00

Wednesday 9:00-5:00

Thursday 9:00-5:00

Friday 9:00-5:00

Saturday 9:00-1:00

Sunday 1:00-5:00

1.2 Holidays

The Library Board follows the holidays as determined by the Oxford City Council. If the holiday touches the weekend, the library is also closed that weekend.

1.3 Emergency Closing

The library reserves the right to close during severe weather or other emergency conditions. Refer to the Disaster Emergency Policy for details (see appendix); the City of Oxford's Emergency Operations Committee will determine if the library closes for inclement weather.

- In the case of inclement weather, fire, or other emergency, in-house library services will be immediately suspended. All library patrons and staff must follow directions given in order to maintain safety.
 - In the case of inclement weather emergency, all patrons and staff who choose to remain in the building must go in the library's safe area on the bottom floor behind the circulation area. Patrons and staff must stay in the safe area until the weather threat has cleared. If a patron does not choose to go into the safe area, he/she must leave the building. Upon declaring the safe area in use, all library entry doors will be locked.
 - In case of fire, all patrons and staff must exit the building. Library staff is assigned a section of the building to clear of patrons. Once the building is evacuated, library staff will report to the Library Director whether he/she was able to clear his/her assigned section. If the area has not been cleared of patrons, emergency personnel will enter that part of the building to ensure the safety of patrons potentially inside the building.

1.4 Library Code of Conduct

To meet the goal of offering the best possible service to Library visitors, and to maintain a safe and welcoming environment, the Oxford Public Library Board has established the following standards of behavior for visitors in and on Library property.

All persons are required to be fully-clothed, including wearing a shirt and shoes, while on Library property.

The Library does not act in loco parentis; parents and legal guardians are solely responsible for the safety and behavior of their children. Parents and legal guardians are solely responsible for monitoring the use of library materials, including internet access, digital materials, and other electronic resources.

The following are not permitted in and on any Library property:

- Theft, damage, destruction, or misusing Library property or the property of other Library patrons, visitors, or Library staff.
- Possession of a gun, knife, or other weapon except as permitted by law.
- Animals, other than service animals.
- Smoking and/or vaping inside the Library, outside on any Library property, including the Courtyard, and within ten (10) feet of any Library building entrance.
- Possession and/or use of alcohol or illegal drugs or substances.
- Begging, soliciting, petitioning, or canvassing.
- Selling any goods or services.
- Engaging in any form of sexual conduct or lewd behavior, including exposure, offensive touching or sexual harassment of other patrons or staff.
- Being in an unauthorized area; remaining in the Library after closing or after being asked to leave; failure to evacuate in an emergency or during a drill.
- Making unreasonable use of the restrooms, such as laundering clothes or bathing.
- Engaging in any activity in violation of federal, state, local, or other applicable law or library policy.

A staff member is never allowed to transport any patron in his/her personal vehicle.

1.5 Unattended Child Policy

The Oxford Public Library welcomes library use by children. Staff members are available to assist children with library materials or services. The Library desires to provide a safe and appropriate environment for visitors of all ages. The Library, however, is a public building with staff trained to provide public library services. The Library is not equipped--and it is not the Library's role to provide--long- or short-term child care. In no way shall the library or its employees accept this role or take responsibility for a child.

For the safety and comfort of children, patrons thirteen (13) years and younger must be accompanied by a parent/guardian/responsible caregiver at all times while visiting the

Library. In this instance, “responsible caregiver” is an individual designated by the parent or legal guardian who is responsible for monitoring or caring for a child or vulnerable adult. While in the Library, the parent/guardian/caregiver is responsible for monitoring and regulating the behavior of their children.

In regards to checking out material, the Library is not responsible for the choice of library materials for children’s use. The responsibility for the choice of library materials for children rests with the parent or guardian.

Fourteen (14) years of age and older is considered an acceptable age for a child to be without parental/guardian/caregiver supervision. The appropriate age to be considered an adult in the Library is eighteen (18) years of age.

Library staff members will attempt to contact the parent or guardian of an unattended child. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the appropriate local law enforcement agency.

For the protection of the child but particularly for the protection of the library employee, in absolutely no case is an individual library employee to be left alone with a child without another person or persons present. Any employees finding themselves in such a situation must call for the assistance of another employee immediately.

Staff shall not leave a child outside the library unattended upon closure. Staff should ensure every effort has been made to contact a parent or legal guardian. Due to finite resources and the library not assuming responsibility for the care of a minor, staff should contact local law enforcement to report an unattended minor and to request increased patrols around the library due to a minor waiting for a pick-up. Local law enforcement should be contacted a minimum of 10 minutes prior to leaving the minor.

1.6 Vulnerable Adult Policy

A vulnerable adult may be defined as an individual who is 18 or older who is mentally or physically challenged to a degree that significantly impairs the individual’s ability to provide adequately for his/her own care or manage his/her own behavior without assistance, cannot care for himself/herself in an emergency situation, or who needs help beyond assistance with normal library services.

- Vulnerable adults must have a parent/guardian/caregiver with them while they are in the library who can manage their behavior and provide adequately for their personal needs.
- The procedures for vulnerable adults left unattended in the building and at closing time shall be the same as the procedures for an unattended child.
- If, after the library is closed, law enforcement must be contacted to pick up the vulnerable adult because the parent/guardian/caregiver cannot be located, a sign will be left on the Library door stating “Unattended adult is in the custody of the

Oxford Police Department, 600 Stanley Merrill Drive, 256-831-3121,” once the vulnerable adult is in the care of the police. The person’s identity will not be stated on the sign.

1.7 Food and Beverages

OPL is committed to providing a welcoming, clean, and comfortable environment for the public. The Library has adopted the following policy for consumption of food and beverages in public areas of Library facilities.

Library patrons may consume beverages in the Library, provided the beverages are in a spill-proof container such as a cup with a lid, closeable bottle, or sports bottle. Patrons are requested to immediately report any spills to library staff.

Food is permitted except in the Oxford Room and the Computer labs. Food must not be fragrant or require use of Library equipment to warm or cool. It is not appropriate for patrons to have food delivered to the library.

Food and beverages should be consumed in a manner that is not distracting to other library patrons and shouldn’t be used in a way that damages library materials. Patrons must dispose of any food- and drink-related trash.

1.8 Displays, Exhibits, Bulletin Boards

Displays or bulletin board displays may be placed in the library at the discretion of the Library Director. The purpose of displays or bulletin board displays prepared by library staff is to inspire reading, inform about library or community services or events, or encourage community building.

1.8.1 Community Displays and Exhibits/Posting of Public Notices

The Oxford Public Library welcomes information that promotes cultural events or services of interest, information, and enlightenment to the community. Information that benefits the community may be placed by patrons on the Community Board in the rotunda of the library. The Library retains priority rights to all exhibit and display space for library purposes.

The Library Board reserves the right to reject or remove any publicly posted item which, in the judgment of the library administration, is illegal or which may interfere with the operation of the library.

The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner’s risk.

Informational display space is available to groups and individuals, regardless of the beliefs or affiliations of individuals or groups requesting this service.

The Library reserves the right to limit the size and number of items, the schedule of any display, and the frequency with which the group may have an informational display. Distribution or posting of materials by the Library does not necessarily indicate the Library's endorsement of the issue or events promoted by those materials.

1.8.2 Reconsideration of Display

Libraries of all sizes and types have been under increasing pressures from persons who wish to use the Library as an instrument of their own tastes and views. In view of this fact, it seems desirable to set forth a few basic principles that may help in preserving the freedom and professional integrity of the Public Library in this community.

If a serious complaint is made, the complainant must submit a Request for Reconsideration of Display form in writing to the Director of the Library. The Director of the Library will act upon the request.

The request may be referred for action to the Library Board and the Library Director.

Complainant will be notified of each public meeting at which the request is to be acted upon.

CRITERIA:

- Request must be filed in writing with the Director of the Library.
- Request form must supply all information in full.
- Complainant must be identified fully and qualify as a registered borrower of the Oxford Public Library.

The Request for Reconsideration of Displays form is available in the Appendix.

1.9 Lost and Found

Lost and found materials are turned over to the Reference Desk if found upstairs or the Circulation Desk if found downstairs. Unclaimed items are held for thirty days.

1.10 Study Rooms/Community Room

The Library welcomes the use of its public spaces for community activities where users can study, gather, meet, and discuss in a safe and inviting environment.

Study Rooms are available for reservation or walk-in, depending on availability. There is no charge for the use of study rooms.

The Community Room is available for reservation. The fee for use of the Community Room is \$300; there is a \$100 deposit. The deposit will be returned if the Community Room is clean, and the key is returned.

The Library prohibits discrimination in any form. Permission to use a Library space for an event or meeting does not constitute or imply the Library's endorsement of the user's policies or beliefs.

Organizations and/or individuals using the study rooms shall indemnify and hold harmless the Oxford Public Library and its Board Members, Directors, and employees from and against all losses, damages, claims, costs, and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs, and expenses arise in connection with or relate to the organization's or individual's use of the facility.

In the event that study rooms are full or other Library accommodations are insufficient, it is at the discretion of the Library staff to allow patrons/groups to use the Community Room without charge during Library hours.

By order of the Fire Inspector, occupancy is limited as follows:

- Oxford Room -- 46
- Oxford Lake Room -- 12
- Middle Study Room -- 7
- Adult Literacy Room -- 10
- Choccolocco Park Study Room – 5
- Basement -- 83
- Community Room
 - As assembly room with chairs only – 395
 - With tables and chairs -- 184

Requests for tables and chairs in certain arrangements may reduce the number of occupants permitted.

Groups are responsible for loading and unloading their own program materials. The library is unable to guarantee parking for meeting attendees.

Groups must adhere to the Library's Code of Conduct.

For more information about the Community Room, see Community Room policy in Appendix.

1.11 Video Surveillance

The Oxford Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of library premises may be under video surveillance and recording. While video surveillance will not prevent incidents, the potential deterrent effect of using video cameras to enhance the security of library property, its staff, and its users is considered worthwhile.

Video surveillance will adhere to the following practices:

- Signs are posted at library entrances informing the users of the library and library staff of video surveillance on the premises. (See sign verbiage in Appendix.)
- Video images may be monitored in real-time to observe activity.
- Video image recordings may be used to identify a person or persons engaged in Library policy violations, criminal activity, or actions considered disruptive to Library operations.
- Video records may be obtained by law enforcement agencies by lawful process in accordance with applicable state and federal laws.
- Video recordings of incidents will be retained for at least 30 days and/or for so long as considered necessary by the Library Director.
- Images may be shared with other Library staff for informational and public safety purposes.

1.11.1 Use of Patron Photography in Publicity Materials

With posted notice, the Oxford Public Library and/or the City of Oxford may take photographs and audio/video recordings to document use of the library, including those in attendance at library programs, community events, and meetings. With posted notice, patrons who attend such programs and events will be deemed to give permission for such usage. These media may be used in publicity material, including the Oxford Public Library's website and social media or the City of Oxford's website and social media. These images and recordings will be controlled by the Oxford Public Library and/or the City of Oxford. All such photography and audio/video recording will be done in accordance with Library procedures.

If a library user does not agree to appear in library publicity or promotions or the parent or guardian of a minor does not agree for the minor to appear in library publicity or promotions, the user, or the parent or guardian, may fill out a non-release form and the user's or the minor's image and sound will not be used by the Library or by the City of Oxford. (The verbiage for posted notice and the non-release form will be listed in the Appendix of this document.) Once submitted to the Library, this document will be good for one year.

1.12 Proctoring Exams

To help our patrons meet their educational goals, the Oxford Public Library provides free test proctoring services. The library reserves the right to limit or deny this service if the proctoring request does not meet the proctoring guidelines.

- Proctoring exams consists of:
 - Checking identification of student taking the exam
 - Noting the time that the exam started and completed
 - Signing the required documentation provided by the issuing educational institution
 - Direct supervision during the exam is NOT provided

To have an exam proctored, the student must complete our online Request for Test Proctoring form. Please allow 1-2 days for a response, especially when submitting a request over the weekend.

Exam proctoring is available during regular library hours; testing must be completed 30 minutes prior to closing time.

It is the student's responsibility to request their exam(s) be transmitted to Oxford Public Library. It is also the student's responsibility to confirm the exam(s) have been received by the Oxford Public Library.

All test-taking requirements must be received from the issuing educational institution before any exams are proctored.

It is the student's responsibility to bring supplies required for an exam (calculator, graph paper, etc.); the library can supply scratch paper and pencils.

Oxford Public Library is not responsible for exam(s) that are sent without making prior arrangements.

Library staff will proctor the exam(s). The Library will verify the identity of the student by requiring presentation of a photo ID before administering the exam(s).

It is the student's responsibility to ensure that the Library's computing resources are adequate for test-taking requirements. The Library is not responsible for internet connections or software errors.

Any examination that requires the downloading or installation of software, the altering of settings, or any other special adjustments, cannot be proctored by the Library using library computers.

Permission to use personal laptops must be granted by the school or organization issuing the exam.

The library requires that all associated expenses (including but not limited to institutional fees, certification fees, or postage) be paid by the school or the student. The student's school must supply a self-addressed envelope with sufficient postage for returning mailed exams.

Late arrival may require rescheduling the proctoring appointment.

Tests will be transmitted after they are taken and will not be retained by the Oxford Public Library.

Staff cannot proctor exams that require frequent monitoring, or examinations where the duties of the proctor are too burdensome. Staff will endeavor to provide quiet testing environments, but this cannot be guaranteed. The student should be prepared to take an examination in a noisy, busy environment if necessary.

1.13 Bug Prevention Policy

It is the responsibility of the Oxford Public Library to maintain a healthy and clean environment for all Library users and to protect the City's investment in Library collections, equipment, and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections, and users. The Library will ensure that:

- Ongoing monitoring is in place to ensure prompt and appropriate response.
- Procedures and protocols are reviewed regularly to ensure that they remain current and consistent with best practices.
- Staff are kept informed of best practices for insect prevention and response and are actively engaged in reducing the risk of infestation.

Professional inspection and preventative treatment of the Library space by qualified professionals is completed monthly.

Staff will routinely inspect all incoming materials, including those returned at the public desks and in the book drops for signs that bugs have been or are currently present. These signs include live or dead bugs, nymphs, and feces and spotting associated with bed bugs and other bugs.

Materials returned to the Oxford Public Library with detected presence of live or dead bugs will be treated or discarded at the discretion of the library.

All items identified by Library staff as potentially containing live or dead bugs in any stage will be promptly quarantined. Items that need to be quarantined will be immediately placed in a Ziplock bag with a piece of white paper and placed on the quarantine station in the outside book drop intake room with a note listing where the infestation was identified and the date/time it was placed in the quarantine area. The item should be checked out to the

Quarantine Holds library card using the item's barcode number. If live insects are present, staff will spray all affected non-paper surfaces with isopropyl alcohol. This includes the staff intake area. Alcohol may be applied via paper towel to book pages to clean them.

Once the danger of contamination/spread has passed, staff member will alert the supervisor, who will determine if the patron needs to pay for the infected items.

The circulation desk and cataloging room (both staffed intake points for incoming materials) will have a quarantine toolkit on hand for immediate use when insects are detected. This toolkit will contain:

- Ziplock bags
- A spray bottle filled with isopropyl (rubbing) alcohol
- White paper
- A library card for placing quarantine holds
- Gloves

The book drop areas, both inside and outside, will be treated with diatomaceous earth. Because items returned in the book drop will not always receive immediate staff attention, diatomaceous earth will prevent the spread of infestation to other parts of the library until the returned infected materials can be diagnosed and treated by Library staff.

1.13.1 Public Donations Protocol

Donors must inspect materials for evidence of live or dead bugs prior to donating them to the Oxford Public Library. Oxford Public Library reserves the right to discard materials with signs of past or present bug activity.

When weather conditions allow, staff will check incoming donations outside of the building. If staff sees any indications of recent or current insect activity, staff will isolate the materials in question by putting them in a large Ziplock bag until the items can be checked thoroughly, treated, or discarded.

In the event of unforeseen circumstances that this policy does not cover, the supervisor will have the authority to make sure library patrons, staff, and materials are kept safe.

1.14 Graphic and Communication

All graphic materials created for use of the Oxford Public Library must be created during working hours using library software and devices. All library staff are expected to follow the most up-to-date guidelines as issued in the latest version of the *Graphics and Social Media Guide* (available in the appendix). All materials created by Library staff for use by the Oxford Public Library are property of the Oxford Public Library.

1.15 InterLibrary Loans

InterLibrary Loan (ILL) is a service that allows OPL to provide books not available in its collection to OPL patrons. OPL borrows these items from other libraries with which the Library has a borrowing agreement.

The Library's integrated library system (ILS) will track interlibrary loans in the same way as materials in the Library's collection; the interlibrary loan items will check out and in on a patron's library card.

Patrons are limited to two (2) active requests at a time, including items checked out or in process. Once checked out, these items count as part of the overall card check-out limit. OPL does not borrow books published within the last two years or any audio-visual materials.

Most requests are filled within one to three weeks. However, it may take much longer for certain items, and some items may be unavailable. A staff member will notify the patron when the item arrives, if more information is needed, or if the item is not available. An ILL will be held for 48 hours at the reserve shelf for patron pick up.

Patrons may make an ILL request verbally to library staff or online.

1.16 Volunteers

The Oxford Public Library and its Library Board encourages and appreciates the use of volunteers in the Library. Volunteers shall serve under the direction of the Director and comply with all personnel policies and procedures of the Library. Volunteers must be oriented into the policies and procedures before beginning work.

1.17 Notary Public Service

The Oxford Public Library offers the convenience of Notary Public services for no charge. The Notary witnesses the signing of a document or signing of a sworn statement on a document.

Notary services are dependent on the Notary's availability. Please call (256)831-1750x8 in advance to ensure the availability of and/or schedule an appointment. You may also book an appointment online.

The Library's Notary is simply witnessing the signing of a document and is only verifying the following:

- The signer of the document appeared before the Notary
- The Notary positively identified the signer, and

- The signer both acknowledged the signature is his/hers and that the signature was made willingly.

In order for the Notary Public to complete a notarization, there are certain items that are required. These items are listed below:

- The patron requesting a notarization must bring a current/valid government issued photo ID for every person who will be signing the document. This requirement also applies to witnesses. Expired IDs cannot be accepted.
- If there is more than one party signing a document, all parties must appear before the Notary at the same time in order for a notarization to be completed.
 - If the document is clearly meant for two separate signers to sign at different times with different notarizations, the signatures may be made at separate times.
- The document requiring notarization must be filled out completely. All blanks in the document must be filled in before notarization; place “N/A” in blanks if not applicable.
- The Library is not required to supply witnesses; the requesting patron is responsible for providing them. Witnesses may not be solicited from patrons in the library. A witness must:
 - Be personally known to you
 - Be willing to stand up in court on your behalf
 - Be at least 18 years of age
 - Have a current/valid government issued photo ID

INFORMATION AND DETAILS

- Notary services are dependent on the Notary’s availability. Please call ahead.
- The patron is not to sign any documents until the Notary is present.
- A Notary Public is prohibited from offering legal advice to the public. The patron should consult with an attorney, real estate agent, or other legal professional if he or she has any questions before presenting a document for notarization.
- All documents to be notarized must be in English. Notaries are not permitted to make use of a translator to communicate with a Notary customer. OPL does not have a Spanish-speaking notary at this time.
- Notaries will not provide service if the customer, document, or circumstance of the request for notary service raises any issue of authenticity, ambiguity, doubt, or uncertainty for the notary. The Library’s Notary may, at her sole discretion, decline to provide notary service.

2.0 Information Policies

2.1 Service Philosophy

The Oxford Public Library recognizes and appreciates that each question is important to the patron who asks it. Library staff will use authoritative and appropriate sources to respond to all inquiries. In some cases, staff may refer a patron to other agencies that can more completely answer a question. The number of patrons waiting for help may restrict the time available to help an individual patron. Information services staff subscribe to the American Library Association's Code of Conduct. (See Appendix)

Service to the public takes precedence over any other duties, and services to patrons in the library take precedence over telephone inquiries.

Neither the patron's nor the staff member's personal opinions and beliefs should influence the quality of service given. Staff shall not offer their personal opinions on social issues, politics, religion, etc., to patrons.

2.2 Reference Services

Good reference service involves identifying a person's information need and proceeding to fulfill it accurately and efficiently, using the resources available in the Library system, and including referral to resources in other libraries or agencies, if necessary. It also includes providing instruction in library use.

Patrons will have opportunity to receive instruction in the use of resources and facilities but will not be denied information on the basis of whether or not they learn or accept instruction. However, the Library will encourage patrons who will need to use reference tools repeatedly to learn the use of these tools.

2.2.1 Legal and Tax Information

Staff may provide legal definitions, specific citations from legal codes, and legal forms, but they do not interpret passages. Staff does not recommend specific attorneys, but may suggest that a patron contact an attorney or the local bar association for more assistance. Staff assists patrons in locating specific tax forms and publications, but does not interpret tax regulations or provide tax advice.

2.2.2 Medical Information

Staff assist patrons in finding information about diseases, medical conditions, tests, and treatments in print and electronic resources. Staff does not interpret the information found in these resources. Staff does not make diagnoses, give advice, or recommend specific health care professionals.

2.2.3 Research Requests

If the information needed is very lengthy or must be compiled from several sources, staff helps patrons locate appropriate materials, shows how to use them, and checks periodically to make sure the patron is progressing well. When a research question is asked remotely (phone, email, chat, etc.), staff will use authoritative and appropriate resources, directing calls to the appropriate library area as needed. Staff may ask patrons to come to the library to continue research. Staff may recommend electronic resources and may make referrals to other libraries and organizations when those collections would better meet the patron's needs.

2.3 Computers and Internet Services

To further its mission of serving as a center for information, education, culture, and recreation, the Library provides access to public computing workstations and wireless internet service. Use of these systems shall be consistent with the Library's goals, policies and procedures, and with local, state and federal laws. The Library reserves the right to set rules as needed for these systems and their use.

Public computers and wireless internet are available for use by all patrons and guests, in accordance with the Library's Patron Code of Conduct, Child Safety Policy, and the guidelines of this Computer Use Policy. Access to public computing resources may be suspended or terminated for violations of these policies.

Library staff will assist patrons with computer use whenever possible, but may not be trained to provide in-depth or advanced computing support.

2.3.1 Library Computers

Library computers are equipped with a variety of software applications and productivity tools for patron use, as well as access to the internet. Time management software is used to optimize computer access. Minors are eligible to use computers in the children's department. Adults with minors in attendance may also use the computers in the children's department; the Library does want to make every effort to keep parents/guardians close to their children at all times.

Staff will introduce patrons to programs and offer basic instruction and assistance, but they may not do a patron's project for them. Staff may direct patrons to a particular website and explain what a website is requesting in the form of information, but staff is not allowed to enter the patron's personal information into the computer for the patron.

Patrons may be held financially responsible for any damage they cause to the Library's hardware or software. The Library is not responsible for loss of or damage

to personal storage devices. Patrons are limited to the software applications provided by the library.

2.3.2 Internet Access Policy

The Library cannot control the resources of the internet. The internet is forever changing. Users must understand that it is impossible for the Library to prevent access to all resources that might be objectionable to some people. Users assume all responsibility for selections and information found on the internet. In the case of minor children, the responsibility falls to the parent and/or legal guardian. It shall be the responsibility of parents and guardians, not the Oxford Public Library staff, to determine whether to place restrictions on their children while online.

The Oxford Public Library will follow and enforce Alabama Law §13A-12-20.3 that specifically prohibits the dissemination or display of obscene matter.

OPL conforms to the Children's Internet Protection Act (CIPA) requiring libraries that receive federal online technology support to employ filters that block materials considered obscene, child pornography, or "harmful to minors." The Library also filters sites that download malicious software, harm Library equipment or violate the Library's Acceptable Use Policy. However, no filter is 100% effective. On occasion, a filter may still allow information that is objectionable or potentially offensive to children to be accessed. Users and, in the case of minors, parents and/or legal guardians, assume all responsibility for selections and information found on the internet.

- Acceptable Use Policy:
 - Access to internet web sites through resources provided by the Oxford Public Library is a privilege and offered on a voluntary basis. Library members who wish to use this resource must agree to follow library rules. The Oxford Public Library holds the right to deny access to the internet and all computer equipment to anyone who does not meet the requirements set forth in this policy and/or to anyone who violates the policy.
- For those who do not yet have a library card, a guest pass may be issued.
- For those who do not have a proof of current address (required for a full-access library card), a computer-use only card may be issued. A government-issued photo ID will be required.
 - Attempting to access obscene, pornographic, or explicit web sites is inappropriate at the Oxford Public Library and is illegal. The Library follows and strictly enforces Alabama law §13A-12-20.3 that specifically prohibits the dissemination or public display of obscene matter. Patron privileges will be suspended if users are witnessed accessing such materials. Restoration of privileges will be determined by the Library board.

- Library internet is equipped with technology protection to prevent unlawful access to or downloading of inappropriate materials. The library may disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purpose. Please allow 24 hours for unblocking.
 - Computer users may not utilize them to transmit any communication (such as email) where the meaning of the message would likely be highly offensive to the recipient(s), or if the messages' very transmission or distribution violates any applicable law or regulation.
 - Downloading software from the internet is not allowed on library computers.
- Downloading of illegal files or software is prohibited whether on library computers or on Library Wi-Fi.
- Downloading files by bit-torrent or other illegal means is prohibited whether on library computers or on Library Wi-Fi.
 - Computer users must not attempt to alter any network software or hardware setting, attempt to breach computer security, or damage equipment in any way.
 - No user will remove or alter any copyright notice contained in any materials obtained through the internet connection.
 - Downloading information or content to a patron-supplied storage device is allowed within the limits established by copyright laws. Library staff cannot, however, be charged with the responsibility of verifying the copyright status of every piece of information accessed, printed, or downloaded by every patron. It is the patron's responsibility to verify that the information accessed, printed, or downloaded is compliant with applicable laws.
- Users will be responsible for the cost of printouts.
- No food or drink are allowed at Library computers.
- Library staff will assist with computers as time allows, but staff cannot enter in the patron's personal information onto forms/fields/documents on the computer.
- Library staff may, at their discretion, limit use of computer terminals to one or two patrons as needed to ensure comfort, safety, use, or quiet and peaceful enjoyment of the Library for all Library users and staff. Patrons may be allowed to work collaboratively if their behavior causes no disruption.

2.3.3 Computer Lab Services

Printing is available from public computing workstations and from mobile/remote devices. A fee is charged for printing. The Library may use print management software or other measures to facilitate public printing. Please refer to the computer lab/print station notices, the Library website, or ask at the Reference Desk for current information on printing fees.

The Computer Lab services that the Library provides are as follows:

- Printing (8.5"x11" copy paper)
 - Black & White = \$.15/page
 - Color = \$.50/page
- Copying (8.5"x11" copy paper)
 - Black & White = \$.15/page
 - Color = \$.50/page
- Copying (11"x14" copy paper)
 - Black & White = \$.20/page
 - Color = \$.60/page
- Printing or copying (8.5"x11" copy paper) on patron-provided paper
 - Black & White = \$.10/page
 - Color = \$.30/page
- Scanning services = Free
 - Scan to email
 - Scan to external drive (jump drive)
- Faxing services
 - Receive = \$.25/page
 - Send = \$1/page
- Laminating (typically completed at circulation desk, not computer lab)
 - 8.5"x11" = \$1.50/page
 - 12"x15" = \$3/page

2.3.4 Wireless Access

Free wireless internet access is available. The Library assumes no responsibility for the safety of equipment or for notebook/laptop/tablet/phone or other wireless device configurations, security, or data files resulting from connection to the Library's wireless access.

2.3.5 Disclaimer

The Library is not responsible for the accuracy or currency of content available over the internet, or the consequences of relying upon it. Please exercise caution and critical thinking when evaluating, using, or acting upon information on the internet.

The Library is not responsible for theft, damage, or injury as a result of using the Library's computing resources. Use of the Library's computing equipment and networks is entirely at the user's own risk.

The Library and its employees do not have control of or access to patrons' personal email or online accounts/login information.

The Library treats patrons' use of computing resources as confidential and does not disclose this information unless compelled to do so. The Library uses system tools and other means to remove patron information and traces of individual sessions from public computer workstations, but these tools are not guaranteed to be effective in all cases. Patrons are strongly encouraged to safeguard passwords and other confidential information, to log out of all accounts when finished, and to use caution when entering, transmitting, displaying, or saving sensitive information in public spaces or using non-personal equipment.

3.0 Circulation Policies

The Oxford Public Library promotes responsible lifelong library use with minimal barriers to facilitate fair and equitable sharing of the community's collections. This policy is designed to encourage users to keep their accounts in good standing so they may continue to borrow and return materials. Abuse of circulation privileges will result in the suspension of library privileges.

3.1 Confidentiality of Library Records

All library patron information is confidential. Employees must, therefore, treat all patron matters accordingly as stated by the Privacy Act (Code of Alabama 41-8-10). No patron information, including home address, phone number, and materials checked out, may be revealed to anyone other than in the following situations:

- When issued with a valid subpoena or warrant
- When requested by the parent or legal guardian of a minor
- Upon written consent of the user.

Within these exceptions, only limited and precise information is disclosed to satisfy the specific need of the request.

3.2 Issuing Library Cards

Library cards are initially available free of charge. An application must be completed for every person wishing to obtain a card and use Oxford Public Library's services. Residency in Oxford's city limits is not required. One card per person.

Applications may be completed in-house during library hours or online any time; cards will be issued during normal operating hours.

All applicants and responsible parties must be present for a full-access card to be issued. Online cards may be issued through email.

The first use of the library card may allow two items to be checked out; upon second and future checkouts, this restriction is lifted.

Identification and proof of current address are required for all patrons before a card can be issued. A government-issued photo ID such as a driver's license, non-driver's ID, passport, or military ID is accepted. These must not be expired and must include both name and photo.

In addition to identification documentation, a patron must also present a proof of current address in order to receive a full-access card. Accepted proof of current access documents:

- Valid voter registration card
- Change of address confirmation from the US Postal Service
- Mail postmarked within the last 30 days
- Official correspondence from a federal, state, or local government agency dated within the last 30 days
- Current vehicle tag receipt
- Utility bill issued within the last 30 days
- Property tax receipt

Applications for minors who are under the age of 18 must have a parent or legal guardian's signature as permission to use the Library and acknowledgement that the responsibility of what is checked out on the minor's card rests solely with the parent or legal guardian. The parent or legal guardian who signs for the minor will be held liable for any and all charges or damages associated with the minor's card. The parent or guardian must provide verbal identification of the minor's identity, and the minor must be present upon issuance of the card. Upon the minor's 18th birthday, all present fines will be assumed by the signing responsible party, and all future fines will be the responsibility of the applicant.

If the card is damaged or unreadable, the patron may request a new card free of charge. If a card is lost or stolen, the patron may request a new replacement card and pay a nonrefundable fee of \$1. The new replacement card will have a different barcode number than the original card.

A borrower who is already on file but is requesting a new borrower's card is not subject to the new borrower restrictions. This includes 13-year-olds moving from Child to Youth status, 18-year-olds moving from Youth to Adult status, and patrons needing replacements for lost, stolen, or damaged cards.

3.3 Types of Library Cards

Individuals of all ages are eligible for an Oxford Public Library card. Cards must be renewed every two years to ensure that the Library's records are kept accurately.

Librarians are trained to group materials according to the appropriate age group and reading level. Every effort will be made to place materials in the appropriate collection. However, parents should understand that every child is different, and what is appropriate for one is not necessarily appropriate for another. As a result, the Library maintains that it is the sole responsibility of parents or legal guardians to monitor what materials their children access or borrow from the library. The Library will teach parents how to use resources available to them to know what materials their children borrow from the library, and what content may be available in those materials. Ultimately, the Library's best guidance to parents is to read before or alongside the child and to discuss the book with the child.

The parent or guardian of a minor chooses from which department(s) the minor's card permits the minor to check out. Anyone who is 18 years or older is issued an Adult (or Full-Access) borrower's card. The parents or legal guardians have sole responsibility for what is checked out on each minor's card. The parent or legal guardian must sign for the minor to have any card; the parent or legal guardian may give permission for the child in their care to read above the levels listed above.

Employees of the City of Oxford may bypass the proof of address requirement when applying for a new card.

3.3.1 Full-access Library Card

Issued to adults 18 years old or older. Minors may also have a full-access card with permission from the parent or legal guardian. This card gives full access to all library materials and services, in-house and online. A proof of address is required at card creation. Materials that are checked out are due back in two weeks.

3.3.2 Easy Card

Issued to children whose parent or guardian chooses this circulation class. Minors who are issued this card will be able to check out from the Easy section, but will not be able to check out from the Juv or Adult sections, unless a parent/guardian has given the Library the permission to do so. All other access is granted.

3.3.3 Juv Card

Issued to children whose parent or guardian chooses this circulation class. Minors who are issued this card will be able to check out from the Easy and Juv sections, but will not be able to check out from the Adult section, unless a parent/guardian has given the Library the permission to do so. All other access is granted.

3.3.4 Computer-Access Only Card

Issued to applicants who do not wish to check out physical materials from the Library. This card grants access to all online services. No proof of address is required.

3.3.5 Educator Card

Issued to adults who are educators, whether in public, private, or home schools. Check out limits and time limits are doubled for this card. Applicants for this card must verbally declare that they are an educator in order to qualify.

3.4 Proxy Borrower Policy

Proxy borrowers are people who have been authorized by an Oxford Public Library patron to borrow library materials on their behalf and in their name. The patron will remain solely responsible for the return of materials borrowed by their proxy borrowers and will receive all library notices. A patron may authorize multiple proxies. There is no expiration for a proxy borrower's authorization, but a patron may remove a proxy borrower's authorization at any time. When a patron's library card is renewed, he confirms his preferences to maintain an existing proxy. Parents are automatically a proxy borrower on the minor child's card.

- It is preferred, though not required, for the proxy borrower to have an active library card.
- To check out items on a patron's card for which a proxy borrower has been assigned, the proxy borrower will present his photo ID to library staff. Library staff will verify the proxy relationship and check out items to the library patron.
- To authorize (or de-authorize) a proxy, the Proxy Borrower Form (see appendix) must be filled out and returned to library staff. If the form is not signed in the presence of library staff, the signature must be witnessed in the space provided.

3.4 Overdue Notices

Overdue notices are sent as a courtesy via text, email, phone call, and/or US Mail. Failure to receive notices does not exempt patrons from the responsibility for payment of library materials or fines for library materials.

3.5 “Believes Returned”/“Never Had”

Patrons should notify the Library immediately if items on the account are believed to be returned or never checked out. Library staff will conduct a search for the item on the shelf

or investigate the unauthorized activity on the account. During this time, the staff member may extend the due date of the material while the matter is resolved. After a thorough search or investigation has been completed, the staff member may remove the items from the account without patron responsibility for item costs or overdue charges. Excessive requests to remove “believes returned”/ “never had” items from the patron account may be denied by the Library Director.

4.0 Standard Loan Rules

Patrons must present their own unexpired library card in good standing to check out library materials. A patron may also satisfy library staff of identity by presenting a government-issued ID or by answering Personally Identifying Information (PII) questions asked by the staff member. Note: The method of identification that uses PII questions will be via paper to avoid verbally sharing PII in the lobby of the library. The paper used will be shredded by library staff at the completion of the transaction.

Materials are loaned by the library with the understanding that the borrower will return them in the same condition and by the due date established by the library. The Library expects that materials will suffer some wear with normal use and also expects patrons to handle Library materials with care.

Patrons are responsible for materials checked out on their library cards. The parent/guardian is responsible for materials checked out on the minor’s card.

4.1 Loan Periods

All materials in the Library check out for two weeks for all library cards except for Educator cards, which check out for four weeks.

4.2 Renewals

Library materials may be renewed up to five times, as long as there is not a hold for another patron or as long as the renewing patron doesn’t have any outstanding fines. The renewal will extend the item’s loan for an additional two weeks. Materials may be renewed by contacting the library in any of the following ways:

- Calling the Library to request a renewal.
 - If the call is received at a time that library staff is unable to answer the phone call, whether during or after library operating hours, leaving a voicemail is an option. Library staff will check the voicemail at the earliest opportunity.
- Emailing the Library to request a renewal. These requests can be emailed to oplcirculation@oxfordal.gov, oxfordlibrary@oxfordal.gov or to the email address of any staff member.

- Replying to an automated notification sent from the library sending overdue notifications via email or text.
- Messaging the Library on direct message on social media to request a renewal.
- Requesting a renewal in person at the Library’s circulation desk or to any staff member while in the Library.
- Renewing online while logged in to the Library’s OPAC Account.

4.3 Holds

Library patrons may place holds on items that are checked out to other patrons. When the requested material is returned, the circulation desk will notify the requesting patron and hold the item at the circulation desk for 48 hours before returning it to the shelf or moving the item to the next requesting patron.

4.4 Quarantining Returned Items

With the patrons’ safety in mind, the Library quarantines materials for seven days upon return. The materials are retained in designated shelves in the Book Drop room behind the Circulation Desk until their quarantine has expired. The shelves will be lined with diatomaceous earth in the attempt to reduce the spread of insects that might have been returned with the materials themselves.

The OPAC will reflect the materials’ quarantine status by showing that the item is “In Quarantine” instead of Out or In.

Patrons may request an item be removed from the quarantine area. Library staff will pull the requested material(s) from the quarantine shelf, verify that the item has no signs of current or previous insect activity, and wipe down any non-porous surface with alcohol or disinfectant before checking out to the requesting patron’s account.

4.5 Borrowing Privileges

A patron’s Library account must be in good standing to check out materials. Regular circulation periods for all Library materials are two weeks. Educator cards check out for four weeks.

In most cases, a maximum of 20 items may be checked out at once. The material limits are listed below:

Item Type	Number of Items Allowed at One Time
Book	20
Audiobook	5
DVD	5
Magazines	5
Music CDs	5

4.6 Fines, Fees, and Charges

All materials checked out from the Library will incur a \$.10/day fine if not returned at the date assigned at checkout.

The Library will afford one day's grace past the due date where a fine will not be issued if returned on that day. If the patron keeps the book past that grace day, he/she waives the grace, and a fine will be charged.

4.7 Lost and Damaged Items

Items returned with replaceable missing parts or repairable damage will be assessed the appropriate charge for repair or replacement of parts. If parts cannot be replaced, the customer will be charged for replacement of the entire item.

If a patron has lost or damaged an item, it must be resolved before the patron may check out again. The patron will receive a receipt of payment; if a lost item has been found in 90 days, he or she may request a refund. The Library will refund the amount of the book, but not the amount of any fine that was charged because of being overdue.

The Library welcomes replacement copies of books in lieu of replacement costs. The ISBN must be the same as the lost/damaged copy. The circulation desk will issue a receipt that notates an "even exchange". Fines are not affected by this option. The patron is not entitled to a refund if a lost item is found later.

Any fees related to non-sufficient fund checks returned to the Library will be added to the patron's account.

4.7.1 Replacement Criteria

If an item is removed from the collection because of damage, wear, or loss (including being long overdue), it is not automatically replaced. Budget, need, and demand will be considered when deciding whether or not an item will be replaced.

4.7.2 Removal of Patron Obligations

Patrons may request removal of financial obligations in part or in whole in the case of catastrophic loss or extraordinary hardship situations. Dismissal of financial obligations rests solely at the discretion of the Library.

5.0 Collection Development

The Library's philosophy of collection management is twofold. One component is to acquire materials that are in demand by Library patrons. The other component is to maintain quality materials. The Library strives to provide an equitable balance in terms of quality and demand when acquiring titles for the collection. The Library's collection, with the exceptions of local history, is not archival. Items are deselected when certain criteria are met.

The Library's collections, programs, services, spaces, and collaborations are all a part of the Library's broader context and function. The Library's collections are integral to achieving its goals. These goals include:

- To satisfy curiosity by providing resources for lifelong learning
- To stimulate imagination by providing resources for reading, viewing, and listening pleasure
- To create young readers and support early literacy through collections, programs, and services
- To help residents connect and thrive in the digital world by providing public internet access and offering programs and services to advance technology literacy
- To help residents succeed and further their education

To accomplish these goals and serve all members of the community, the Library maintains a broad, diverse collection in a variety of formats encompassing contemporary works and those of demonstrated long-term appeal. The Library provides both high-demand, popular works and subjects, and works and subjects that appeal to smaller audiences.

5.1 Selection Process

The majority of the materials selection process is done online through vendor sites. These vendors provide thorough product descriptions which can include cover art, reviews, excerpts, release dates, and sales, print run or box office figures, all of which facilitate the selection process. Additional materials are selected from review journals, print and online catalogs, awards lists, best seller lists, and promotional mailers. The Library also welcomes patron requests which are considered based on the criteria for selection below.

Ideally, every book added to the library should be read before purchase by a librarian with trained judgment, knowledge of the library's present resources, and acquaintance with the requirements of local readers. Where circumstances make such reading impossible or unnecessary, the staff makes skilled use of selection aids, such as basic general lists, current book announcements, special bibliographies for reference books and particular subject materials, book reviewing journals, and patron requests.

Patrons may request items from the OPAC account screen or in person with Library staff.

In general, selection is an ongoing process which includes the following steps:

- Evaluate the existing collection and assess needs

- Consult reputable, professionally prepared selection aids and vendor sites
- Keep abreast of high interest titles reviewed in popular media as well as best seller and awards lists
- Solicit and consider recommendations for acquisitions from patrons
- Remove obsolete materials from the collection

5.2 Sections of the Library

Librarians are trained to group materials according to the appropriate age group and reading level. Every effort will be made to place materials in the appropriate collection. The Library's collection is separated into sections that help readers find the books that are appropriate for their reading level, reading content level, and reading preferences. The library exercises discretion in selecting materials for patrons under 18 to ensure that content is suitable for minors. The criteria outlined in the collection development policy safeguard minors from sexually explicit or other material deemed inappropriate for children or youth.

Sections of the Library are grouped as follows.

- Easy Section -- Preschool through 3rd grade
- Juvenile Section -- 4th through 6th grades
- Youth Section -- 7th through 12th grades
- New Adult Section – The protagonist is generally aged 18-25; the content typically focuses on a character's development after adolescence.
- Adult Section

5.3 Examples of Sources Used During the Selection Process

The Staff members in charge of collection development use a variety of resources to assist them in selection. These include:

- Book Review sites (e.g. NoveList, Book Connections, BookVerdict)
- Professional journals (e.g. Library Journal)
- Popular media (e.g. celebrity book clubs, social media trends)
- Best Seller lists (e.g. New York Times, USA Today, Amazon)
- Vendor Catalogs/selection lists (e.g. Baker & Taylor, Ingram, Midwest Tape, Overdrive)
- Award Lists (e.g. National Book Awards, Newbery Awards, Caldecott Awards, Pulitzers)
- Social reviewing sites (e.g. GoodReads, Common Sense Media, Youtube)

5.4 Objectives of Selection

In order to assure that the library is a place where information, ideas, and resources are available to all patrons, the following selection objectives are adopted:

- To provide materials that will enrich and support the personal needs of the users, taking into consideration their varied interests, abilities, and learning styles
- To provide materials that will stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards in a pluralistic society
- To provide a background of information which will enable patrons to make intelligent judgements in their daily lives
- To provide materials on opposing sides of controversial issues so that no one viewpoint is unduly represented, yet also reflect our community
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.

The Library selects resources that are in demand as well as those that are of high quality. The quality of a resource is determined by professional Library staff, and may include:

- Resources favorably reviewed in a standard review source
- Resources that provide current and accurate information
- Resources that have value commensurate with cost and/or need
- Resources that have local historical significance and/or are produced by a local resident
- Resources that meet the educational, informational, or entertainment needs of Library patrons
- Resources that appear on a list or course at a local educational institution
- Resources that are collected by at least 500 libraries, as determined by using the OCLC database
- Resources considered to be classics or notable

5.5 Criteria for Selection

The public library is the institution in our society that attempts to provide a diversity of viewpoints on a wide range of topics of interest including political, social, and religious ones—no matter how controversial or objectionable those ideas may be to some people. Selection of books or other library materials shall be made on the basis of their value of interest, information, and enlightenment of all people of the community. No book or library material shall be excluded because of the race, nationality, religion, sexuality, or the political or social views of the author. A balanced collection reflects a diversity of materials, not an equality of numbers. Materials are chosen representing different points of view, limited only by our selection criteria, budget, and space available in our facility. The Oxford Public Library Board will uphold the principle that censorship is largely an individual matter and declares that while anyone is free to reject for oneself books which do not meet

with the individual's approval, one cannot exercise this right of censorship to restrict the freedom to read of others.

The responsibility for the choice of library materials for minors rests with their parents or legal guardians. Library sections designated for minors under the age of 18 will remain free of material containing obscenity, sexually explicit, or other material deemed inappropriate for children. Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed against this rule.

The library reserves the right to remove or relocate materials from the children's or young adult sections if routine collection maintenance or a properly executed public challenge determines they contain such subjects or depictions.

In general, these basic principles will guide the selection of materials:

Materials should possess qualities of:

- Contemporary significance or permanent value
- Accuracy and objectivity of approach
- Authority of the author in the field
- Clear presentation & readability
- Social significance

Work of imagination should possess qualities of:

- Representation of important movements, genres, trends of national culture
- Vitality and originality
- Artistic integrity
- Effective characterization
- Authenticity of historical or social setting
- Sustained interest

Specifically, materials considered for inclusion in the OPL's collection must meet one or more of the following standards:

- Importance of subject matter to collection
- Serious literary, artistic, political, or scientific value
- Permanence
- Timely value
- Purpose or intent of the material
- Accuracy of content
- Authenticity of content
- Historical value

- Readability
- Scarcity of material on subject
- Reputation and significance of author, illustrator, editor, artist, performer, etc.
- Popularity
- Local interest
- Reputation and professional standing of publisher
- Price
- Format
- Availability of material

In addition to the previous outlined criteria, periodicals will be evaluated according to the following criteria:

- Frequency of use
- Interest, as indicated by patron request
- Reputation and quality of publication
- New titles on subjects of current interest

The presence of materials in Oxford Public Library must not be construed as a personal endorsement of their contents by any member of the staff, the Library Board, or the City Council. The Oxford Public Library has a responsibility to collect materials expressing a variety of views and opinions, many of which the persons responsible for maintaining the library may find personally unacceptable.

The Oxford Public Library recognizes that many materials are controversial and that any given item may offend some patrons. Responsibility for the readings of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the building of the collection and the interest of the community.

Certain items are generally not deemed suitable for collection. These include:

- Valuable first editions, manuscripts, and collector's items. The Library does not have the resources or staff necessary for this kind of collection and these items are only included when they meet the library's selection criteria.
- Philosophy and religion. While materials of philosophy and religion are necessary and welcome, works deemed to have as their primary purpose proselytizing converts, rather than informing the reader, will not be acquired.
- Textbooks. The Library will not attempt to furnish textbooks unless they are useful to the general reader. Donated textbooks may be added to the collection depending on their condition, accuracy, datedness and value to the collection.
- Workbooks or Journals. These types of works are generally useful to one user; the object of the library's collection is to obtain works that are useful to many users.

- Multiple copies. OPL doesn't provide multiple copies for school/classroom use. Multiple copies may be added to particular titles, based on usage or demand.
- With regards to suitability, the library will not purchase or acquire materials advertised for consumers under 18 that are obscene, sexually explicit, or deemed inappropriate for youth. Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be against this rule.

5.6 Donation Policy

The Oxford Public Library (OPL) appreciates the many people who support their community and library by donating books, movies, money, and other materials. OPL will accept items in gently used condition including books, DVDs, magazines, puzzles, and items of local interest.

Gifts will be treated in the same manner as all other materials. This means:

- All donations are subject to the Collection Development Policy criteria for selection.
- The Library may refuse any material not deemed desirable.
- Donated materials will be handled in the collection in the same way as materials purchased with public funds.
- When donated materials are deemed no longer useful, the library will discard them on the same basis that it discards other materials.

The library will use the following guidelines and procedures:

- Donations may be delivered during open hours. In the event that that library is not open, items should not be placed outside.
- Donors are encouraged to call ahead and make sure that we can accommodate the donation, especially if there are more items than would fit inside three standard-sized copy paper boxes. (Please call (256)831-1750, extension 6 or 9. Leave a message if staff is unavailable to answer immediately.)
- Items with any of the following issues will not be accepted:
 - Dirt
 - Mold
 - Burning
 - Water damage
 - Damaged binding or pages
 - Missing covers or pages
 - Excessive writing, markings or highlighting
 - Animal (or insect) feces or presence
 - Cobwebs
 - Animal damage, including, but not limited to smell, bite marks, or presence.
- Items stored in basements/attics/storage building for long periods of time with yellow or stained presence will likely not be accepted.

All items will be placed in library-provided containers lined with diatomaceous earth. If weather allows, the items will be placed into the containers outside of the building on the

concrete pad near the double-door entrance facing 6th Street. The library will quarantine these items inside the containers for seven days before any action is taken with the items. Donated materials are screened by the same selection criteria as purchased materials. Materials that are not added to the collection may be sold by the library, used as prizes or incentives, or donated elsewhere (other libraries, schools, etc.).

Upon request of the donor, OPL will provide a receipt for donated items to the donor. This receipt will be mailed or given to the donor after the seven-day quarantine of items. OPL cannot assign a value to the donations.

Any materials donated to the library become property of the library; materials will not be accepted based on a contingency. Example: the library cannot honor a patron's request to have the materials returned if the library decides not to keep the donation.

Gifts are irrevocable; those weeded from or not added to the collection may be disposed of as the Library Director deems appropriate. The Library Director, under the guidance of the Oxford Public Library Board, reserves the right to determine appropriate use, housing, and maintenance of gifts or to delegate that determination to the appropriate staff member. The Library will not appraise gifts. A gift form for tax purposes will be given to the donor of materials if requested at the time the donation is made, acknowledging receipt of the gift only.

5.6.1 Memorial and Honorary Donations

Donations may be made to the Library in memory of or in honor of an individual. The donor is requested to complete the Honor or Request form.

Donations are recognized with appropriate acknowledgment cards. Book plates are placed in the volumes added to the collection.

Please see appendix for Memorial and Honorarium form.

5.7 Maintenance of Collection

The collection will be periodically examined for the purpose of weeding, binding, or repair of materials to maintain a balanced, timely, and attractive book collection.

Reasons for withdrawal of materials are:

- Poor physical condition
- Dated-ness and inaccuracy of information
- Lack of reader interest as evidenced by lack of use
- Duplicate not justified by demand
- Items that do not meet the current selection criteria

The controversial nature of materials shall not be deemed sufficient reason for removal unless and until the material has been subjected to a full formal review as outlined.

5.8 Request for Reconsideration of Materials

Libraries of all sizes and types have been under increasing pressures from persons who wish to use the Library as an instrument of their own tastes and views. Similar attacks have been made on schools in connection with materials used in their programs. In view of this fact, it seems desirable to set forth a few basic principles that may help in preserving the freedom and professional integrity of the Public Library in this community.

The basic document as to why or why not certain materials are part of or are excluded from the collection is the Oxford Public Library Collection Development Policy.

If a serious complaint is made, the complainant must submit a Request for Reconsideration of Materials form in writing to the Director of the Library.

The Director of the Library will act upon the request.

The request may be referred for action to the collection development committee, composed of the Library Board and the Library Director.

Complainant will be notified of each public meeting at which the request is to be acted upon.

CRITERIA:

- Request must be filed in writing with the Director of the Library.
- Request form must supply all information in full.
- Complainant must be identified fully and qualify as a registered **full-access cardholder** of the Oxford Public Library.

The Request for Reconsideration of Materials form is available in the Appendix.

BY-LAWS

OXFORD PUBLIC LIBRARY BOARD

ARTICLE I

The name of this organization is THE LIBRARY BOARD of the Oxford Public Library.

ARTICLE II

The object of the Board is to provide adequate books and related educational and recreational materials for public use, to promote the communication of ideas to an enlightened citizenship, and to enrich personal lives.

ARTICLE III

The Board shall consist of five (5) members appointed by the Mayor and City Council. New members or replacements shall be recommended by the Board and approved by the Mayor and Council of the City of Oxford, Alabama. Terms of members shall be on a rotating basis of three (3) years.

ARTICLE IV

- Section 1. Officers shall consist of a Chairman and a Secretary and shall be elected by the Board annually each October.
- Section 2. The Chairman shall have general supervision of the work of the Board, preside at all meetings, appoint committees, certify all bills approved by the Board, authorize calls for special meetings, and generally perform the duties of a presiding officer.
- Section 3. The Secretary shall take the official minutes of all Board Meetings, conduct the correspondence of the Board, and preside at meetings when the Chairman is not present.

ARTICLE V

- Section 1. The Board shall hold its annual meeting in October for the purpose of election of officers and to transact any other business.

- Section 2. In addition to the annual meeting, the Board will meet quarterly as recommended by the Chairman and approved by the Board. Meetings shall be open to the public.
- Section 3. A special meeting may be held as directed by the Chairman, provided the members are notified at least one week prior to the proposed date.
- Section 4. A quorum of three (3) board members shall be present to conduct business.

ARTICLE VI

The holidays designated for the library to close will be defined by the Oxford City Council.

ARTICLE VII

The by-laws may be amended at any regular meeting by a two-thirds vote of the Board, provided proposed changes are presented at a previous meeting.

ARTICLE VIII

Any Oxford Public Library card holder may speak for a maximum of two (2) minutes on any library-related subject at any regular Board meeting during the public comments portion of the agenda. Anyone who wishes to speak must notify the Library Director at oxfordlibrary@oxfordal.gov at least four days prior to the meeting to be added to the agenda.

APPENDIX

[Disaster Emergency Policy](#)

[Community Room Policy](#)

[Video Surveillance Sign Verbiage](#)

[Use of Photography Posted Notice verbiage](#)

[Non-Release Photography form](#)

[Graphics and Social Media Guide](#)

[American Library Association's Code of Ethics](#)

[Gift Receipt Form](#)

[Memorial and Honorarium Form](#)

[Request for Reconsideration of Materials](#)

[Request for Reconsideration of Library Display](#)

[Proxy Borrower Form](#)