



# Policy Manual

APPROVED BY  
THE LIBRARY ADVISORY BOARD  
February 2017

**John Ed Keeter Public Library of Saginaw**  
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**JOHN ED KEETER PUBLIC LIBRARY OF SAGINAW  
POLICY MANUAL**

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## **MISSION STATEMENT**

The mission of the John Ed Keeter Public Library of Saginaw is to provide the highest quality public service which will effectively contribute to the enrichment of all residents of the community. This will be done by increasing public awareness of the services offered in a modern public library.

The John Ed Keeter Public Library of Saginaw recognizes its responsibilities, in accordance with the American Library Association guidelines, to collect materials, to organize and make available its resources, and to give guidance in the use of materials.

*Approved by Library Board*

*11 April 1995*

*12 January 2016*

## OBJECTIVES OF THE LIBRARY

The objectives of the John Ed Keeter Public Library of Saginaw are to select, organize, preserve, and make printed and other materials freely and easily available to the people of the community. The Library will aid them in the pursuit of education, information, research, recreation and in the creative use of leisure time.

The objectives of the Library are in agreement with the basic principles as set forth by the American Library Association in the Statement of Professional Ethics, Library Bill of Rights, the Freedom to Read Statement, and the Statement on Labeling.

The Library seeks to promote endeavors which will stimulate and expand the reading interests of both children and adults, and to coordinate this work with that of other educational, social, and cultural groups in the community.

As a cultural and educational institution, this Library must utilize its limited funds by adhering to a materials selection policy designed to provide the best available materials for children, young adults, and adults.

Board Members and the Director should add steadily to the fund of knowledge about the community, and as much as practicable, participate in the organizational activities of the community.

The primary objective of the Library is the maximum use of its services by the greatest number of people.

*Approved by Library Board*

*16 May 1995*

*12 January 2016*

## **ORGANIZATIONAL STRUCTURE**

The Library is an integral part of the local government and is under the governance of the Mayor, City Manager, and the City Council of the City of Saginaw. The Board of Trustees serves in an advisory capacity and as such all decisions of the Board are subject to approval by the City Manager and the City Council of the city. Final decisions rest with the City Council.

*Approved by Library Board*

*13 June 1995*

*12 January 2016*

## **FUNCTIONS OF THE LIBRARY**

The function of the Public Library in America today is to provide the means through which all people may have free access to the thinking on all sides of all ideas. It must offer opportunity and encouragement for people to:

- Educate themselves
- Keep abreast of progress in all fields of knowledge
- Maintain freedom of expression and a constructive critical attitude toward all public issues
- Discover and develop the appreciation of arts and letters.
- Develop and increase enjoyment of reading.

*Approved by Library Board*

*13 June 1995*

*9 February 2016*

## **COOPERATION**

The John Ed Keeter Public Library of Saginaw will continue to strengthen library service in our community by cooperation and partnership with other libraries, information services, educational institutions, city departments, community agencies, and networks in a variety of ways.

*Approved by Library Board  
13 June 1995  
9 February 2016*

*Revised by Library Board  
8 November 2016*

## **PRIVACY**

Regardless of the circumstances, The John Ed Keeter Public Library of Saginaw will strive to protect the right to privacy of each Library patron and user.

In accordance with accepted standards of library ethics, the Library keeps minimal records as needed for Library operations; these records will be treated as confidential and will not be disclosed to others or to law enforcement authorities without proper legal procedure.

*Approved by Library Board  
8 November 2016*



## LIBRARY MEMBERSHIP

The John Ed Keeter Public Library of Saginaw will serve all residents, taxpayers, and business owners in the City of Saginaw.

Persons residing outside of the City, but owning property in the City, or owning a business in the City, shall be considered residents. Those business owners living outside the City of Saginaw will be given one card per business, issued to the person of their choice. Saginaw property owners living outside the City will be given one card per family.

City employees will be considered residents and will be given one card per family.

All Eagle Mountain-Saginaw Independent School District (EMS ISD) employees who present a current EMS ISD ID card or check stub will be considered non-residents and will be given one card per family.

Saginaw residents may have one card per person in the family, as long as they remain in good standing with the Library.

Reciprocal borrowing privileges are in effect with libraries within the North Texas Library Consortium. Patrons using other consortium libraries will follow rules and regulations set by each individual library.

Those patrons living outside the City of Saginaw may purchase one non-resident card per family for \$15.00 per year. This card gives them all privileges of the Library *except* Interlibrary Loan from non-consortium libraries and issuance of a TexShare card.

*Revised by Library Board*

*8 April 2003*

*Revised by Library Board*

*9 March 2010*

*Revised by Library Board*

*12 April 2016*

*Revised by Library Board*

*12 July 2016*

## HOURS OF OPERATION

It is the policy of this library, in regard to hours of operation, that the library be open as many hours in 24 and as many days in the week as possible. The hours of operation shall be determined by the convenience of all parts of the population, including working people, and the ability of the staff to cover the hours of operation, within the limits of established work week. When it is impossible for the staff, within the prescribed limits of their work week, to keep the library open at all convenient hours for the public, consideration shall be given to increasing the number of staff.

*Approved by Library Board*

*12 September 1995*

*12 April 2016*

## LIBRARY CARDS AND CIRCULATION

### **Patron Registration Requirements**

Adults must have a current Texas Driver's License or Identification Card. If the ID does not show their current address, then patrons must have a piece of mail addressed and sent to the current address. Patrons must have a permanent address; hotel addresses or PO Boxes are not acceptable.

Children under age 18 must have a parent or legal guardian present to obtain a library card. Parent or legal guardian must have the same home address as the under-age child. Parent or legal guardian must be present when signing under-age child's Library Application. The parent or legal guardian is fully responsible for what is checked out on under-age child's card.

Patrons cannot obtain a new library card if the combined fines for existing patrons in the household are \$3.00 or more.

New patrons will be issued a temporary library card with limited privileges for the first two weeks. Patrons may return after two weeks for their permanent card.

### **Renewal of Library Cards**

Saginaw resident patron cards expire after 2 years and non-resident cards expire after 1 year. An adult patron must visit the library in person to renew his or her individual library card. A parent or guardian who visits the library in person can renew an under-age child account without the child being present.

Patrons cannot renew expired library cards if the household combined fines are \$3.00 or more.

### **Checkout Procedure**

Patrons must provide their Saginaw library card or proof of identification to checkout materials from the library. Patrons must have a prior arrangement noted in our computer system in order to use another household member's library account.

### **Checkout Period**

Books, audios and kits are checked out for a two-week period. Magazines and videos are checked out for a one-week period.

### **Checkout Limits**

New patrons may check out two items for the first two weeks with a temporary card. New members may check out all materials except new GED/test prep books.

Once the patron receives a permanent card, he or she may check out fifteen items total with the fifteen being a combination of **up to**: fifteen books, three videos (only for adult library cards), five magazines, five audios, and five kits.

### **Renewals**

Materials may be renewed two times only. Reserved items, magazines and videos may **not** be renewed. Patrons may renew items by bringing the materials into the Library, over the phone by contacting the Library during operating hours, or online by logging into their account.

### **Reserve Requests**

Reserve requests will be accepted on all items. Patrons will be notified by phone or email when the item is available. Reserves will be held for 72 hours after notification, and then returned to general circulation.

### **Consortium Loans**

The Library is a member of the North Texas Library Consortium. Membership in NTLC makes a larger collection of materials available for our patrons to use, as well as allowing reciprocal membership for our patrons with other NTLC libraries.

Materials from other NTLC libraries may be requested via the shared NTLC catalog, or by filling out a request form at the Library. All requests are subject to guidelines and restrictions set by the lending library. Patrons will be notified by phone or email when the item is available at the Saginaw Library. Requested items will be held for 72 hours after notification, and then returned to the lending library.

Circulation of NTLC items will conform to current NTLC circulation policies.

### **Returns**

The outside/night drops for books and audiovisual materials are located on the east side of the Library building. Books and magazines may be returned in the book drop. Audios, videos, and other fragile materials must be returned in the audiovisual drop. Materials may also be returned inside the Library during operating hours.

### **Lost or Damaged Items**

Item damage will be assessed by library staff at the time of check in. Materials will be considered lost when overdue for 60 days or more, or when the patron notifies the Library that the item has been lost.

The original cost of the item and a \$5.00 processing fee will be charged to the patron for material that has been lost or damaged, in addition to any late fees that may have been charged on the item. If the patron wishes to replace the item with an identical copy, the cost of the item will be waived, but the processing fee and any fines must still be paid.

If an item that has been marked as lost is later returned to the library, the cost of the item will be refunded to the patron (if already paid), or removed from the patron's account. Processing fees and overdue fines will not be refunded.

Fees for lost or damaged item components:

- Replacement cost of a lost or damaged library card is \$2.00
- Replacement cost of a video or audio case is \$3.00
- Replacement cost of a plastic hanging bag (kit) is \$1.00
- Replacement cost of barcode stickers is \$1.00
- Replacement cost of a magazine is the library's cost of purchase

### **Fines**

A late charge of \$0.25 per day will be charged for overdue books, audios, magazines, and kits with a maximum fine of \$5.00 per item. \$1.00 per day will be charged for late videos with a maximum fine of \$5.00 per item. Accumulated fines of \$3.00 or more will result in the loss of library privileges until fine is paid.

**No checkouts will be made within 15 minutes of closing time.**

**No new library card applications will be made within 30 minutes of closing time.**

*Approved by Library Board*

*11 July 1995*

*Revised by Library Board*

*14 September 1999*

*Revised by Library Board*

*10 September 2002*

*Revised by Library Board*

*14 September 2010*

*Revised by Library Board*

*8 May 2012*

*Revised by Library Board*

*11 September 2012*

*Revised by Library Board*

*17 May 2016*

*Revised by Library Board*

*10 January 2017*

## CONDUCT

**The following are prohibited on library property:**

- Eating and drinking, except as part of Library programs.
- Smoking or use of other tobacco products or electronic cigarettes.
- Bare feet or inappropriate footwear.
- Indecent attire.
- Indecent exposure.
- Abuse of library furnishings or property.
- Intentionally damaging, destroying, or stealing any property belonging to the Library, a patron or an employee.
- Sleeping.
- Abuse, assault or harassment of other patrons or library staff.
- Use of abusive, insulting, or threatening language.
- Disorderly, dangerous or disruptive conduct.
- Being under the influence of narcotics or alcohol.
- Weapons of any kind, except as provided by law.
- Animals/pets, except trained service animals.
- Soliciting, panhandling, or loitering.
- Entering non-public areas of the library.
- Acts which are subject to prosecution under criminal or civil codes of law.
- Using cell phones in a manner inconsiderate of others.
- Having offensive bodily hygiene that interferes with the public's ability to use and enjoy library facilities, or soiled clothing that soils Library furniture or property.

*Approved by Library Board*

*21 March 1995*

*Revised by Library Board*

*8 April 2003*

*Revised by Library Board*

*12 February 2013*

*Approved by Council*

*5 March 2013*

*Revised by Library Board*

*17 May 2016*

## UNATTENDED CHILDREN

The John Ed Keeter Public Library of Saginaw welcomes children to use the library and encourages parents to bring them. Responsibility for the welfare and behavior of children rests with the parent or guardian.

Children ages nine (9) years and younger must be accompanied by a responsible adult. If they are attending special programs, the parent must have signed the appropriate registration form taking all responsibility for the children's behavior.

Unattended children ages ten and older are required to abide by library rules. Disorderly children ages ten and older will be asked to correct their behavior and warned that if they continue to behave in a manner disruptive to the library staff or other patrons, they will be asked to leave the library.

If an unattended child is asked to leave the library and says that he/she cannot or will not leave, the parent or guardian will be contacted by phone and notified that the child must leave the library. If the child is not collected by the parent or guardian within reasonable time, or if the parent or guardian cannot be reached by phone, the child will be placed in the custody of the Saginaw Police Department.

Unattended children remaining on Library premises after closing time will be placed in the custody of the Saginaw Police Department.

*Approved by Library Board*

*10 October 1995*

*Revised by Library Board*

*8 April 2003*

*Approved by Library Board*

*17 May 2016*

## **PUBLIC RELATIONS**

The goal of public relations at the John Ed Keeter Public Library of Saginaw is to promote an understanding among governing officials, civic leaders, and the general public of the mission, services, and programs of the Library.

The Library will use various means of publicity to promote use of the Library, awareness of the Library's services, and enrichment of the community.

The Library Board recognizes that public relations involve more than simply publicity, and that they involve every person who has any connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the Library in every public contact, and that good service is the foundation of good public relations.

The Library Director and other professional staff will be expected to prepare talks, to represent the Library at events, and to participate in community activities. A reasonable amount of work time will be allowed staff members for preparation and speaking. Materials to be used by the press or media will be approved by the Library Director.

*Approved by Library Board*

*11 July 1995*

*Revised by Library Board*

*12 July 2016*



## SELECTION OF MATERIALS

### **Purpose**

These guidelines are in place to further the stated goals and objectives of the John Ed Keeter Public Library of Saginaw, to guide the librarians in the selection of materials, and to inform the public about library selection principles.

### **Responsibility for Selection**

Final responsibility for material selection rests with the Director, who operates within a framework of policies reviewed periodically by the Library Board, and adopted by the Saginaw City Council.

### **Criteria for Selection**

It is the aim of the John Ed Keeter Public Library of Saginaw to build a balanced collection based on the needs, interests, and demands of the Saginaw community.

The Library subscribes to the selection principles contained in the Library Bill of Rights adopted by the American Library Association and the Freedom to Read statement prepared by the American Library Association and the American Book Publishers Council.

The Library reserves the right to exclude books which it judges to have been written solely to appeal to a taste for sensationalism or pornography. However, a serious work which illuminates some problem or aspect of life will not be excluded because its language or subject matter may be offensive to some readers.

Library materials will not be labeled or identified to show approval or disapproval of the contents and no catalogued item will be sequestered, except for the purpose of protecting it from injury or theft.

While the Library will acquire materials about controversial issues and current problems, materials which are inflammatory, sensational, or prejudiced are not generally purchased. Works by national or world figures, even if prejudiced or violent, may be acquired because they have influenced thinking either in our own times or in the past.

The Library recognizes that many materials are controversial and that any item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building collections and to serving the interests of readers.

Responsibility for the library use and reading of children rests with the parents or legal guardians. Selection will not be inhibited by the possibility that books or other materials may inadvertently come into the possession of children.

All acquisitions whether purchased or donated, are considered in terms of the following standards:

#### **General Considerations**

- Contemporary significance or permanent value
- Accuracy
- Authority of author in the field
- Clear presentation and readability
- Relation of work to existing collections
- Social significance
- Availability of material elsewhere in the community
- Popular demand- the library should make available material for enlightenment and recreation even if not enduring in value, interest, or accuracy
- Price and format
- Local interest – materials on local history, or works by local authors

#### **Works of Information and Opinion**

- Authority of author
- Depth of treatment and comprehensiveness
- Objectivity
- Clarity of presentation
- Representation of varying points of view

#### **Works of Imagination**

- Representation of important movements, genre, and trends of national cultures
- Vitality and originality
- Artistic presentation and experimentation
- Sustained interest
- Effective characterization
- Authenticity of historical or social setting

#### **Requests**

Requests for the purchase of new items are welcomed. The Library will consider requests which meet the criteria of the selection policy. Requests may be made in writing by filling out a Patron Request form.

*Approved by Library Board*

*10 October 1995*

*Revised by Library Board*

*12 July 2016*

## **RESPONSIBILITY FOR CHILDREN'S LIBRARY USE**

The responsibility for all library materials checked out to, read, or used by anyone under the age of 18, rests with the child's parents or legal guardians.

Neither the library nor its staff assumes any responsibility in the use or checkout of library materials by children.

*Approved by Library Board*

*13 June 1995*

*Revised by Library Board*

*12 July 2016*

## RECONSIDERATION OF MATERIALS

Following long standing library tradition, the John Ed Keeter Public Library of Saginaw supports the freedom of individuals to read, use, and view materials of their choosing. In the case of children and adolescents, the responsibility for decisions about appropriateness rests with parents or legal guardians. While we support the right of all users of the library to reject materials for themselves or their children, no user may attempt to exercise or restrict access to materials on behalf of others.

The John Ed Keeter Public Library is committed to the principles of intellectual freedom, and is in agreement with the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

It is the policy of the library to reconsider any item selected for the Library collection at the formal request of a patron. Citizen requests for reconsideration shall be made in writing and given to the Library director for a written response. Appeals are directed to the Library Board for a final decision. The materials in question will remain accessible to the public until a final decision is rendered.

The following procedure will be followed:

- The complainant will present his objection in writing, by filling out the provided form. This form must be filled out in full, supplying all information.
- The complainant must have read or viewed the material in its entirety.
- The complainant must be identified fully as a qualified resident or taxpayer in the city of Saginaw.
- The Director will review the material, and decide whether to discard it, to keep it in the collection, or to take other appropriate action.
- The complainant may appeal the Director's decision to the Library Board. The Board's decision will be final.

*Approved by Library Board*

*13 May 1997*

*Revised by Library Board*

*9 August 2016*



## Materials Reconsideration Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Do you have a Saginaw Library card? \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ A group? \_\_\_\_\_

1. What is your objection to the material? Please be specific; cite pages.

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2. What do you feel might be the result of reading or using this material?

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3. Did you read/listen to/watch or examine the material completely and thoroughly?

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If only partially, which parts?

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4. In your judgement, is the material of any value?

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5. What do you believe is the theme or purpose of this material?

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6. In its place, what material of equal literary/artistic/educational value would you recommend which would convey as valuable a picture of and/or perspective on this subject?

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*If additional space is required for any of the above questions, please attach additional sheets of paper.*

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

## CONFIDENTIALITY OF LIBRARY RECORDS

As of September 1, 1993, TEXAS OPEN RECORDS ACT protects the confidentiality of the records of any library systems which is supported whole or in part by public funds that identify a person who requested, or used library material or service.

The John Ed Keeter Public Library of Saginaw recognizes that THE TEXAS OPEN RECORDS ACT is a law that protects the privacy of library users. The record of this library which show materials you borrow or use, the information you seek in the library, or the library services you use cannot be disclosed to anyone except:

- 1) If the Library or library system determines that disclosure is reasonably necessary for the operation of the library or library system, and the records are not confidential under other state or federal law,
- 2) Persons authorized, in writing, by the individual named in the records, or
- 3) To a law enforcement agency or prosecutor under a court order or subpoena obtained after a showing to a district court that,
  - a. disclosure of the records is necessary to protect the public safety, or
  - b. the records are evidence of any offense or constitute evidence that a particular person committed an offense.

*Approved by Library Board*

*12 September 1995*

*Approved by Library Board*

*9 August 2016*

## DISPLAY OF INFORMATION

All materials posted in the John Ed Keeter Public Library must meet the following requirements:

- 1) Materials from non-profit organizations must be of a civic, cultural, educational, or informational nature (fund-raising ventures by non-profit organizations are acceptable).
- 2) Materials cannot be of a commercial nature (business enterprises, in-service training programs, garage sales); social functions (showers, parties, dances); for partisan political purposes, or for the purpose of promoting an individual person's personal gain.
- 3) Materials should be of a professional quality suitable for posting in the library.
- 4) All displays will be at the discretion of the Library Director or City Manager.

*Approved by Library Board*

*14 November 1995*

*Revised by Library Board*

*9 July 2003*

*Approved by Library Board*

*9 August 2016*

## ART AND DISPLAY CASE EXHIBITS

The Board of the John Ed Keeter Public Library of Saginaw and the Library Staff are anxious to provide for the public as many attractive, informational, educational and cultural exhibits as possible in the library. Therefore, interest in using exhibition space at the library is welcomed.

Art exhibition and displays of art books and objects of art shall be part of the library's continuing program for encouraging appreciation and understanding of art. Although highly encouraged, such exhibitions and displays are subject to the limitations of space, facilities and staff time. It is desirable that groups sponsor art exhibits and shows. However, individual person shows may be exhibited with the approval of the Library Director.

Display case exhibits are devoted to practically every aspect of community life including science, industry, business, civic, and social problems, education and family life. The emphasis is on Saginaw's involvement and accomplishments in these areas. Important local, national, and international anniversaries and events are also reflected in these exhibits. From time to time opportunity is given for the display of fine private collections of the work of public institutions, and of local products. The handicraft and hobby collections of amateurs in many fields are often remarkable resources which can be shared by the community through an exhibit.

Every attempt will be made to relate the art and display exhibits to the resources of the library. The Library Director will grant the privilege of placing exhibits and displays in the library, subject to the following conditions:

- For obvious reasons, partisan politics are strictly avoided in the exhibits. It is also the policy of the library not to advertise commercial endeavors.
- All items will be displayed no longer than 30 days. Requests for exceptions will be granted either at the discretion of the Library Director or the City Manager.
- The Library will try to protect material displayed, but cannot be responsible for loss or damage to such material. All items placed in the library are done so at the owner's risk.

*Approved by Library Board*

*4 November 1995*

*Approved by Library Board*

*9 August 2016*



## **GIFTS OF ART OBJECTS**

In its role as a cultural, educational, and informational center in Saginaw, the Public Library is often enhanced by contributions from individuals in the community. Although such contributions are welcomed by the library staff, any offering to the library of art objects (framed prints, sculptures, etc.) will be individually accepted or rejected based on the acceptance criteria as stated in this policy. This policy does not extend to routine acquisition of art objects by the library staff in the normal course of their duties.

### **Acceptance criteria**

The John Ed Keeter Public Library of Saginaw will only accept art objects as gifts when the following conditions are met:

- The offered objects are intended as gifts or memorials with no restrictions or other conditions.
- The objects have intrinsic value and are relevant to and consistent with the purpose and objectives of the library.
- The objects, as gifts, become the property of the library. Their use, exhibit, and storage or disposal will rest solely with the library.
- The library can provide for the storage, protection, and preservation of the objects under conditions that are in keeping with professionally accepted standards.
- Legal and ultimate responsibility for furnishing appraisals of value to governmental tax agencies rests with the donor. The library cannot provide appraisals.
- The donor signs the Donor Release Statement, with a copy to be kept on file at the library.

### **Acquisition policy and procedure**

An Art Screening Committee may be appointed by the Library Board Chairman, as necessary. This committee should include a Library Board member, a person from the community who is knowledgeable with the same field of art as the offered gift, and the Library Director who will make the final decision on acceptance or refusal.

Art objects will be retained as long as they can be properly stored, preserved, and used. An object may be removed from the collection only upon the approval of the Library Director.

*Approved by Library Board*

*14 November 1995*

*Approved by Library Board*

*9 August 2016*

## WEEDING AND DISPOSAL OF LIBRARY MATERIALS

Weeding (also called culling, withdrawal, or deselection) is the process of removing items from the library's collection that are in poor condition, contain outdated information, or are in low demand. Weeding is necessary in order to maintain a current, well-balanced collection of materials that fit the needs of the community. A weeding process will be carried out on an annual or ongoing basis. The collection will be analyzed and thoroughly evaluated by the Library staff.

Library staff will be guided in this process by the CREW Method (recommended by the Texas State Library and Archives Commission), which includes the following criteria:

- Poor appearance or condition: remove items with yellowed paper, ragged bindings, torn or dirty pages.
- Seldom circulated: use computer reports to review items that have few checkouts in recent years.
- Outdated information: remove items that are irrelevant, misleading, or have been superseded with new information. Review items in sections such as science, health and medicine after 5 years, review items in sections such as computers and travel after 3 years.

Final decisions regarding library materials to be withdrawn rest with the Library Director.

Every effort will be made to replace weeded materials when necessary, and to ensure that the Library continues to provide materials in a broad range of subject areas, formats, and points of view.

### **Disposal of Materials**

Discarded materials will be given to the Saginaw Library Boosters for disposal in their Book Sale or donation-based shelf in the Library. The proceeds will be used by the Library Boosters to support the Library's programs and collection. Any materials considered to be in too poor condition for sale may be recycled.

*Approved by Library Board*

*8 March 1994*

*Reviewed by Library Board*

*8 April 2003*

*Revised by Library Board*

*11 October 2016*

## INTERNET USE

The John Ed Keeter Public Library of Saginaw is pleased to provide free access to the Internet through public computers, laptop checkouts, and Wi-Fi.

The John Ed Keeter Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its contents. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

The Library's Conduct Policy also governs internet use; since screens are visible to the rest of the library, internet use that includes indecent, threatening, abusive, harassing, disruptive, dangerous, or criminal content (including text, sound, and/or images) is prohibited. One infraction will result in the user losing Internet privileges for 30 days. Upon second infraction, computer privileges will be terminated.

Additional policies:

- Patrons with fines \$3.00 or more will not be permitted to use the Internet.
- In busy times, patrons with Saginaw Library cards will be limited to three 1-hour sessions per day, and guests will be limited to one 1-hour session per day.
- Each user must have read and agreed to the Internet Use Policy.
- Anyone under 18 must have a parent's permission to use Internet.
- Children under the age of 13 must be accompanied by a parent or legal guardian at all times while on the computer.
- Users must not leave children unattended in the Library while using the computers.
- No more than two patrons at a computer at one time.
- Boisterous or unruly behavior will not be tolerated, and may result in the loss of Internet privileges.
- Food and drink are not permitted near the computers.
- Charges for printing will be \$.25 per page. Patrons should not print until final copy is ready. All printed pages will be paid for by the user. If unsure of printing procedures, ask for assistance.
- Users will cease use of computers and printers 15 minutes prior to Library closing.
- Users are responsible for any damage to library computer hardware or software.
- The Library is not responsible for users' loss of data due to computer shutoff, glitches, or errors.
- While the Library has measures in place to safeguard security and privacy by frequent deletion of data from public computers, users are responsible for ensuring that their personal information is not visible or available to others.
- Library staff assistance will be minimal and based on availability. One-on-one instruction is not available. All users should work quietly and independently without interrupting others.

Failure to abide by these rules could result in loss of internet privileges.

*Revised by Library Board, 11 February 2003*  
*Revised by Library Board, 11 November 2003*  
*Revised by Library Board, 11 May 2004*  
*Revised by Library Board, 18 March 2010*  
*Revised by Library Board, 11 May 2010*  
*Revised by Library Board, 11 October 2016*

## TEXSHARE CARDS

The TexShare Card is a program of the Texas State Library and Archives Commission that provides access for Texas library card holders to other participating public and academic libraries throughout the state. The John Ed Keeter Library participates in this program to give Saginaw citizens access to an increased number of resources, and to welcome library users from our wider community.

### **Honoring TexShare Cards from Other Libraries**

TexShare borrowers from other libraries must be 18 years of age or older. Only one TexShare borrowing account is allowed per household.

TexShare borrowers will be entered into our Evergreen system on first visiting the Saginaw Library and are limited to two items for the first two weeks. Thereafter, a TexShare cardholder may check out up to fifteen items total in any combination of up to: fifteen books, three videos (only for adult library cards), five magazines, five audios, and five kits. The Saginaw Library's standard circulation policies regarding loan periods, renewals, returns, fines, lost items, etc. apply to TexShare borrowers.

Some services, including Interlibrary Loan, are not available to TexShare borrowers. They are encouraged to seek those services from their home library.

Borrowers must present a valid TexShare Card and photo ID showing permanent address. Borrowers are responsible for renewing their TexShare card at their home library.

### **Issuing TexShare Cards to Saginaw Patrons**

A TexShare Card will be issued, upon request, to Saginaw Library cardholders who meet the following requirements:

- Saginaw resident
- 18 years of age or older
- Saginaw Library cardholder for at least 3 months
- In good standing—no fines or overdue materials

TexShare Cards will expire 1 year from their issue date, and may be renewed in person at the Library.

*Approved by Library Board, September 9, 2003*

*Revised 13 January 2004*

*Revised 8 March 2005*

*Revised 9 November 2010*

*Revised 11 September 2012*

*Revised 10 January 2017*

## MEETING ROOMS

The John Ed Keeter Public Library of Saginaw provides one meeting room and three study rooms within the Library building. The Library welcomes use of its meeting spaces to facilitate the Library's mission to address the informational, educational, and cultural needs of the community. The Library Director or his/her designee is responsible for implementing this policy. Use of Library meeting spaces by any group signifies acceptance of the terms of this policy.

### Meeting Room

The meeting room is approximately 20 feet by 25 feet in size. Available for use are thirty-five chairs (maximum room capacity), six tables, erasable board on wall (only erasable markers should be used), electrical outlets, sink, microwave oven, and countertop. Bathrooms are located nearby.

### Study Rooms

Three small study rooms are available, equipped with a table, 4-10 chairs, a whiteboard, electrical outlets, and a TV screen with an HDMI connection for presentations. The rooms are not soundproofed, so some noise from Library activities could filter in. Noise created in the study rooms would certainly filter out into the library.

### Guidelines

- Meeting space reservations are available to any group or organization which is a **nonprofit organization** as recognized by the state and non-commercial in nature. The meeting room may not be used for religious or political purposes.
- All reservations are subject to space availability. The program, class, and meeting needs of the Library or the City may preempt any other scheduled event, and will take precedence over meeting room requests made by other groups. With a week's notice, a reservation may be cancelled to accommodate the Library or City needs.
- Use of the Library's meeting space does not constitute Library or City endorsement of viewpoints expressed by room users. Advertisements or announcements implying such endorsement are not permitted. No group may use the Library phone number or address as its own, except for the Saginaw Library Boosters and any future Library Foundation.
- All activities in the Library's meeting spaces must be open to everyone. No fees may be charged, no sales may be made, and no collections may be taken.
- The meeting space must be completely vacated prior to the Library's closing time, unless special permission is granted in writing by the Library Director or his/her designee at the time of the reservation confirmation.
- Smoking and/or alcoholic beverages are not allowed.
- Meetings will not be scheduled outside the regular operating hours of the Library.
- The Library cannot be responsible for children of meeting participants. Children under the age of 13 must be supervised by a parent or guardian at all times.
- Groups may not assign their reservations to other groups.

- To provide an opportunity for all groups to use the meeting room, a group may use the room only once each month. Exceptions may be made for Library or City related committees, organizations, or programs.
- All participants and attendees must conform to the Library's Conduct Policy.

### **Reservations**

Reservations must be made by an adult member of the requesting group with a valid John Ed Keeter Public Library card or valid TexShare card in good standing (no outstanding fines or overdue materials). Requests for use of the meeting room may be made in person, by telephone, by mail, or by fax. Requests must be made a minimum of forty-eight hours in advance of date requested. Requests will be honored on a first-come, first-served basis.

Requests to reserve the room on a monthly basis (only one day per month) may only be made for up to one year. After one year, groups must reapply within two weeks of last meeting of expired contract for usage of the room in order to allow equal opportunity to other organizations in the community to use the room.

Before a reservation is confirmed, the Library must be provided with a fully completed and signed Library Meeting Space Use Agreement Form, and payment of \$15 refundable clean-up fee (checks only).

Notice of cancellation should be made as soon as possible. After thirty minutes past their scheduled time, a group will forfeit its reservation. Groups with regular, recurrent reservations will forfeit all future scheduled dates if they fail to appear twice without cancellation notice.

### **Care and Use of Facilities**

Meeting room set-up is the responsibility of the user organization. All set-up and clean-up must be done during the organization's scheduled reservation time. Items to be displayed shall not be tacked or taped to walls or moldings. The meeting room should be left as it is found. If furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.

Furniture and/or equipment from other areas of the Library will not be brought into the Meeting Room without prior approval from the Library Director or his/her designee. Arrangements for the use of any personal furniture and/or equipment must be made at the time of scheduling, and approved by the Library Director or his/her designee. The Library assumes no responsibility for any personal furniture, equipment, supplies, or materials. The sponsoring group must provide any supervision and/or security necessary. Supplies, equipment, food, beverages, or personal effects cannot be stored or left in the Library meeting room after use.

All exits must remain unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

Any announcements or notices to publicize an activity should not be posted or distributed without prior approval from the Library Director or her/his designee.

Attendance at meetings will be limited to the capacity of the meeting room as listed in this policy. Seating and/or supplementary furniture are not allowed in corridors outside the meeting room. Groups using the meeting room are responsible for staying within the capacity of the room.

Simple refreshments such as coffee, doughnuts, box or sack lunches, may be served. Kitchen facilities, equipment, and supplies will not be provided by the Library.

All trash resulting from the meeting must be neatly deposited in available receptacles or removed by the organization.

The individuals (responsible agent) making the reservation, as well as the membership of the group represented by the responsible agent, will be held responsible for any and all damages that may occur as the result of the use of the facilities.

Permission to use the meeting room may be withheld from groups failing to comply with the Meeting Room Policy, and from any group that damages the room, floors, equipment, or furniture, or causes a disturbance.

Groups using the meeting room agree to indemnify and hold harmless the John Ed Keeter Public Library of Saginaw, and the City of Saginaw, its agents, and representatives, from any and all suits, claims, actions, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the meeting room, its furnishings, or equipment.

#### **Use without a reservation**

Meeting spaces are available to all library users on a first-come, first-served basis during any times when the room is not reserved. Schedules will be posted outside each room showing reservations. Meeting and study spaces may be used under the following guidelines:

- Rooms must be kept clean and orderly and all trash must be properly discarded.
- Boisterous, loud, or unruly behavior will not be tolerated.
- Users must not leave children unattended in the Study Room or unsupervised in the Library.
- Study Room users take full responsibility for any damages to Library materials or property.
- Room must be vacated immediately in the event of an approaching reservation or closing time.

*Revised by the Library Board*

*13 January 2014*

*Revised by the Library Board*

*11 March 2014*

*Revised by the Library Board*

*14 February 2017*

**JOHN ED KEETER PUBLIC LIBRARY OF SAGINAW TEXAS**  
**Library Meeting Space**  
**Use Agreement Form**

Requestor's Name \_\_\_\_\_ Request Date \_\_\_\_\_

Contact Information \_\_\_\_\_

Library Card Number \_\_\_\_\_

Name of organization \_\_\_\_\_

Purpose of organization \_\_\_\_\_

Event Type/Description \_\_\_\_\_

Date \_\_\_\_\_ Time & Duration \_\_\_\_\_

Number of Persons Expected to Attend \_\_\_\_\_

*Room assignments will be made by the Library based on group size and space availability.*

Contract expires on & check will be returned by the following date \_\_\_\_\_

Please check one option for the \$15 refundable clean-up fee check:

donate check to the library       shred check       responsible party will pick up

mail check to: \_\_\_\_\_

*Checks will be shredded if they have not been picked up after 30 days.*

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**FOR LIBRARY USE ONLY**

Check was returned/shredded/donated on \_\_\_\_\_

Librarian signature \_\_\_\_\_

Notes \_\_\_\_\_



## **EMERGENCY CLOSING and BAD WEATHER**

It is the policy of the John Ed Keeter Public Library to stay open as much as possible during bad weather, in order to continue providing services to the community. In the event of emergencies or hazardous travel conditions, the Saginaw City Manager will make decisions on whether city departments will be open or closed.

If the Library must close due to an emergency or bad weather, every effort will be made to notify patrons and citizens that the building is closed.

*Approved by Library Board*

*12 August 2003*

*Revised by Library Board*

*14 February 2017*

## **USE OF VOLUNTEERS**

The John Ed Keeter Public Library of Saginaw welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of the John Ed Keeter Public Library of Saginaw and the rules outlined in the Policy Manual, and are selected and retained for as long as the library needs their services. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers will not be used in place of hiring full- or part-time staff. Volunteers may apply for paid positions under the same conditions as other outside applicants. All volunteers must submit drivers' license numbers for possible background checks.

Approved by Library Board July 9, 2003

## **POLICY WITH REGARD TO THE AMERICANS WITH DISABILITIES ACT**

The John Ed Keeter Public Library of Saginaw fully intends to comply with the spirit and letter of the law with regard to its services and treatment of all patrons with disabilities.

To that end, this library will make every effort to inform its staff and volunteers of the law, awareness of the problem of the disabled, and the special services mandated by ADA.

The library will survey its physical facility for architectural barriers and make every effort to modify any existing problems, to the extent budget considerations allow and within a reasonable length of time.

The staff is aware that auxiliary services may be needed by disabled patrons. This may include assistance with the computer, large print materials, and a willing attitude to retrieve materials from shelves or to relocate activities to accessible areas.

The library will fully investigate any complaints alleging non-compliance with ADA.

Approved by Library Board April 8, 2003

## **CONTINUING EDUCATION FOR PERSONNEL**

Continuing education is preferred for the staff of the John Ed Keeter Public Library of Saginaw. The Director must qualify within population guidelines.

Educational growth and maintenance of certification will be encouraged through attendance at seminars, conferences, and workshops. Active participation in professional organizations is also encouraged. The staff is encouraged to become active, productive citizens through community programs and civic endeavors.

Approved by Library Board, September 12, 1995

Revised by Library Board, September 10, 2002

Revised

## **NON-BOOK MATERIALS**

Purchase of non-book materials shall be governed by the same principals and criteria applied to book purchases.

Approved by Library Board, November 14, 1995

**PROVISION FOR REVIEW OF POLICY**

This policy may be revised as time and circumstances require.

Approved by Library Board, April 11, 1995

**JOHN ED KEETER PUBLIC LIBRARY OF SAGINAW  
SERVICES TO THE HOMEBOUND POLICY**

**Patron Eligibility**

Homebound service will be provided to tax paying residents of the City of Saginaw living within 10 miles of the John Ed Keeter Public Library who are not able to come to the library.

“Homebound” is defined as being generally confined to the residence either temporarily, due to illness or accident, or permanently, due to age, disability or other mobility problems. A certificate of eligibility must be completed and signed by a medical doctor or other professional, other than the applicant’s immediate family, as part of the application for homebound service.

**Library card registration/use**

Each homebound patron must register for a library card if s/he does not already have one. There will always be two members of the library making the initial delivery to take care of registering a patron who does not have a card, and homebound patrons will retain their cards. A file containing the homebound services registration forms, including library barcode, will be maintained in the Evergreen online catalog notes section for the patron for use in checking out materials to these patrons.

**Delivery Schedule/Loan Period**

Materials will be delivered by a volunteer or staff member on a two week basis on a scheduled day. At the time new materials are delivered, the items from the previous delivery will be retrieved and returned to the library. Deliveries may be made Tuesday– Friday between 10 am and 2 pm.

**Fines/Fees**

There is no fee for homebound delivery. The library’s standard fee schedule will apply for damaged or lost items.

**Renewals**

No new books may be checked out until all other books are returned. The borrower will follow the library’s renewal policy.

**Materials Available for Homebound Delivery**

All formats of materials are eligible for homebound delivery, but items in high demand may be excluded. Item circulation restrictions do apply. Only materials owned by the John Ed Keeter Public Library are eligible for home delivery, but requests for purchase will be considered for

items that the library does not own. Each delivery will be limited to one bag of materials or approximately 15 items.

### **Homebound Environment Required for Delivery**

Patrons requesting homebound services must provide a safe and appropriate environment for volunteers or staff members who make deliveries to their homes and patrons must protect all library materials while in their custody. There must be two members of the library for each delivery made. Volunteers or staff members may choose not to enter a home, to leave a home immediately and/or to recommend suspension of the service if any of the following conditions exist:

- Pets are not confined (with the exception of service animals trained to assist a disabled person).
- A clear and safe path to the home, with snow shoveled and ice removed.
- Any person in the home is dressed in revealing attire.
- Any person in the home presents threatening behavior.
- Any person in the home uses abusive or obscene language, makes obscene gestures or displays obscene images.
- Any person in the home harasses the library's representative.
- Any person in the home exhibits signs of illness that may jeopardize the health of the library's representative and the library has not been notified of the illness.
- Any person is smoking inside the home at the time of the library's delivery.
- Any person is engaging in any illegal activity in the home at the time of the library's delivery.
- Any library material currently in the possession of the homebound patron appears to have been willfully defaced, mutilated or damaged while in the custody of the homebound person.
- Conditions in the home are unsafe or unsanitary.

If the volunteer or staff members must leave the home, deny service or wish to recommend suspension of service because the occurrence of any of the above is deemed to make the home environment for delivery unsafe or inappropriate, the volunteers and/or staff members shall provide the Library Director immediately with notice of why such action occurred together with any recommendation for length of suspension of service.

The Library Director shall send written notice to the patron of the reason for and the length of any continuing suspension of service. No suspension of service in excess of thirty (30) days shall be imposed unless it is recommended by the Library Director and approved by the Library Board. Any homebound patron may request in writing that the suspension of service be reviewed by the Library Board at the next monthly Board meeting.



## 3D PRINTER & SCANNER POLICY

The City of Saginaw Public Library System (the “Library”) maintains and furnishes a 3D Printer and 3D Scanner (“Equipment”) for sole use by library patrons (individuals with library cards issued by the Library). The maintenance and furnishing of the Equipment is not intended to create a forum for library patrons to express themselves, to encourage a diversity of views from private speakers or to enable library patrons to express themselves or create a diversity of views.

The use of the Equipment shall be consistent with the purpose of the Library, which include:

- To serve as an information resource for library patrons;
- To increase access to information and services by library patrons;
- To make useful and practical information available to library patrons; and
- To facilitate research, learning and recreational pursuits by library patrons.

In accordance with these purposes, the Library has developed policy and procedures for use of the Equipment (“Policy”). By signing this Policy, a library patron agrees to abide by these policies and procedures when using the Equipment:

**1. Administration.** The Library Director or his or her designee is responsible for administering this Policy. No library patron shall have a right to use the Equipment by virtue of this Policy.

**2. Certain Uses Prohibited.** Regardless of viewpoint, certain uses of the Equipment are prohibited and violate this Policy:

- a. Printing or scanning any object that is unlawful, threatening, abusive, tortuous, obscene, and racially, ethnically or otherwise objectionable;
- b. Printing or scanning any object that is intended to physically harm, or attempt to harm, an animal or person in any way;
- c. Printing or scanning any object that infringes upon a patent, trademark, trade secret, copyright or other proprietary rights of any party unless consent from the rights-owner has been obtained; The Copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. The Library reserves the right to deny a library patron’s use of the Equipment if, in his or her judgment, use of the Equipment would violate Copyright law.
- d. Printing or scanning any object or any part of an object that is regulated or requires a license to use or carry unless such person has the requisite license to use or carry the object printed.

**3. Usage Subject to Refusal or Revocation.** The Equipment is provided to further the purposes of the Library and not as a benefit to a library patron. In accordance with this Policy, including the stated purposes herein, the Library Director may refuse a library patron's request to use the Equipment at any time. Failure to abide by the Policy may result in revocation of the library patron's library use privileges.

**4. Agreement.** By signing this Policy, I indicate that I understand the terms of this Policy and agree to abide by this Policy when using the Equipment.

\_\_\_\_\_  
Printed Name\*

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Parent or Legal Guardian's Printed Name\*

\_\_\_\_\_  
Parent or Legal Guardian's Signature Date

\* A parent or Legal Guardian's signature is required if a library patron is under 18 years of age.

**Disclaimer:** While the Library and the Library Director make every effort to oversee the use of the Equipment, usage of the Equipment is not under the direction or control of the Library, the Library Director or the City of Saginaw. Neither the Library nor the City is responsible for any object created with the use of the Equipment, including any harm or injury incurred as a result of any usage of the Equipment.

*Revised and Approved by Library Board and City Council June 2014*

## **INTERLIBRARY LOAN**

The John Ed Keeter Public Library supports free access to information through participation in the Texas State Library's statewide resource-sharing program. Interlibrary Loan makes it easy for our patrons to access specific items that are not available in our library or consortium, and to make our collection accessible to other libraries.

### **INTERLIBRARY BORROWING:**

#### **Users**

Saginaw resident cardholders may request interlibrary loans. Patrons must be in good standing, with no overdue items or fines \$3.00 or over.

#### **How to submit a request**

Patrons may submit an interlibrary loan request online or in person.

#### **What can be borrowed**

Books, audio, videos, articles and photocopies from materials may be requested. Some requests may not be filled due to recent publication date, high demand, inability to locate, library restriction policies, item type, or rarity of item.

#### **Loan Period**

The loan period is designated by the lending library.

#### **Fees**

Most Interlibrary Loan transactions are free. If (in rare cases) the lending library charges a fee for an item, the patron requesting the item will be notified prior to filling the request and will be responsible for paying the fee at the time of pickup.

#### **Lost and overdue charges**

Lost, damaged, or stolen interlibrary loans are subject to the lending library's rules and regulations. Upon notice that an interlibrary loan cannot be retrieved, the person in charge of Interlibrary Loans will contact the lending library as to the charge of said material. Any charges for lost, damaged or overdue Interlibrary Loan materials are the responsibility of the borrower.

#### **Renewals**

Patron must give one week notice if wishing to renew his/her loan. Renewals may only be given with permission by lending library. No renewals can be made unless the library has been given proper notice.

### **INTERLIBRARY LENDING:**

#### **Users**

The John Ed Keeter Public Library will loan materials to all Texas libraries. Requests from other libraries will be reviewed on a case-by-case basis. All individuals wishing to borrow an item from our collection must initiate their request through a library.

**How to submit a request**

Texas libraries may submit requests online, or by mail, fax, or phone.

**What can be borrowed**

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions: Reference materials, newly acquired items, high-demand items, rare/fragile materials, periodicals and newspapers. The library reserves the right to evaluate and/or refuse any Interlibrary Loan request.

**Loan Period**

Items will be checked out to the borrowing library for six weeks. This allows for two weeks transit time and for a two week check out to the borrowing library's patron. If an item is not on reserve for another patron, the item may be renewed. There is a limit of two renewals.

**Fees**

The John Ed Keeter Public Library does not charge for lending materials.

**Lost interlibrary loan materials**

The Saginaw Public Library will assess a fee on a lost item equal to the replacement cost of the item. The borrowing library is responsible for the payment of this fee.

**Photocopies**

Up to 5 pages will be provided, with copyright limits. The charge for photocopies is 25 cents per page.

*Approved by Library Board*

*8 March 2016*