



# **SOUTHEAST OKLAHOMA LIBRARY SYSTEM**

**Operating Policies  
Updated January 19<sup>th</sup>, 2021**

## SEOLS Operating Policies

**SOUTHEASTERN PUBLIC LIBRARY SYSTEM OF OKLAHOMA  
OPERATING POLICIES  
Updated January 19<sup>th</sup>, 2021**

**GOVERNANCE & ADMINISTRATION**

ORIENTATION OF NEW BOARD MEMBERS.....	1
CRITERIA FOR SEOLS LIBRARY FACILITIES .....	2
EMERGENCY EXECUTIVE POWERS .....	9
BOARD TRAVEL POLICY .....	10
USE OF SYSTEM-OWNED VEHICLES .....	12
RETENTION OF E-RATE RECORDS.....	13
SOCIAL MEDIA ACTIVITIES .....	14
VIDEO SURVEILLANCE POLICY .....	15
FRIENDS OF THE LIBRARY POLICY .....	18

**FINANCIAL**

FUNDS MANAGEMENT AND INVESTMENT POLICY .....	20
FIXED ASSET AND CAPITALIZATION POLICY.....	22
GIFTS AND DONATIONS .....	24
PURCHASING .....	27
CASH HANDLING POLICY .....	30
CREDIT CARD USE POLICY .....	31
DISPOSITION OF SURPLUS EQUIPMENT .....	32

**CUSTOMER SERVICE & LIBRARY OPERATIONS**

RESOURCE SELECTION .....	33
CIRCULATION .....	42
BEHAVIOR.....	47
PEOPLE LEFT AFTER CLOSING .....	49
INTERNET USE POLICY.....	50
PUBLIC SERVICES POLICY .....	51
FEES AND CHARGES .....	56
MEETING FACILITIES.....	57
STUDY ROOMS .....	59

## SEOLS Operating Policies

ONLINE PAYMENTS .....	60
WEATHER OR EMERGENCY CLOSINGS.....	61
VOLUNTEERS .....	62
VOLUNTEER RECOGNITION .....	64

## **PERSONNEL**

CLASSIFICATION AND PAY .....	65
SERVICE RECOGNITION .....	67
EMPLOYEE HEALTH INSURANCE.....	69
PERSONNEL FILES .....	70
READING CENTERS .....	71

## **ORIENTATION OF NEW BOARD MEMBERS**

The Executive Director shall arrange to meet with a new Board member within a month of the appointment or at the earliest convenient time in order to begin the orientation process. The new member shall be given copies of:

- the By-Laws
- current policies
- the budget
- the most recent annual report and annual statistics
- the Long Range Plan
- the Oklahoma Library Code
- the Open Meeting Act
- a current directory of the System, with appropriate addresses and phone numbers, including Board members, committees, staff, libraries, and library hours
- a short history of the System
- the packet from the most recent Board meeting
- minutes of the past six months' Board meetings.

The Executive Director will seek to answer all questions the new member may have, and will loan the new member the current edition of "The Library Trustee: A Practical Guidebook" from the collection of the Service Center. The Executive Director will also obtain pertinent information from the new member for a press release which will be sent to the media in the new member's area.

At the first Board meeting a new member attends, immediately after the welcome and introduction of guests, a brief description of the Board's purpose, philosophy, and operation will be given, and an opportunity provided for the new member to ask any questions he/she may wish to of the Board and for the Board to provide background information on any topic to the new member.

An application for membership in the Oklahoma Library Association shall be promptly completed for new Board members and added to the next monthly claims.

App. 3/17/92

## **CRITERIA FOR SEOLS LIBRARY FACILITIES**

### **Introduction**

The Southeast Oklahoma Library System (SEOLS) serves the residents of Choctaw, Coal, Haskell, Latimer, LeFlore, McCurtain and Pittsburg Counties through a network of strategically placed service outlets. SEOLS provides six types of outlets.

1. **Full Service Library:** Provides access to a full range of library services and materials for the citizens of the community. Library customers have access to fiction and non-fiction materials in a wide variety of formats. Full service libraries provide services to customers of all ages. Trained library staff provides reference services, technology and training, reading guidance and library programs.
2. **Community Library:** Provides collections that focus on popular topics and best sellers. Community libraries provide services to customers of all ages, but special programming emphasizes children's services. Trained library staff provide technology and training, reading guidance and library programs.
3. **Browsing Library:** Provides popular materials for adults and a variety of children's and juvenile materials. Staff assists customers in selection of materials and access to computers and Internet. Programming emphasis is on children's summer reading.
4. **Bookmobile Stop:** Provides access to Wi-Fi; public computers; basic business services such as copying, faxing and scanning; and a small browsing collection.
5. **Reading Center:** Provides a small popular item collection.
6. **Wi-Fi Center:** Provides Wi-Fi access in communities with limited access to free Wi-Fi.

When a new outlet is requested, the municipality or independently incorporated entity making the request and SEOLS shall enter into negotiations to consider feasibility of service. If the SEOLS board determines there is feasibility, both parties shall consider an agreement to define each party's responsibilities for support and operation of the library or stop.

Materials owned by the library system are accessible to all the residents in the library system's service area and made available through regular delivery to all library customers.

### **Outlet Criteria**

#### Full Service Library Criteria

A proposed full service library service area should encompass a minimum population base of 3,000 potential users (as reported by the latest official census estimate) within a single incorporated community or be the only SEOLS library within its county. The town should have an identifiable center of commercial activity.

To maintain status as a full service library, an outlet is expected to maintain an annual circulation of at least 15,000 items with a minimum of 40 hours open to the public each week, or to be the only SEOLS library within its county.

#### *Proposed Full Service Libraries*

A municipality or independently incorporated entity shall provide and maintain funds for the

## SEOLS Operating Policies

building, utilities and maintenance. All other costs of a proposed library, including an equitable portion of shared library system costs, shall be supported by the county millage from the county wherein the library is located.

The proposed library building shall meet the following standards:

- Minimum of 6,000 square feet of useable space, designed for long term use and low maintenance.
- Appropriate, easily accessible location.
- Paved parking maintained by the building owner.
- Central heat and air conditioning with temperature control.
- Electricity sufficient to meet lighting, climate control and technology needs
- Lighting appropriate for reading.
- Carpeting or appropriate hard surface flooring to best meet service needs throughout the building.
- Public restroom facilities.
- Federal guidelines for ADA accessibility and safety.
- Exterior signage and lighting.

In addition, the municipality or independently incorporated entity shall agree to provide:

- Utilities.
- On-going maintenance of the physical facility.
- Janitorial services.
- Maintenance and janitorial supplies.
- Maintenance of the exterior building and grounds.
- Building safety and security.

The Southeast Oklahoma Library System shall provide for the operation of the library through provision of staff, technology, furniture and materials. In addition, the Library System provides access to centralized services, such as access to the library automation system, acquisition and processing of all library materials, and interlibrary loan.

The minimum responsibility for the Southeast Oklahoma Library System includes:

- Staffing that will include a minimum of three staff.
- Public computer systems that provide access to materials and technology, including databases and information resources through the automated catalog.
- Equipment to provide basic business services that include copying, faxing, and scanning.
- An in depth collection of materials to meet the informational and recreational reading needs of the citizens, to facilitate informal learning, and to encourage lifelong learning in a variety of formats.
- Programming will be determined by library floor space, staff availability, and community need.
- Strategic planning for the library, setting of annual priorities, setting of the branch materials budget, policy development and project planning.
- Regularly scheduled delivery of library materials and business communications.
- Regular, continuous training in the areas of library automation systems, reading guidance, reference services, programming, and excellent customer services.

## SEOLS Operating Policies

- The SEOLS Director will work with cities to inform them of building needs and plan with the local governments concerning needed library improvements and upgrades due to community growth, increased library usage and normal aging and wear and tear associated with public use, and to meet the criteria for effective library services as defined by standards provided by the Oklahoma Department of Libraries.

### Community Library Criteria

A proposed community library service area should encompass a minimum population base of 1,500 potential users (as reported by the latest official census estimate) within a single incorporated community. The town should have an identifiable center of commercial activity.

To maintain status as a community library, an outlet is expected to maintain an annual circulation of at least 10,000 items with a minimum of 35 hours open to the public each week.

### *Proposed Community Libraries*

A municipality or independently incorporated entity shall provide and maintain funds for the building, utilities and maintenance. All other costs of a proposed library, including an equitable portion of shared library system costs, shall be supported by the county millage from the county wherein the library is located.

The proposed library building shall meet the following standards:

- Minimum of 3,000 square feet of useable space, designed for long term use and low maintenance
- Appropriate, easily accessible location.
- Paved parking maintained by the building owner.
- Central heat and air conditioning with temperature control.
- Electricity sufficient to meet lighting, climate control and technology needs.
- Lighting appropriate for reading.
- Carpeting and appropriate hard surface flooring to best meet service needs throughout the building
- Public restroom facilities.
- Federal guidelines for ADA accessibility and safety.
- Exterior signage and lighting.

In addition, the municipality or independently incorporated entity shall agree to provide:

- Utilities.
- On-going maintenance of the physical facility.
- Maintenance of the exterior building and grounds.
- Building safety and security.

The Southeast Oklahoma Library System shall provide for the operation of the library through provision of staff, technology, furniture and materials. In addition, the Library System provides access to centralized services, such as access to the library automation system, acquisition and processing of all library materials, and interlibrary loan.

The minimum responsibility for the Southeast Oklahoma Library System includes:

## SEOLS Operating Policies

- Staffing that will include a minimum of at least two staff.
- Public computer systems that provide access to materials and technology, including databases and information resources through the automated catalog.
- Equipment to provide basic business services that include copying, faxing, and scanning.
- A browsing collection of materials to meet the informational and recreational reading needs of the citizens, to facilitate informal learning, and to encourage lifelong learning in the most popular formats.
- Programming will be determined by library floor space, staff availability, and community need with an emphasis on children's services.
- Strategic planning for the library, setting of annual priorities, training of staff, setting of the branch materials budget, policy development and project planning.
- Regularly scheduled delivery of library materials and business communications.
- Regular, continuous training in the areas of library automation systems, reading guidance, reference services, programming, and excellent customer services.
- The SEOLS Director will work with cities to inform them of building needs and plan with the local governments concerning needed library improvements and upgrades due to community growth, increased library usage and normal aging and wear and tear associated with public use, and to meet the criteria for effective library services as defined by standards provided by the Oklahoma Department of Libraries.

### Browsing Library Criteria

A proposed Browsing Library service area should encompass a minimum population base of 700 potential users (as reported by the latest official census estimate) within a single incorporated community. The town should have an identifiable center of commercial activity.

To maintain status as a Browsing Library, an outlet is expected to maintain an annual circulation of at least 5,000 items with a minimum of 15 hours open to the public each week.

### *Proposed Browsing Libraries*

A municipality or independently incorporated entity shall provide and maintain funds for the building, utilities and maintenance. All other costs of a proposed library, including an equitable portion of shared library system costs, shall be supported by the county millage from the county wherein the library is located.

The proposed library building shall meet the following standards:

- Minimum of 1,200 square feet of useable space, designed for long term use and low maintenance.
- Appropriate, easily accessible location.
- Adequate parking space.
- Heat and air conditioning with temperature control.
- Electricity sufficient to meet lighting, climate control and technology needs.
- Carpeting and appropriate hard surface flooring to best meet service needs throughout the building.
- Public restroom facilities.
- Federal guidelines for ADA accessibility and safety.
- Exterior signage and lighting.

## SEOLS Operating Policies

In addition, the municipality or independently incorporated entity shall agree to provide:

- Utilities.
- On-going maintenance of the physical facility.
- Maintenance of the exterior building and grounds.
- Building safety and security.

The Southeast Oklahoma Library System shall provide for the operation of the library through provision of staff, technology, furniture and materials. In addition, the Library System provides access to centralized services, such as access to the library automation system, acquisition and processing of all library materials, and interlibrary loan.

The minimum responsibility for the Southeast Oklahoma Library System includes:

- A minimum of at least one staff.
- Public computer systems that provide access to materials and technology, including databases and information resources through the automated catalog.
- Equipment to provide basic business services that include copying, faxing, and scanning.
- A collection of materials that focuses on bestsellers and popular topics.
- Children's programming that will be determined by library floor space, staff availability, and community need with the majority being conducted during summer reading.
- Strategic planning for the library, setting of annual priorities, training of staff, setting of the branch materials budget, policy development and project planning.
- Regularly scheduled delivery of library materials and business communications.
- Regular, continuous training in the areas of library automation systems, reading guidance, reference services, programming, and excellent customer services.
- The SEOLS Director will work with cities to inform them of building needs and plan with the local governments concerning needed library improvements and upgrades due to community growth, increased library usage and normal aging and wear and tear associated with public use, and to meet the criteria for effective library services as defined by standards provided by the Oklahoma Department of Libraries.

### Bookmobile Stop

Any service area within SEOLS' incorporated area is eligible to request a Bookmobile stop. Because the Bookmobile can only frequent a limited number of locations, no promise of delivery to a stop is guaranteed even if a community meets the guidelines for a stop. All costs of a proposed bookmobile stops, including an equitable portion of shared library system costs, shall be supported by the county millage from the county wherein the bookmobile stop is located.

To maintain status as a bookmobile stop, an outlet shall circulate at least 60 items a month.

All proposed bookmobile stops shall provide the following:

- Paved or gravel parking lot with a reserved spot for each bookmobile visit.
- Site shall allow for a minimum one hour stop.
- Sufficient parking for 3-4 bookmobile customers.
- Clean restroom facilities available to bookmobile staff.

## SEOLS Operating Policies

### Reading Center Criteria

A proposed reading service area should encompass a minimum population base of 300 potential users (as reported by the latest official census estimate) within a single incorporated community. The town should have an identifiable center of commercial activity. All costs of a proposed reading center, including an equitable portion of shared library system costs, shall be supported by the county millage from the county wherein the reading center is located.

To maintain status as a reading center, an outlet is expected to operate a minimum of 9 hours open to the public each week.

The proposed library building shall meet the following standards:

- Minimum of 1,000 square feet of useable space, designed for long term use and low maintenance.
- Appropriate, easily accessible location.
- Public restroom facilities.
- Heat and air conditioning with temperature control.
- Electricity sufficient to meet lighting, climate control and technology needs.
- Carpeting and appropriate hard surface flooring to best meet service needs throughout the building.

In addition, the municipality or independently incorporated entity shall agree to provide:

- Utilities.
- On-going maintenance of the physical facility.
- Janitorial services.
- Maintenance of the exterior building and grounds.
- Building safety and security.
- Volunteers to operate the reading center during mutually agreed upon hours of operation, with an identifiable person in charge.
- Telephone and Internet service.
- Basic furniture and equipment.

The Southeast Oklahoma Library System shall provide for the operation of the library through provision of a small amount of technology and materials.

The minimum responsibility for the Southeast Oklahoma Library System includes:

- Public computer systems that provide access to materials and technology, including databases and information resources through the automated catalog.
- A leased copy machine.
- A Wi-Fi hotspot.
- At least \$1,500 annually for the purchase of materials.
- A collection of materials that focuses on bestsellers and popular topics.
- Regularly scheduled delivery of library materials and business communications.
- The opportunity to obtain at no cost surplus shelving and furniture from SEOLS libraries.

If any of the criteria listed above are not met for a period of ninety (90) consecutive days, or on

## SEOLS Operating Policies

request from the contracting party, SEOLS will initiate the closing of the reading center and remove materials provided by SEOLS.

### Wi-Fi Center Criteria

A proposed Wi-Fi Center service area should encompass a minimum population base of 200 potential users (as reported by the latest official census estimate) within a single community. All costs of a proposed Wi-Fi Center, including an equitable portion of shared library system costs, shall be supported by the county millage from the county wherein the library is located.

To maintain status as a Wi-Fi Center, an outlet is expected to allow the public outdoor access to SEOLS provided Wi-Fi at least between the hours of 8:00 am and 8:00 pm.

The Wi-Fi Center facility shall meet the following standards:

- Appropriate, easily accessible location.
- Heat and air conditioning with temperature control.
- Electricity sufficient to meet lighting, climate control and technology needs.

In addition, the building owner shall agree to provide:

- Utilities.
- On-going maintenance of the physical facility.
- Janitorial services.
- Maintenance of the exterior building and grounds.
- Building safety and security.
- Customer access to the parking lot between the hours of 8:00 am and 8:00 pm

The Southeast Oklahoma Library System shall provide for the operation of the Wi-Fi Center through provision of Internet service and all equipment necessary to provide Wi-Fi access.

The minimum responsibility for the Southeast Oklahoma Library System includes:

- Provision of Internet access for the general public.
- Wi-Fi access point and equipment timed to turn it off during agreed upon “closed” hours.
- In interior access is provided, SEOLS will provide at least one public computer that provides access to Internet, materials and technology, including databases and information resources through the automated catalog.

If any of the criteria listed above are not met for a period of ninety (90) consecutive days, or on request from the contracting party, SEOLS will initiate the closing of the Wi-Fi Center and remove all SEOLS property.

### **Outlet Reclassification**

The SEOLS Board may at its discretion change the classification of any outlet type. Generally, the Board shall consider usage as the primary factor when considering changing a classification. An increase or decline in usage should last a minimum of two years before the Board considers reclassifying an outlet.

Approved 1/19/2021

## **EMERGENCY EXECUTIVE POWERS**

The Southeast Oklahoma Library System (SEOLS) Board of Trustees grants to the Executive Director certain emergency powers to be exercised in response to an emergency threatening the continuity of SEOLS operations, SEOLS property or the health, safety and welfare of SEOLS patrons and staff. For purposes of this policy, an emergency shall be defined as any situation arising from unforeseen circumstances beyond the immediate control of SEOLS staff that places at risk the ability to perform essential functions of the SEOLS; constitutes a real and present danger to the health, safety and welfare of SEOLS patrons and staff, or creates a substantial risk of loss to SEOLS property.

The SEOLS Executive Director is hereby authorized to declare that an emergency exists and, in response to said emergency, to take all lawful actions necessary to ensure the continuation of essential library functions and to protect SEOLS property and the health, safety and welfare of SEOLS patrons and staff. Such temporary powers shall include, without limitation, the power to:

- Implement temporary, emergency practices and procedures, including closing or restricting access to libraries,
- Enter into contracts for any dollar amount necessary for the purchase of materials, equipment, supplies or services directly related to the emergency situation, provided such contracts are within the available budget approved by the Board of Trustees and entered into in a manner consistent with all applicable state and federal laws,
- Authorize the payment of wages for exempt and non-exempt hourly employees idled during periods of SEOLS closure,
- Waive, alter or suspend such Board of Trustees policies as the Executive Director deems necessary for an effective response to the emergency or to comply with executive orders or guidance from federal, state or local authorities.

The Executive Director shall, within 24 hours following the declaration of an emergency, notify the SEOLS Board of Trustees that an emergency has been declared, the nature of the emergency, and the circumstances giving rise to the declaration of an emergency. Such notice shall include a description of the specific actions taken or to be taken in response to said emergency. The chairman of the board shall respond with approval or disapproval of the declaration of emergency within 24 hours. The Board of Trustees shall vote to affirm the declaration of emergency and any action taken under this policy at its next meeting.

The emergency powers described herein will continue for the duration of the emergency, as determined by the Executive Director, or until terminated by action of the SEOLS Board of Trustees. The Executive Director shall give notice to the Board that the emergency has been resolved and that executive emergency powers shall be suspended.

App. September 15, 2020

## **BOARD TRAVEL POLICY**

Title 65, Article 4, Section 103 (d) of the Oklahoma Statutes authorizes payment of the actual and necessary travel expenses of system board member as authorized by the State Travel Reimbursement Act. (Title 74, Article 500 of the Oklahoma Statutes.) Accordingly, it is the policy of SEOLS to reimburse Board members for reasonable and properly documented travel expenses as follows. In all cases, reimbursement shall be at the actual cost when it is lower than the allowed limit.

### **Conference/Workshop Registrations**

According to 74 O.S. § 500.13, and generally at the published rate and upon proper authorization of the Board, registration costs for conferences or workshops will be reimbursed.

### **Lodging**

According to 74 O.S. § 500.9, and within the limits set by the Internal Revenue Code of 1986, as amended, lodging for conferences/workshops at a designated hotel, motel, or other lodging, or where lodging has been arranged by blocking of rooms or rate reductions for participants by the sponsor shall be reimbursed at the actual lodging expense, not to exceed the single occupancy room rate charged.

When a trustee's return home from an evening Southeast Oklahoma Library System Board of Trustees meeting is greater than 75 miles, the trustee may request the administrative office of the library system to reserve and pay for a hotel room at a nearby city or receive reimbursement for a stay.

If inclement weather prevents a trustee from returning home from a meeting of the SEOLS Board, the trustee may submit a receipt for reimbursement of the stay.

### **Meals**

If travel occurs requiring more than 4 hours of travel time, trustees may turn in meal receipts to be reimbursed at actual costs up to standard GSA rates.

If travel, excluding library system board meetings, requires an overnight stay away from home, meals will be reimbursed at the per diem rates allowed by 74 O.S. § 500.8, and within the limits set by the Internal Revenue Code of 1986, as amended. If travel requires an overnight stay of more than one night, the Executive Director may issue a per diem allowance in advance of travel. A per diem allowance issued before travel will be calculated according to rates published by the U.S. General Services Administration.

### **Mileage for Use of Private Vehicle**

Mileage will be paid at the standard mileage rate allowed by the Internal Revenue Service for reimbursable travel not taxable as income along with reasonable and documented toll road or

## SEOLS Operating Policies

parking fees directly relating to the library business involved. Reimbursement will be calculated using Google Maps to determine the distance between locations. No other expenses will be paid, i.e., gasoline, oil, traffic tickets, repairs, etc. Mileage will only be reimbursed if records of the Trustee's current liability insurance and driver's license are on file.

### **Out-of-State Travel**

Out-of-state travel must be pre-approved by the SEOLS Board. Reimbursement of expenses will be according to the State Travel Reimbursement Act, 74 O.S. § 500.1 et seq. Because registration, lodging, and meal rates for such travel are usually higher than for in-state or in-System travel, an estimate of anticipated costs is to be furnished when requesting the Board's approval.

The Board should consider the remaining length of term of trustees and the overall benefit to the library system when approving out-of-state travel.

App. 9/8/92; rev. 2/10/98, 1/10/06, 3/19/2019, 9/15/2020

### **USE OF SYSTEM-OWNED VEHICLES**

System-owned vehicles will be checked out through SEPLSO's Administrative Office to employees only. Trip logs shall be maintained showing the date, time, mileage, driver, and nature of the vehicle use.

System-owned vehicles bear tax exempt tags; therefore, they are to be used for library business only.

When system-owned vehicles are not in use, they will be kept on system premises unless temporarily located elsewhere for repairs.

App. 11/12/91, rev. 3/12/96

### **RETENTION OF E-RATE RECORDS**

**ALL RECORDS RETAINED 5 YEARS:** all records pertaining to the Southeastern Public Library System of Oklahoma's (SEPLSO) application for, receipt, and use of Universal Service Fund (E-Rate) funding, including all applications, bids, invoices for goods or services, etc. shall be retained for a period of five years after the last date of service in accordance with FCC Fifth Report and Order (Para. 47, FCC 04-190, adopted August 4, 2004.)

Approved 7/8/2008

## **SOCIAL MEDIA ACTIVITIES**

### **Overview**

This policy creates rules and guidelines for posting and creating content on any SEPLSO-operated social media page. It is not intended to restrict free speech rights of citizens or library employees. The guidelines described within this policy are intended to ensure SEPLSO's social media remains relevant to its mission while creating a safe and open place for sharing ideas and creating discussion.

The Executive Director must approve the creation of all social media accounts and shall be responsible for the administration and content of all accounts. The Executive Director may designate staff who may add social media content to the library's accounts. The Executive Director shall create guidelines for content that safeguard the image and purpose of the library.

Comments shall be moderated and the library reserves the right to remove or edit posts or comments that are unlawful or violate the following prohibitions.

### **Prohibitions**

- Sharing copyrighted information;
- Sharing personally identifying information such as birthdates or social security numbers;
- Sharing personal information by or about minors;
- Promoting goods and services not related to the library;
- Adding comments irrelevant to topics under discussion
- Using obscene, racist, insulting, profane, or threatening language

Comments or posts violating these standards will be removed and may result in the offending user being blocked from library social media accounts.

### **Privacy**

SEPLSO does not collect, maintain, or otherwise use personal information stored on any third party site, other than to communicate with users on that site, unless granted permission by users for library contact outside of the site. SEPLSO will not sell, distribute or disclose a library user's name or personal information, including email, unless required by law. SEPLSO will keep electronic reference requests confidential, however customers must understand online requests may not be secure.

### **Content**

Comments, posts, messages and any other contributed content on SEPLSO social sites become the property of SEPLSO. SEPLSO reserves the right to reproduce comments, posts and messages in other public venues, subject to copyright restrictions.

App. 9/13/11; Revised 9/17/19

## **VIDEO SURVEILLANCE POLICY**

**PURPOSE:** selected areas of SEPLSO libraries are equipped with digital surveillance cameras and recorders for the protection and safety of customers, employees, assets, property, and to identify persons breaking the law or violating the Behavior Policy.

The purpose of this policy is to establish guidelines for the placement and use of digital video surveillance cameras and still photographs, as well as the access and retrieval of recorded digital video images and still photographs at all SEPLSO libraries. Video monitoring and recording will be conducted in a manner consistent with all applicable laws and ordinances.

**LOCATIONS:** A notice is posted at the library entrance informing the public that security cameras are in use. Reasonable efforts are made to safeguard the privacy of customers and employees. The video security cameras are positioned to record only those areas specified by the CEO or designee, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without permission of the CEO.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library.

**ACCESS TO SURVEILLANCE IMAGES:** the library's technical support contractors, in the course of their normal duties, monitor and operate the live video security system. The CEO and technical support contractor personnel are authorized to view live images via offsite or mobile devices and senior SEPLSO staff specifically designated by the CEO may be granted similar authorization.

Only the CEO, technical support contractor personnel, and designated senior SEPLSO staff are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Library Code of Conduct. Authorized individuals, with notice to the CEO, may ask other staff to review recorded data to ascertain security concerns related to a specific incident.

Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system.

**USE OR DISCLOSURE OF SURVEILLANCE RECORDS:** all surveillance video recordings and still photographs made with SEPLSO's digital video or still cameras are the property of SEPLSO. The recordings and still photographs may be used by authorized individuals to identify those

## SEOLS Operating Policies

responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Video records may be shared with authorized library employees when appropriate or, upon approval by the CEO, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Video records shall not be used or disclosed other than as specifically authorized by this policy.

Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials (Apatron information@), and will be accorded the same level of confidentiality and protection provided to library users by Oklahoma state law (including, but not limited to 65 OS ' 1-105, ADisclosure of Records@), SEPLSO policies, and the American Library Association's policies on confidentiality and privacy.

All requests by law enforcement for security camera footage or still photographs will be referred to the CEO, or if the CEO cannot be contacted within a reasonable time, to the Administrative Manager or other designee. If the CEO or designee determines that the release of the images should be authorized, they will authorize technical support contractor personnel to provide a copy of the images in an appropriate media format, together with a letter stating that the images are provided in good faith, but with the possibility that the date/time stamp on the images may not be accurate and that SEPLSO is to be held harmless in providing the images.

In the event of a search warrant, which is executable immediately, the staff member in charge will comply with the search warrant, and promptly notify the CEO, who may consult with legal counsel. Upon receipt of a subpoena or other court order, the CEO shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, the CEO shall insist any defect be remedied before releasing records which contain patron information.

Confidentiality/privacy requirements prohibit the general public from viewing security camera footage that contains customer information. If the library receives a request from the general public to inspect security camera footage which contains customer information, the general public will be advised to file a police complaint.

**RETENTION OF SURVEILLANCE IMAGES:** images from the libraries' video security systems are stored digitally on hardware in the library. Security camera footage is kept confidential and security recording equipment is housed in a locked area. Recordings are kept for no longer than

## SEOLS Operating Policies

28 days in accordance with the library's records retention schedule, unless required as part of an ongoing investigation or litigation.

**UNAUTHORIZED ACCESS AND/OR DISCLOSURE:** a breach of this Policy may result in disciplinary action up to and including dismissal. Any SEPLSO employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to immediately inform their supervisor, who will immediately inform both the CEO and the technical support contractor.

Approved, 11/23/15

## **FRIENDS OF THE LIBRARY POLICY**

The purpose of this policy is to define the relationship and responsibilities in working with Friends groups formed to support branches of the Southeastern Public Library System of Oklahoma.

### **Definitions**

Any recognized 501C3 non-profit organization of volunteers that aims to assist and support the goals of SEPLSO or its branches is considered a Friends of the Library organization, hereafter referred to as FOL. Friends of the Library may exist in support of a particular branch library.

### **Support of FOL Activities**

SEPLSO shall generally support and assist in the promotion of FOL activities that raise awareness of FOL or raise funds for FOL, provided such activities do not conflict with SEPLSO policy, procedures or activities. Current SEPLSO policies and long range plan will be furnished to each FOL to assist their support of SEPLSO branches. The Executive Director will work with head librarians to make a wish list of items not covered by the library's normal operating budget available to FOL groups.

Head librarians are expected to communicate regularly with FOL boards and to attend their meetings. Such time shall be considered work time for SEPLSO. Head librarians shall make FOL aware of SEPLSO policy and goals so that they may better direct their library support efforts. FOL are welcome and encouraged to use library meeting room spaces if they are not scheduled for library business.

SEPLSO staff are allowed to collect money on behalf of the FOL with prior approval from the Executive Director.

### **Donations from FOL**

All gifts and donations are subject to the SEPLSO Gifts & Donations Policy.

### **Conflict of Interest**

SEPLSO Staff are allowed to join FOL groups but:

- May not be an officer in a FOL group,
- May not conduct bank transactions for a FOL group,
- May not engage in FOL activities that interfere with their duties as an employee of SEPLSO, and
- May not count time in service to FOL groups as time worked without the approval of the Executive Director or in the exceptions listed for Head Librarians above.

### **Discarded Materials**

SEPLSO branches are permitted to give to FOL groups discarded informational materials for the purpose of selling. In order to accept discarded materials, FOL groups must commit to organizing and managing sales with their own volunteers and membership. SEPLSO will make library space

## SEOLS Operating Policies

available for FOL book sales if sufficient notice is provided. Income from book sales organized and conducted by FOL groups shall be retained by the FOL for use at their discretion. Income from book sales organized and conducted by SEPLSO staff may be retained by SEPLSO for use at the local branch that sold the materials or collected and donated to the local FOL group.

App. November 14, 2017

## **FUNDS MANAGEMENT AND INVESTMENT POLICY**

### **Purpose**

To guide and direct the management of revenue legally available to SEPLSO in accordance with Oklahoma Statutes, Title 65, Section 4-107, (Financing of Library Systems).

### **Scope**

This policy applies to all public funds of SEPLSO. These funds may be kept in various accounts of SEPLSO and include the general operating fund, local accounts, special revenue funds, debt service funds, capital project funds, reserve funds, restricted funds, trust funds, and any new funds that may be established by Southeastern Public Library System of Oklahoma in the future.

### **Objectives**

- \* Legality: to conform to all federal, state and other legal requirements;
- \* Safety: to adequately safeguard the principal;
- \* Liquidity: to maintain sufficient liquidity to meet current operating requirements and those reasonably anticipated;
- \* Return: to obtain a market average or better rate of return thru the budget cycle; and
- \* Simplicity: to minimize the cost and time of financial transactions.

### **Delegation of Authority**

Responsibility for the library system's investment activity is delegated by the SEPLSO Board of Trustees to the SEPLSO Executive Director and/or the Administrative Manager, who shall be bonded. These two persons shall work with the contracted SEPLSO Accountant who is a licensed CPA.

### **Reserve**

It is the Board's intent that the SEPLSO Executive Director shall seek to maintain a reserve fund equal to at least 3 months of the operational budget and, at the beginning of the fiscal year, 6 months, so as to cover operations until the next major inflow of ad valorem funds is received. The reserve funds may be kept in checking accounts or in investment accounts that can be withdrawn within a seven-day span.

### **Judgement**

All SEPLSO investment activities shall use the "business judgement rule," which requires the presumption that in making a business decision, the directors of a corporation acted on an informed basis, in good faith and in the honest belief that the action taken was in the best interests of the company.

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the ability of the Southeastern Public Library System of Oklahoma to manage effectively.

## SEOLS Operating Policies

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of this policy or which could impair their ability to make impartial investment decisions.

### **Scheduling**

SEPLSO shall spread out its deposits and investments by maturity scheduling. This may also be accomplished through seeking competitive quotes from multiple area financial institutions.

### **Allowable Deposits and Investments**

- \* Interest-bearing accounts, certificates of deposit or interest-bearing time deposits at FDIC insured commercial banks located within the United States;
- \* Notes, bonds, treasury bills or other securities, which are guaranteed by the full faith and credit of the United States of America or its agencies;
- \* Money market mutual funds registered under the Investment Company Act of 1940.

### **Collateralization**

All deposits in excess of FDIC limits shall be collateralized. Collateral instruments shall be negotiable obligations of the US Treasury or any agency or instrumentality of the United States government. Collateral instrument shall have a market value of at least 100% of the deposit balance. The collateral shall be held in the name of SEPLSO by a third party institution. This safekeeping shall be documented by an approved written agreement.

### **Reporting**

The Administrative Manager shall maintain a monthly record of transactions. The Administrative Manager or Executive Director shall make a monthly written report of investment proceeds to the Board of Trustees.

### **Review**

SEPLSO's Budget Committee will review SEPLSO's investments at least twice a year.

### **Controls for SEPLSO Funds**

In addition to these guidelines, the Executive Director or designee shall establish a system of internal controls designated to prevent loss, theft or misuse of funds. The SEPLSO Executive Director shall establish an annual independent review that insures compliance with this policy. This review shall be accomplished with an external auditor.

App. 9/13/11, 5/9/17, 9/18/18, 3/21/2020

## **FIXED ASSET AND CAPITALIZATION POLICY**

### **Purpose**

This accounting policy establishes the method of maintaining fixed asset information and the minimum cost (capitalization amount) that shall be used to determine the fixed assets that are to be recorded in Southeastern Public Library System's annual financial statements (or books).

### **Fixed Asset Definition**

A Fixed Asset is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; **and** (2) was acquired or produced for a cost of \$1,000.00 or more. Fixed Assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes. For Fixed Asset purposes, the purchase of informational materials, databases and downloadable content will not be considered capital items.

### **Maintenance of Fixed Asset List**

A Fixed Asset List shall be maintained by the organization's Admin & Fiscal Officer and shall be reviewed annually by the Board Treasurer and Executive Director at the close of fiscal year, to ensure the document is accurate and up to date. The following information will be captured:

- Assigned asset number
- Description of the asset
- Asset Category (Furniture & Fixtures, Computer Equipment)
- The date the asset was placed in service
- The asset's cost or acquisition value
- The asset's salvage value, if any
- The asset's estimated useful life

### **Capitalization Thresholds**

Southeastern Public Library System establishes \$1,000.00 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in Southeastern Public Library System's financial statements (or books).

### **Capitalization Method and Procedure**

Fixed assets shall be recorded at historic cost as of the date acquired or, if the cost is not readily determined, at estimated historic costs. Cost shall include applicable ancillary costs (i.e. shipping and delivery cost, installation cost, other costs associated to the asset).

Tangible assets costing below the aforementioned threshold amount are recorded as an expense for Southeastern Public Library System's annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expenses for financial statement purposes, regardless of the acquisition or production cost.

### **Useful Life**

The useful life of an asset is that period during which the asset provides benefits. Estimates of useful life consider factors such as physical wear and tear and technological changes that bear on the economic usefulness of the asset. The following summarizes the useful life for each type of currently held property and equipment:

## SEOLS Operating Policies

- Furniture and Fixtures..... 7 years  
Vehicles ..... 5 years
- Computer & Technology Related Equipment..... 3 years

### **Depreciation Method**

The organization has established the straight-line methodology for depreciating all fixed assets. Depreciation will begin in the month the asset is placed in service. Under the straight-line depreciation method, the basis of the asset is written off evenly over the useful life of the asset. The amount of annual depreciation is determined by dividing an asset's cost reduced by the salvage value, if any, by its estimated life. The total amount depreciated can never exceed the asset's historic cost less salvage value. At the end of the asset's estimated life, the salvage value will remain.

### **Recordkeeping**

Invoices substantiating acquisition cost of each unit of property shall be retained for a minimum of four years after disposition of the asset.

App.11/13/18

## **GIFTS AND DONATIONS**

SEPLSO and all of its library users benefit greatly from the continuing generosity of citizens and organizations. Gifts and donations that further SEPLSO's mission and enhance its collection and services are generally welcome and encouraged.

**USEFUL & APPROPRIATE TO LIBRARY MISSION** - Acceptance of any gift or donation should only occur if the gift or item will be genuinely useful and appropriate to SEPLSO's mission as a public library. Any conditions or obligations other than appropriate acknowledgment will be reason to decline an offered gift. (Note: grants, including local community chest allocations, are considered to be contracts, not gifts.)

**GIFTS TO BE USED AS THE INTENDED BRANCH WISHES** - SEPLSO's individual libraries are not legally separate entities. Therefore, when a gift is given to a SEPLSO library (rather than to another legal entity such as a city, foundation, or incorporated friends group), the gift becomes the property of SEPLSO and is to be handled in compliance with SEPLSO's policies and procedures. Each gift shall be used to benefit the specific branch library it was intended for and according to that library's wishes. Gift materials which are cataloged and processed by SEPLSO libraries are property of SEPLSO.

**MAKING GIFTS TO THE APPROPRIATE ORGANIZATION** - When a gift is offered, the branch librarian shall determine from the prospective donor the nature and intended use of the gift and see that the gift is made to the appropriate organization. Gifts of library materials are properly given to the library (SEPLSO). Gifts intended to enhance the operations of the library or its equipment are given either to the library (SEPLSO) or to a local library friends group or similar incorporated nonprofit organization. Gifts intended for building improvements should be given to the city, foundation, or other organization responsible for funding such improvements. When in doubt about the appropriate recipient, the branch librarian shall consult with the Executive Director.

**PUBLICITY, GIFT PLATES & OTHER ACKNOWLEDGMENTS** - Written acknowledgment of all non-incidental gifts is proper. For gifts under \$100, a short thank you in a standard format is suitable. When requested, new library materials given and placed in the collection may be identified by bookplates. A gift item of equipment or furniture may be identified with an attached small, engraved plate on the item. Suitable acknowledgment of gifts of property or buildings will be determined by the SEPLSO Board. Gifts may be publicized in the local media, if acceptable to the media and all parties concerned. No other conditions for acknowledgment or display of gift materials will be considered.

The Internal Revenue Service requires that the value of library materials given to a library must be determined by the donor, not the library. A written acknowledgment of the number, type, and condition of donated library materials will be given to donors on request.

## SEOLS Operating Policies

**LARGE GIFTS** - All gifts to SEPLSO over \$2,500, whether in cash or in kind, may be accepted by the branch librarian subject to the formal approval and acceptance by the Board of Trustees.

**CONDITIONS** - Gifts or donations with conditions or special obligations are not encouraged, and any such gift must be formally approved and accepted by the Board of Trustees. Should the Board accept such a gift, an expiration time for the conditions or obligations shall be specified in the Board's action and in any written agreement.

**LOCATION & DURATION** - Many gifts are given with the expectation that, except for temporary sharing through interlibrary or interbranch loan, they will be housed, for their useful life, in the branch library where they were given. SEPLSO will honor such expectations, until the item needs to be moved or is no longer useful, when a reasonable effort shall be made to contact the donor and offer the item back or ask the donor's approval of its proposed disposition. Gift plates must be removed before items are discarded.

**LIBRARY MATERIALS** - Any and all gifts and donations of library materials, new or used, may be accepted, but only with the clear understanding that the library has the unqualified right to add or not add the materials to its collection, using its normal standards for selection and retention of materials, and that gift materials not added to the collection will be discarded in the same way as library materials.

Any donation of library materials may be acknowledged with a standard form on which the number, type, and condition of the materials is indicated. Use of the form is required for any donation of more than 100 items or whenever an acknowledgement is requested. In compliance with IRS regulations, SEPLSO employees are strictly forbidden from making any estimate of the value of donated materialsCnot even a restatement of the donor's declaration. However, a valuation space will be provided on the acknowledgment form for the donor's use.

Cash gifts designated for the purchase of specific library materials may be accepted, and are particularly suitable for use as memorials. The materials purchased shall be acceptable to both the branch librarian and the donor. Unless otherwise requested by the donor, memorial materials should be durable, attractive, and not likely to be quickly dated.

Offered materials that are in a deteriorated condition (e.g., badly worn, musty, damp, or vermin-infested, etc.) are to be politely refused.

A limited amount of gift materials of types which would not ordinarily be purchased may be placed in the collection, such as privately printed literature, expensive material of limited interest, or religious denominational information, provided appropriate space is available, no conflict with the library's normal operations, mission, or policies is apparent, and the collection is not significantly imbalanced by the added material.

## SEOLS Operating Policies

**MONETARY GIFTS** - Cash gifts, bequests, trusts, or other financial gifts may be accepted. Gift funds given to the library are to be properly acknowledged by receipt to the donor and are to be forwarded, according to standard procedures, to the Service Center, where they will be credited to the appropriate accounts until used as authorized by the branch librarian.

**FURNITURE, EQUIPMENT & PROPERTY** - The present and future usefulness and operating costs of offered gifts of furniture, equipment, or property must be carefully considered. Used equipment not immediately and economically repairable or without convenient ongoing service and support should be declined.

App. 10/14/80; rev. 3/14/95

## PURCHASING

**HOW MADE:** All purchases of supplies, materials, equipment or services for the Southeastern Public Library System of Oklahoma (SEPLSO) shall be made by the Executive Director (hereinafter the Director); or other SEPLSO personnel in accordance with purchase authorizations issued by the Director. The Director shall establish and maintain a purchasing procedure to:

- a) Assure that each encumbrance is a legal and just claim, and is within the authorized available balance of the appropriate budget categories;
- b) Certify that purchased items are satisfactorily received;
- c) Provide accurate records for audit, such records to be kept on file for at least five years.

SEPLSO's business office shall be the central purchasing agency through which requests for the purchase of all library materials and operational items are routed and accounted for. The Administrative Manager shall be the designated Encumbering Officer.

The Encumbering Officer shall control the use of credit cards (including bank cards such as VISA and gasoline credit cards), which may be used in accordance with this policy and the budget for travel expenditures, telephone purchases from mail order firms, and other purchases where use of a credit card is deemed the most appropriate way to make the purchase.

**BASIS FOR PURCHASING:** Purchases are made on the basis of price, quality, service, availability, and other pertinent factors considered to be in the best interest of SEPLSO.

**BUYING LOCALLY:** SEPLSO prefers to buy locally, i.e., buy needed items and services from suppliers located in and paying taxes directly in support of the library system.

If all other factors are equal, a purchase should be made from an in-system vendor whose price is not more than 5% higher than the lowest and best out-of-system vendor.

**PURCHASES WILL NOT BE MADE FROM:** SEPLSO will not knowingly purchase any item from:

- a) Members of the Board of Trustees of the Southeastern Public Library System of Oklahoma, or their spouses;
- b) Employees of the Southeastern Public Library System of Oklahoma, or their spouses;
- c) Children, parents, grandparents, grandchildren, brothers, and sisters of the above individuals and their spouses;
- d) Any business entity in which any of the above individuals has a pecuniary interest, including owning over 5% of the stock, or other direct or indirect gain resulting from such purchases.

This policy does not prohibit purchases from any business entity in which an individual defined above is employed or owns 5% or less of the stock, but who does not have a pecuniary interest (beyond employment or stock ownership) as defined above. Where there is a compelling interest, the Board of Trustees may authorize a specific, limited, exception to the above prohibitions, except as prohibited by statute (see 62 O.S. 1991, § 371).

## SEOLS Operating Policies

**COMPETITIVE BIDS:** Major purchases, including equipment, furniture, capital goods and construction projects, expected to cost \$10,000 or more, and not listed under State Contract, shall be made via a formal bidding process. Purchases of supplies, equipment, furniture, or services expected to cost more than \$2,500 but less than \$10,000 shall normally be made using an informal bidding process including tabulated, documented quotes or bids from three or more vendors.

All formal bids shall be sealed and shall be opened in public at a time and place specified in the bid request, with a SEPLSO Board member present. The Director may repeatedly reject all bids and again may submit to the same, or other, vendors the request for quotation (or invitation to bid), and/or again publish notice of the proposed purchase.

The Director shall analyze the bids received, and recommend to the Board of Trustees the bid which is most advantageous to SEPLSO, considering price, quality, date of delivery, and other pertinent factors. Final decision to purchase shall be made by the Board of Trustees. The Board of Trustees reserves the right to reject any or all bids, and to waive any technicalities or formalities.

In the event of a tie bid, purchase may be made from one of those tying, or the purchase may be divided among those tying, always accepting the bid or bids most advantageous to SEPLSO.

Contractual services of a professional nature such as engineering, architectural, legal, insurance, janitorial, and certified public accounting, etc. shall be let out for bids at least every three years.

The Director shall review all contracts at least annually and, depending on vendor performance, shall submit a recommendation regarding extension, renewal, cancellation or rebidding to the Board of Trustees. All contracts in force for three consecutive years which exceed \$2,500 in any one year shall be subject for rebidding at the end of the third year unless this requirement is waived by the Board of Trustees.

**E-RATE:** in selecting service providers for all eligible goods and/or services for which Universal Service Fund (AE-Rate@) support will be requested, the Director shall:

- a) make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and SEPLSO procurement processes included in its documented policies and procedures;
- b) wait at least four week after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers;
- c) consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered; and
- d) keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

**WHEN COMPETITIVE BIDDING IS NOT REQUIRED:** The following may be purchased without giving opportunity for competitive bidding:a) Budgeted items listed under Oklahoma state, multi-state (including Oklahoma), or federal government contract may be purchased directly from the vendor, without further bid procedure required;

## SEOLS Operating Policies

- b) Supplies, materials, or equipment when purchased at a price not exceeding a price set therefor by the state purchasing agency or any other state agency hereafter authorized to regulate prices for things purchased by the state (whether such price is determined by a contract negotiated with a vendor or otherwise);
- c) Library materials, e.g., books, periodicals, audiovisual materials, binding, etc., which are purchased at the best discount available consistent with service, date of delivery, and other pertinent factors;
- d) Supplies, materials, or equipment which can be furnished only from a sole source, or which have a uniform price wherever bought;
- e) Supplies, materials, or equipment purchased from another unit of government at a price deemed below that obtainable from private dealers;
- f) Services (gas, electricity, telephone services, etc.) purchased from a public utility at a price or rate determined by the State Corporation Commission or other government authority;
- g) Where proposed equipment and/or services vary to the extent that sealed bids are not practical, detailed proposals may be accepted in lieu of such bids.

**EMERGENCY SITUATIONS:** In an emergency situation requiring swift action, when no regular or emergency Board of Trustees meeting is scheduled or practical under the situation, the Director may contract to handle the emergency; with all reasonable efforts to advise individual board members of the emergency action having been exerted by the Director.

App. 6/13/89; rev. 7/18/89, 1/14/92, 5/9/95, 5/11/99, 6/8/04, 7/8/08 & 6/9/09

## **CASH HANDLING POLICY**

### **Purpose**

This policy provides guidelines for the handling of cash by library staff related to circulation, copying and lost material fees as well as fund raising events.

### **Receipt of Cash**

All transactions involving the receipt of cash in SEPLSO branches must be recorded in a manner established by the Executive Director. Staff are expected to accurately record the amount and type of each transaction. Money received must be counted at the end of each business day and verified by the branch manager. At the beginning of each week, the branch manager is to submit a remittance of all cash received the prior week to Administration.

Upon receipt, Administration will verify and document the amount of remittance before depositing in the bank.

SEPLSO does not accept checks for payment of fines, lost or damaged materials, or fees for services such as copies and faxing.

### **Safeguarding Cash**

All cash received is to be kept in a locked location overnight. When the branch managers accept the daily funds, they should store all cash for a week in a secure office if possible. The counting and handling of money should be done out of sight of the general public.

### **Expenditures from Cash**

Expenditures from cash should only be made in the rare circumstances when central purchasing, invoicing or the use of a company credit card will not suffice and immediate payment is required. Expenditures from cash must not exceed \$25.

All expenditures from cash must be documented. A record of the expenditure (all receipts) must be signed by a staff member and the Branch Manager. The record must contain the following information: date, name of recipient, reason for payment and amount of payment. Managers must submit records of expenditure with their branch's weekly remittance.

No staff reimbursements shall be made with cash. When reimbursements are necessary, staff shall submit a formal reimbursement request as established by the Executive Director.

App. 3/19/2019

## **CREDIT CARD USE POLICY**

Southeastern Public Library System of Oklahoma (SEPLSO) wishes to use credit cards to streamline and enhance the purchase of Library materials and supplies.

The total combined authorized credit limit of all Library credit cards shall not exceed 1% of the total budget for the current fiscal year.

Limits will be placed on each card based on budget and role of each authorized user. Pre-approval of credit card usage is required by the Executive Director for purchases in excess of \$500.

The balance due shall be paid on or prior to the due date from the Library checking account only after review by administrative personnel and approval by the Library Director.

**ISSUANCE:** The Executive Director shall be responsible for the issuance, monitoring and retrieval of system credit cards and for overseeing compliance with this Credit Card Policy. The Administrative Manager shall be responsible for reconciliation of all credit card bills. An employee using a SEPLSO-issued credit card is responsible for the protection and custody of the card and shall immediately notify the Executive Director or Administrative Manager if the card is lost or stolen.

The Executive Director is authorized to issue SEPLSO credit cards to Head Librarians, the Technical Services Librarian, the Administrative Assistant, and the Administrative Manager.

Unauthorized use of a Library credit card by any employee shall be cause for disciplinary action up to and including dismissal. The employee will be held responsible for the payment of unauthorized purchases. Employees must surrender the Library credit card immediately upon termination.

**USE OF CREDIT CARDS:** An employee using a SEPLSO credit card must submit a form showing an itemized list of goods or services purchased with the card, the cost of purchase, date of purchase and official business for which purchased to the Administrative Manager. The original sales receipt must be signed by the employee cardholder and should be attached to the form.

Credit cards shall be used only by the employees to whom they are issued and shall be used only for the purchase of goods or services for the official business of SEPLSO.

App. May 9<sup>th</sup>, 2017

## **DISPOSITION OF SURPLUS EQUIPMENT**

**DETERMINE OWNERSHIP:** when an item of equipment is no longer needed or wanted, the ownership of the item must be determined. If owned by someone other than SEPLSO, it will be necessary to contact the owner for instructions on disposition of the item.

**USE ELSEWHERE:** whenever possible, equipment owned by SEPLSO that has been declared surplus by one branch or department shall be offered and placed for use in another branch or department.

**PRIORITIES:** the following priorities shall be observed in disposing of surplus equipment:

- first: gift to one of SEPLSO's reading centers, if they want it
- second: sale or gift (depending on the item(s) and the estimated value) to other libraries
- third: sale or gift to a 501(c)3 nonprofit corporation located within SEPLSO's service area
- fourth: sale to the public at large
- last: recycling (if available) or other appropriate trash disposal.

**SALE:** the Executive Director is authorized to approve and arrange the disposal of any surplus SEPLSO equipment item with a current estimated value of up to \$400. Disposal of any item with a value above that amount must be authorized by the Board.

**MUST BE REPORTED:** the disposition of all surplus items of equipment must be reported to the Service Center, so that the inventory records are kept current.

App. 3/12/96; rev. 3/13/12, 6/18/19

## RESOURCE SELECTION

### Purpose

Free and convenient access to ideas, information, and creative expression is vital to the well-being of every citizen. SEPLSO supports the ALA Library Bill of Rights and Freedom to Read Statement. The guidelines contained within this policy are intended to ensure unbiased and inclusive selection of all subjects and topics from all viewpoints.

The purpose of the Southeastern Public Library System of Oklahoma materials selection policy is:

- a) To provide guidelines for the staff as they select materials for the libraries they are responsible for.
- b) To acquaint the general public with the principles of selection used to acquire materials for the libraries.

### Service Population

SEPLSO provides access to ideas, information and creative works for all residents living or working in its service areas. We recognize the diversity of those we serve. In general, resources are chosen to create a broad collection, and efforts are made to represent varied points of view on controversial topics. All learners are welcome to use our collection in their quest for knowledge, but it is not the aim of the library to serve as a substitute for school, academic or specialty libraries.

### Responsibility for Selection

SEPLSO staff members, using the criteria listed below, along with reviews and other standard selection tools, select materials for purchase. Branch Librarians and staff have selection authority delegated to them, but the final authority for selection resides with the Executive Director.

### Formats Provided by SEPLSO

SEPLSO strives to provide all relevant formats to users. While books as a format remain a staple of library collections, others come and go. Sometimes formats must be removed from libraries for the sake of cost and space. New formats may also be sampled if SEPLSO believes they will help the library to reach more users. The list below describes the basic formats SEPLSO carries.

- A. Hardcover Books. Books are generally purchased in hardcover editions because of their durability.
- B. Trade Paperbacks. This format includes paperback books which are comparable in size to hardcover editions but which are typically lower in cost. They are preferred in those cases where the hardcover edition is extremely expensive and the title would be either used infrequently or would be removed from the collection in a few years.
- C. Mass Market Paperbacks This format includes paperback books that are smaller in size than the typical hardcover or trade paperback book. This format will only be added to the System's collections in rare cases. Individual branch libraries may manage paperback-exchange collections at their discretion.
- D. Serials. Serials includes periodicals, newspapers and annuals or continuations retained in the reference collections. They may include the following physical formats: print, microform, and computer-based. Decisions as to retention of back issue periodicals and reference annuals or continuations are made on a title-by-title case. The following factors

## SEOLS Operating Policies

must be considered in any retention decision: cost; usage rates; shelf space required or computer system compatibility; availability of the title in another format such as microfilm or electronic format. The System generally retains those periodicals that have research value in print format. If back-issues of a particular title are available in database format, the Library may decide to retain print copies for a shorter period of time. Any periodical or newspaper that the Library determines should be retained for historic value may be retained in print format indefinitely.

- E. Microforms. Microforms are used primarily for long-term storage and preservation of historical/genealogy records and newspapers. Specialized microform collections may be purchased to complement the System's indexes. Reference materials may also be acquired in this format if the storage requirements or cost of the print format would be prohibitive.
- F. Video. Videos are selected in the DVD or Blu-Ray formats. SEPLSO does not purchase, accept or provide videos on VHS or older formats.
- G. Audiobooks. Audiobooks are selected primarily in CD format, but newer electronic formats are often purchased as well. SEPLSO does not purchase, accept or provide audiobooks on cassette or older formats.
- H. Large Print Books. Books printed in larger than 16-point type are defined as large print. The System attempts to provide a variety of titles in this format, particularly in fiction for the purpose of providing an alternative format for visually challenged customers. The large print format may also be considered for those books that are out of print in regular print formats.
- I. Downloadable Materials. Books and music that can be downloaded from home to a computer or other devices such as e-readers and tablets.
- J. Electronic Resources. This format includes on-line databases available via the Internet. Citation databases provide references to sources of information rather than the actual text or information. Full-text databases include complete articles, documents, and any other resources that provide actual text and information.
- K. Other media.

The following are formats that SEPLSO will not carry:

- Rare books: Since it is the public library's function to make materials available to all users, The System does not collect rare or unusual materials that require special handling.
- Textbooks: The System does not buy textbooks used by local schools, colleges or universities.
- Outdated media such as audio cassettes or VHS.
- Works of art.

### **Selection Criteria for Purchasing New Materials**

The following criteria are considered by selectors when purchasing new materials:

- a) Citizen demand or interest.
- b) Inclusion of an unrepresented or underrepresented subject within the current collection. SEPLSO strives to create a balanced collection that represents all viewpoints and all subjects. Materials that are important documents of the times may be added.
- c) Reputation of the author and publisher. Preference will be given to well-reputed publishers and authors.

## SEOLS Operating Policies

- d) Artistic merit. Materials that have achieved recognition with awards or lauded by peers within their profession will receive favorable consideration.
- e) Cost. As SEPLSO strives for responsibility with taxpayers' dollars, we try to purchase materials in formats that last longer and are reasonably priced.
- f) Professional judgement. Materials that have received positive reviews in standard library reviewing sources will receive favorable consideration.

Because it is not possible to personally read, view, or listen to the large number of books and audio-visual materials published, selectors rely on reviews, lists of award-winning titles and standard bibliographies to guide them in selection. Reviews found in professional and general periodicals, as well as regional newspapers, are the primary source for critical review information.

### **Policy on Controversial Materials**

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

In order to represent the diversity of thought within the System's service area, it is very important that the System's collection contain materials representing differing points of view on public issues. The System does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the viewpoint expressed by the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting locally significant items from theft or damage.

There may be occasions when a resident of the System's service area may be concerned about a particular item in the System's collection. If the resident wishes the System to reconsider material that is in the collection, a Request for Reconsideration form is available at branch libraries. This form must be completed in its entirety and returned to a Library staff member who will forward it to the Executive Director. Once the form is received, the Executive Director will form a committee of professional librarians who will meet to review the Statement, as well as the criteria used in selecting the item, and the reasons for including the item in the collection. A written response from the Director will be sent within four weeks.

In the event that the resident who initiated the Request for Reconsideration is not satisfied with the response of the Director, they may arrange to meet to discuss the matter with the Director. This must be done within fourteen days of receiving the written response. If the resident is not satisfied after this meeting, they may ask to be placed on the agenda of the next regularly scheduled meeting of the Southeastern Public Library System of Oklahoma Board.

The Board, after hearing the complaint, may either wish to appoint a special review committee or make a decision regarding the item in question. In either case, a letter will be sent to the resident informing him of the Board's decision. The decision of the Southeastern Public Library System of Oklahoma Board is final.

### **Policy on Gift Materials**

The Library may accept any and all gifts of material, subject to the clear understanding that the

## SEOLS Operating Policies

disposition of donated material is reserved to the Library based on the same standards used for purchase of resources. Donated items which are not added to the collection will be discarded on the same basis as library resources. If requested, donor recognition labels may be added to gift items.

### **Collection Maintenance: De-selection, Replacement**

De-selection (weeding) and replacement decisions, like selection decisions, are based on the overall goals and mission of the library. The following categories of materials should be considered for de-selection: worn or mutilated items; duplicate copies of seldom used titles; materials which contain outdated or inaccurate information; superseded editions of specific titles; and materials no longer of interest or demand.

### **Library Bill of Rights, American Library Association**

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

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

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

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

## **The ALA Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

## SEOLS Operating Policies

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of

experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the

## SEOLS Operating Policies

application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

---

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

---

## CIRCULATION

**LOAN PERIODS:** The Southeast Oklahoma Library System of Oklahoma Board of Trustees sets the loan periods and limitations.

### **Print Materials**

Books..... 21 days  
New Books ..... 21 days (with no renewals)

### **Non-Print Materials**

DVD's ..... 7 days  
Video Games ..... 7 days  
Audio Books ..... 21 days  
Launchpads..... 7 days  
Equipment..... 14 days  
E-Books..... 21 days or limit by vendors  
Discovery Bags..... 7 days

### **LOAN LIMITATIONS**

Books..... 50 per borrower  
DVD's ..... 6 per borrower  
Audio Books ..... 20 per borrower  
Launchpads ..... 1 per borrower  
Binge Sets.....1 per borrower  
Discovery Bags.....1 per borrower

Total Overall = 50 items per borrower

**NEW BORROWER LIMIT:** For the first two months, a first-time borrower may have no more than five items checked out at any one time.

**SPECIAL LOAN PERIODS:** Special loan periods for certain materials may be arranged when needed. Items in very high demand, such as runaway best sellers, school group assignment materials, and career test preparation books, may require very short loan periods to allow as many people as possible to use the material in a limited time. In other situations, an extended loan period will be appropriate.

**RENEWALS:** The loan period for an item may be renewed, provided there are no holds for the item. The number of renewals permitted is two, but the library requires that any item renewed more than once be brought to the library to be renewed further.

**NON-CIRCULATING ITEMS:** The library manager shall designate appropriate materials as non-circulating. These will include most current reference and local history materials, as well as fragile or irreplaceable items. The library manager may authorize the short-term loan of a non-circulating

## SEOLS Operating Policies

item as a one-time exception when appropriate.

**HOLDS:** Accepting requests to hold circulating library materials for specific customers to be next to borrow is a standard library practice. However, limits are required to prevent abuse of this service. The number of current holds per customer shall be ten, and the length of time an item will be held after notification of the customer will be three business days. Also, the library manager may decide that holds will not be placed on certain types of materials.

**BULK LOANS:** Items may be loaned in larger quantities for use in other library service outlets, in outreach programs, or in institutions. For bulk loans made to any group not formally connected with SEOLS, there shall be a written agreement with the group stating the terms of the loans and with the group accepting responsibility for the care and timely return of the materials.

### **LOST OR DAMAGED MATERIALS**

Payment for lost or damaged library materials is the responsibility of the borrower. The charge shall be the price paid for the item or, if that information is not known, SEOLS's current replacement charge for the format.

*(Note: for charges on items loaned to libraries outside SEOLS, see the Interlibrary Loan policy.)*

Materials with water damage are considered damaged.

Payment for library materials damaged on loan is the responsibility of the borrower. Payment for damage to library materials not on loan is the responsibility of the person causing the damage. (Note: materials are considered to be on loan from the time they are checked out to the borrower until they are actually checked in by the library.)

**PART OF A SET:** If a lost or damaged item that is part of a set can be replaced at a unit price or if the rest of the set is nearly as useful without the item, the charge should be for just that item, at the actual replacement price paid. Otherwise, the charge should be the current list price of the set.

**OFFERED REPLACEMENTS:** If the borrower of a lost item is willing and able, within 30 days, to provide a suitable replacement, the library manager may accept the offer.

**CATASTROPHIC LOSSES:** The library manager may make an exception to the above charges when the damage or loss has occurred because of the destruction of the structure where the material was located by a catastrophe such as a fire, flood, or violent storm, and where no insurance reimbursement is available to the borrower.

### **OVERDUES**

Borrowing privileges are suspended when items are not returned by the due date, or when the borrower has unpaid charges on file. (See the Suspension or Restriction of Borrowing Privileges section of this policy.)

## **RETURNING MATERIALS TO OTHER LOCATIONS**

**RETURNS ARE ACCEPTED:** All SEOLS libraries shall accept the return of materials borrowed from other libraries or outlets within the system and see that they are returned on a timely basis to the library or outlet where they belong.

## **BORROWERS**

**ELIGIBILITY:** Since the Southeast Oklahoma Library System of Oklahoma (SEOLS) is a tax-supported institution, anyone residing or paying property taxes in the seven-county SEOLS service area is eligible to register to borrow library materials. Full-time students attending public schools or colleges located in the SEOLS service area, military employees, and persons employed within the service area, will also be entitled to the same services as residents.

A government or tribal issued photo identification and address verification are required to register.

A current borrower's card from any SEOLS library is honored on equal terms at all SEOLS libraries. Each library shall provide its services on equal terms to all residents or registered borrowers of SEOLS.

**VERIFICATION:** All persons age 16 and older must present a valid, government-issued photo ID along with proof of residence within one of SEOLS's 7 counties. If an individual's driver's license has their current address that will be sufficient, if it does not, the user must provide documentation that proves their physical address. A utility or rent receipt, insurance card, bank statement, or voter registration card are examples of acceptable documents proving the physical address.

**RECIPROCAL PRIVILEGES:** The Board may enter into agreements with other library systems by which we agree to honor the cards of registered borrowers in good standing from those systems in exchange for that system honoring our user's cards. To receive reciprocal privileges a user must present their library card from a partnering library system. Currently SEOLS has such agreements with Eastern Oklahoma Library System (Muskogee) and Southern Oklahoma Public Library System (Ardmore.)

**CARDS & EXPIRATION DATES:** A current borrower's card must be presented before items may be checked out. Registrations expire at three year intervals, except that non-resident registrations expire in one year. Cardholders must be present to check out materials.

**NON-RESIDENTS:** People residing outside SEOLS's legal service area, who wish to borrow library materials, may obtain a SEOLS borrower's card by paying a \$25.00 annual fee per each legal household.

Full-time students attending public schools or colleges located in the SEOLS service area, military employees, and persons employed within the service area, will be entitled to the same services as residents.

## SEOLS Operating Policies

**NON-RESIDENT SEOLS TAXPAYERS:** A non-resident owning property and paying taxes in a SEOLS county is entitled to the same borrowing privileges as a resident upon presentation of proof of property ownership or tax payment in a SEOLS county.

**SYSTEM-WIDE CARDS:** A current borrower's card from any SEOLS library will be honored at any other SEOLS library. Each library shall provide its services on equal terms to all residents or registered borrowers of SEOLS.

**VISITOR/TEMPORARY:** Temporary residents can receive a temporary library card by presenting a government-issued photo ID and documentation of a current local address and permanent address. Visitor/Temporary cards are valid for 6 months with a 5 item limit. Eligibility will be reevaluated before a temporary card may be renewed for another 6 months.

**AGE:** there is no minimum age for obtaining a borrower's card. However, minors under age 16 must have approval from a parent or legal guardian.

### **RESIDENTS OF SHORT-TERM FACILITIES**

**INDIVIDUAL CARDS:** A resident or patient of a short-term facility will not be issued an individual SEOLS borrower's card, unless an administrator of the facility agrees to accept responsibility for all materials borrowed by the individual.

**FACILITY CARDS:** A facility may be issued a card in its name for use by any resident, provided the administrator has agreed, in writing, to accept responsibility for all materials borrowed with the card.

**LIBRARY MANAGER'S DISCRETION:** The Library manager shall have discretion to authorize exceptions of both kinds to this section, particularly where an individual has been or is a registered borrower with a good record at a SEOLS library or when the administration or staff of a facility has been uncooperative or unreliable.

### **SUSPENSION OR RESTRICTION OF BORROWING PRIVILEGES**

Circumstances where suspension or restriction of borrowing privileges may occur include, but are not limited to, the following:

- Library materials not returned by the due date or when requested
- Unlocated library materials the borrower claims were returned
- Damaged library materials or equipment
- Unpaid library fees or charges
- Violation of library rules or policies.

The aim of this policy is to encourage the responsible and considerate using and returning of library materials. Suspension or restriction for incidental or minor violations, especially when promptly

## SEOLS Operating Policies

remedied by the customer, is not intended. Each violation will be dealt with in view of its particular circumstances, which may include:

- The number of materials involved
- The value of the materials involved
- The demand by other customers for the materials involved
- The length of time overdue
- The type and extent of damage
- The amount of unpaid charges owed
- The nature of the violation
- Previous incidents involving the customer.

Because of the wide range in size of SEOLS's libraries, specific amounts are not stated in this policy.

Suspension or restriction shall normally be at least until all materials have been satisfactorily returned, all charges paid, and a reasonable expectation created for future responsible use.

All Suspensions or restrictions will be left to the library manager's discretion.

### **EQUIPMENT LOAN**

Equipment and some miscellaneous items are available at some libraries for loan to organizations and individuals residing within the SEOLS service area. All other library equipment or furniture belonging to or in the charge of SEOLS is not to be loaned and may be taken from library premises only in connection with library activities, and with proper supervisory approval from SEOLS staff, unless the SEOLS Board or other owner has granted a specific exception.

**PRIORITY:** First priority for use of equipment or miscellaneous items goes to library programs and library-sponsored activities. Next are public organizations and non-school groups. After these requests are filled, use by individuals and schools is allowed.

**BORROWERS:** Persons borrowing equipment must have a current SEOLS borrower's card. Each organization or individual borrowing equipment is liable and will be billed for all damage found when the returned items are inspected.

Approved 1/16/2018, 1/19/2021

## BEHAVIOR

To show respect for others and to keep the building and property safe, the following activities are not allowed:

- Unruly, or offensive behavior, and excessive noise including loud cellphone conversations, ringtones, or any personal listening device
- Disrupting or interfering with library users or staff
- Use of tobacco in any form, Electronic Vapor, and/or e-cigarettes
- Intoxicated behavior, possession of alcoholic beverages, or illegal drugs
- Using or being under the influence of marijuana or other products containing THC, even in conjunction with the possession of a medical marijuana license
- Possession of marijuana or other products containing THC without possession of a medical marijuana license or in excess of the legal limit for possession thereof
- Running, jumping, skating, or improper use of stairs
- Sleeping, lying down, or loitering unless under 5 years' old
- Soliciting or panhandling
- Abusive, obscene, or threatening language to staff or library users
- Inappropriate display of affection
- Failure to wear shoes, shirt, or attire that provides appropriate covering.
- Failure to maintain personal hygiene to the point that is intolerable to others
- Use of restrooms for purposes other than normal toilet or lavatory needs
- Animals, with the exception of service animals
- Having or consuming food or drink, except in designated areas
- Carrying a handgun or any other weapon, whether openly or concealed, except when carried by designated law enforcement
- Causing actual or imminent damage and/or theft of library materials, equipment, or property
- Any behavior violating the law
- Leaving children unattended (note the following guidelines)
- Any other behavior that disrupts normal library use for either staff or customers

Violators may be asked to leave the library. If a person told to leave by a staff member refuses, or in the event of behavior violating the law, staff **is** expected to promptly request assistance from local law enforcement. Failure to comply with the request to leave the premises will result in the filing of trespassing charges against the offender. Repeated or exceptionally serious violations may cause the offender to be barred from future library access.

If a staff member bars a repeat violator or person whose violation was of an exceptionally serious nature from future library use, the action is subject to investigation and ratification at the earliest convenient time by the head librarian and the Executive Director, who will see that the action is presented to the SEPLSO Board, which has the final authority to act in the matter.

## SEOLS Operating Policies

### Unattended Children

To ensure a safe and positive environment, children under the age of 10 must have a parent or responsible caregiver within the immediate vicinity. If children are involved in library programs, the parent/caregiver must remain in the building if not attending the same program. A responsible caregiver must be of at least 17 years of age with valid identification. Parents and caregivers are responsible for the actions and behavior of the child. Should the child become disruptive to others or library operations, we ask that they be taken quietly away until the child can compose themselves.

This policy shall be clearly posted in each library.

App. 9/8/92; rev. 6/11/96, 2/8/2000, 3/11/03, 6/8/04, 5/9/06, 1/14/14, 3/11/14, 6/13/17, 6/18/19

## **PEOPLE LEFT AFTER CLOSING**

**CHECK FOR PROBLEMS:** if people, especially young people, are waiting either inside or outside when the library closes, the staff, as they are leaving, will check with them to see if there is any problem or reason for concern about their waiting.

**NO APPARENT PROBLEM:** in those cases where there seems to be no problem, the staff members will remind those waiting where they can find shelter and a phone should their ride not show up.

**ASSISTING WITH PROBLEMS:** if an apparent problem, such as a ride long overdue or an upset young person, is discovered, the staff will try to assist in resolving the difficulty. Options that might be appropriate include:

- phoning to see if the person's expected ride has left;
- waiting with the person for their ride to come, provided the wait is not long;
- allowing the person to phone and find another ride;
- calling the police, sheriff, or someone with authority to come and be responsible for the person's safety. This option should be chosen if the other options are unsuccessful, if a child has not been picked up after waiting, or if any danger is suspected, as when people are visibly hanging around near the library or there has been a recent incident nearby.

**LIMITED INVOLVEMENT:** staff are to keep their involvement with such problem situations strictly limited, neither investing an excessive amount of time nor assuming a responsibility, such as giving the person a ride, that would create a significant liability risk for the library.

**EXTRA TIME:** time after closing spent waiting with a person must be counted and recorded as work time if more than ten minutes' extra time is involved. This time is mostly not productive time, and must be kept to a necessary minimum. If the added time would result in a nonexempt employee working more than 40 hours in the week, the employee's schedules shall be adjusted to not exceed 40 hours for the week, except when the extra time occurs at the very end of the work week.

Approved 11/8/94

## INTERNET USE POLICY

**Use with caution:** the Internet provides access to a worldwide array of information sources. However, Internet sources may provide information that is inaccurate, incomplete, out-of-date, personally offensive, or inappropriate for young people. The Internet must be used responsibly and with caution. The library assumes no responsibility for information provided on the Internet.

**Internet Registration required:** library Internet users must either: (1) be currently registered borrowers and sign an Internet registration form agreeing to comply with the policy and rules; or (2) provide positive identification and complete an Internet registration form. Any applicant below age 17 and the applicant's parent must read and acknowledge Internet safety rules for minors.

**Parental permission required:** anyone below age 17 will not be permitted to use the Internet at the library without written parental permission, and parental guidance and assistance to young people using the Internet is strongly recommended. The library cannot and does not substitute for the parent in fulfilling this responsibility.

**Compliance with policies and rules required:** library Internet users must comply with all policies and rules including the Library Internet and Computer Use Rules.

**Blocking/filtering:** the library's Internet access, including wireless access, is filtered. Users and parents are cautioned that no blocking/filtering technology is completely effective. Temporary disabling of a filter for the purpose of research is possible on written request from an adult.

**Loss of Internet use privileges:** violations of the law or of library policies and rules will result in the loss of Internet use and/or library borrowing privileges from a minimum of one week to up to two years. Unpaid library charges will result in the loss of Internet use privileges. A person whose privileges have been revoked may participate in a due process review of the library's decision. Repeat violators may lose privileges for up to five years.

**Confidentiality:** all library computer use is subject to monitoring by authorized library staff. Actions taken by the library to enforce this policy shall be subject to the same requirements of confidentiality applying to other library uses.

**Library has priority on use:** when necessary, library staff may preempt the use of an Internet station, even when it is in use.

**Wireless Internet access:** wireless Internet access is provided at all branches, for use by library customers on the library premises only.

**No personal accounts:** the library will not provide e-mail accounts to the public, or any other use that would modify the library's software or occupy space on the library's computers.

Approved 6/11/02; rev. 3/11/03, 7/8/03, 5/9/06, 6/9/09 & 1/10/12

## **PUBLIC SERVICES POLICY**

### **Copying, Scanning and Faxing**

Each branch of the System shall have a photocopier with built in scanning and faxing capabilities for use by both the public and the staff. The SEPLSO Service Center's copier is not for public use. Staff use shall take priority over use by the public. Use of the copy machines by the public shall be on a first come, first serve basis. When jobs or work exceeds five minutes, staff may interrupt the current work to allow other users to complete shorter jobs.

Customers assume all liability associated with the use of duplicated materials under Section 108(f)(1) of the U.S. Copyright Act (Title 17, United States Code). Staff may assist with copying but are not allowed to copy more than ten (10) pages of any book or periodical. Customer assistance requiring more than five minutes of staff time should be referred to professional business such as copy or office supply.

Staff must handle all faxing at machines. When a faxing job takes more than five minutes, staff may interrupt the current work to allow other users to complete shorter jobs.

SEPLSO copy, scanning and faxing machines shall not be used for any illegal purpose or for the production or transmission of pornographic content.

### **Microfilm Reader/Printer**

When branches feature a microfilm reader/printer, the public may use them for free. SEPLSO microfilm is stored in secure locations and the public must either request permission to browse the microfilm collection or ask staff for assistance. There is a one hour time limit for using microfilm machines when other users are waiting to access the device.

### **Bulletin Board Policy**

Designated public bulletin board spaces are intended for announcements of general community, civic, educational, or cultural events. Material is to be given to the library staff for posting. All materials posted shall have the date of posting clearly marked on the front. New postings shall have priority over older postings. Postings shall be removed promptly after the events. Maximum posting time allowed shall be four months. No permanent or long-term posting will be allowed, except for required government notices. Assignment of spaces when new material is added shall be up to the library staff. The staff has the option to refuse any items larger than 8.5" x 11". All material posted becomes property of SEPLSO and is subject to withdrawal and disposal at the discretion of the library staff, in accordance with established procedures.

No advertising of a commercial or political nature or otherwise conflicting with SEPLSO's necessary neutrality as a government agency will be permitted on SEPLSO's public bulletin boards.

### **Computer Training Lab**

The SEPLSO Service Center and several branches have multiple portable computers and

## SEOLS Operating Policies

projectors that can be used as computer training labs.

First priority on use of the lab will be training of librarians.

Second priority will be for computer classes for the public sponsored by the library;

Third priority will be for computer or Internet training at the library for any organization or group that wishes to use the computer lab. Every such use will be on a first-come, first-served basis, and every use must be specifically scheduled. There will be no automatic repeat scheduling for any non-library group. The library reserves the right to limit repeat use of the training lab, in order to ensure equitable access by all interested groups. Before actually using the training lab, a group registration form must be signed by a person authorized to accept responsibility for the group.

Teaching of classes in the computer training lab on a for-profit basis is not allowed, and no fees or charges to computer training lab students will be permitted, except to cover actual costs incurred. Library staff will arrange with non-SEPLSO groups for computation and collection of costs for prints and any other consumables, as well as for any required technical work, damage, or loss.

All users of the computer training lab shall comply with all laws, SEPLSO policies, and library rules and regulations, and shall immediately cooperate with library staff or other authorities enforcing them. Failure to do so shall result in immediate termination of training lab use, and may result in being barred from future use or possible legal action.

### **Distribution of Free Materials**

Providing access to information for educational, civic, cultural, charitable, or recreational purposes through the provision of free informational handouts is an appropriate supplemental library service, when space is available. Distribution of such materials does not in any way constitute the library's endorsement of the beliefs or policies of the sponsoring groups.

Groups must request the library's permission to leave materials for distribution. All materials submitted for distribution are subject to each branch manager's review for compliance with this policy. Direct handing out of materials by members of the public is not permitted.

Commercial or for-profit materials will not be distributed.

Only designated racks or spaces may be used. All materials must fit into or onto the space assigned. The library staff is not responsible for restocking materials. Library-related or government information will be given priority when space is limited.

All handout materials will be accepted for specified limited time periods only.

## SEOLS Operating Policies

All materials become the property of the library and subject to disposition at the library's discretion unless other, prior arrangements have been made with the branch librarian and are carried out on a timely basis with no inconvenience to the library.

### **Exhibits and Displays**

Temporary displays and exhibits in SEPLSO's libraries can provide a useful way of drawing added attention and visitors to the library, adding visual interest and variety to the library's decor, and supplementing the library's educational function.

Displays and exhibits are not a primary library function, and must be managed so as to minimize: (1) the staff time required for arrangements and oversight; and (2) SEPLSO's liability exposure. Accordingly, SEPLSO reserves the right to refuse any display or exhibit that would require extra staff time, added security measures, or added liability exposure.

SEPLSO reserves the exclusive right to: (1) allocate the location of a display or exhibit in the library; and (2) schedule when and for how long a display or exhibit may be in the library. Displays or exhibits provided by or sponsored by SEPLSO shall be given first priority when scheduling the available time and space.

The owner or custodian of any items proposed for display or exhibit in any of the libraries shall sign a form which states the time period of the display or exhibit and releases SEPLSO from all liability for loss or damage.

The SEPLSO libraries are not intended to serve as museums, and SEPLSO strongly discourages placing items in libraries for indefinite, long term or permanent display. Such displays will be allowed only under a contract between SEPLSO and the owner that is approved by SEPLSO's Board of Trustees. The contract must include: any conditions of display; a waiver of SEPLSO's liability for any damage, loss, or other reason; arrangements for termination; and any requirements for the return or disposition of the items.

### **3D Printing in SEPLSO Libraries**

3D printing is the process of making a three dimensional object from a digital file. The object is created by laying down successive layers of plastic material on top of each other until the print is created.

Branches that maintain 3D printers will charge a fee for items printed. The size of the job will determine the fee.

Customers can submit print files in person on a USB drive. A print request form must be filled out and signed before printing. Note that library staff will not perform design work of any kind.

All customers wanting to print using the 3D printer must sign a print request form that will provide all pertinent information to library staff when they print the item. This will cover

## SEOLS Operating Policies

requested print quality and filament color, and list prohibited materials.

SEPLSO 3D printers may only be used for lawful purposes. No one will be permitted to use the 3D printers to create material that is:

1. Prohibited by federal, state, or local law.
2. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
3. Obscene or otherwise inappropriate to the library environment.
4. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material subject to copyright, patent or trademark protection.

Depending on the size and complexity of printed materials, the print time can sometimes be quite long. Branches will be unable to accommodate materials with a print time longer than the hours that the branch is open. Customers will be contacted when their material completes printing for pick-up. Due to long print times, SEPLSO cannot guarantee turn-around times.

### **INTERLIBRARY/INTERBRANCH LOAN**

Interlibrary loan is defined as the loan of materials between SEPLSO and non-SEPLSO libraries. Interbranch loan is defined as the loan of materials between SEPLSO libraries. Interloan includes both of these types.

### **Requests for Historical and Reference Materials**

Any SEPLSO library and/or the Service Center may refuse interloan requests for reference materials, materials that are fragile or in poor condition, local history materials, and materials of exceptional nature or value. Wherever possible, and in accordance with copyright law, an effort will be made to instead supply photocopies of the most important portions from such materials.

Interbranch loans of reference and microfilm material shall be for in-library use only, and only at the discretion of the branch librarian.

### **Request Limits**

A maximum of five interloan requests per day shall be accepted from any one patron. A maximum of twenty-five requests per day shall be allowed from any non-SEPLSO library.

Misuse of interlibrary loan shall result in a loss of interlibrary loan privileges. Misuse is defined as unclaimed, lost, damaged, or overdue materials.

Patrons shall be required to pay any borrowing fees charged by lending institutions.

On all material sent outside the system on interlibrary loan that is not returned, the borrowing library shall be responsible for the replacement cost of the material plus a processing fee of \$20.00 if it is still in print, or \$35.00 if it is out of print. Timely replacement by the borrower of a lost item with an exact duplicate is permitted.

### **SCANNING: INTERLIBRARY LOAN AND REFERENCE**

When a magazine article is requested on interlibrary loan, the standard procedure is to send a

## SEOLS Operating Policies

scan of the article. When a customer requests unspecified material on a particular subject (this is called a subject request), this may be filled both by the interlibrary loan of books and by sending scans of articles or small portions of books.

*Microfilm Reader/Printer App. 10/14/80, rev. 3/12/96; Photocopies: Copy Machines App. 1/8/85; Rev. 3/17/92, 10/12/10; Fax Service Approved 1/12/88; rev. 2/12/91, 10/8/91, 3/11/03, 6/14/05 & 3/13/12; Scanning Approved 2/12/13; Bulletin Board Policy App. 9/15/87; rev. 3/9/93; Computer Training Lab Approved 10/12/99; rev. 5/9/06 & 6/9/09; Distribution of Free Materials Approved 11/8/94; Exhibits and Displays App. 9/15/87; rev. 1/12/93; 3D Printing Approved 6/14/16; Interlibrary/Interbranch Loan App. 1/8/85; rev. 9/8/92, 4/11/95, 2/8/2000, 4/11/06; 3/08/16; Photocopies: Interlibrary Loan and Reference App. 3/17/92. All policies consolidated 11/19/19.*

## FEES AND CHARGES

Where no charge has been prescribed and a charge is appropriate, the principles of actual cost, commercial prices, or roughly comparable charges from the list of current fees and charges shall be considered in determining the charge.

These fees and charges will be reviewed annually by the Operating Policy Committee.

Replacement cards or additional nonresident family cards: .....	\$2.00
Nonresident fees (per family per year): .....	\$25.00
Faxes (sending, per page): .....	\$ .50
Copies or printouts (black & white, per page): .....	\$ .10
Copies or printouts (color, per page): .....	\$ .25
Interlibrary Loans: .....	any fees charged by the loaning library
Format replacement <b>minimum</b> charges:	
Adult hardbacks: .....	\$27.00
Mass market paperbacks: .....	\$7.00
Trade paperbacks (including graphic novels): .....	\$12.00
Children's hardbacks: .....	\$18.00
Children's board books: .....	\$7.00
Graphic Novels: .....	\$25.00
Audio books: .....	\$30.00
Digital audio book/player combination: .....	\$50.00
Audio compact discs: .....	\$12.00
DVDs/Blu-Ray Discs: .....	\$20.00
Hardbound mass market paperbacks: .....	\$10.00
Hardbound trade paperbacks: .....	\$15.00
Launchpad .....	\$80.00
Discovery Bags .....	\$70.00
Bookpacks .....	\$70.00
Interlibrary Loan replacement charges: .....	set by lending library
3D Printing (per gram) .....	\$ .15
Media Case Replacement .....	\$2.00
Video Games .....	\$40.00

Damages and other repair costs not listed here may be assessed at the discretion of library managers.

Approved 11/10/15; Revised 6/14/16; 11/14/17; 9/17/19, 1/19/2021

## MEETING FACILITIES

The following rules govern the use of designated public meeting rooms or areas of SEPLSO libraries.

When not required for library purposes, the facilities are available for use. Library-related organizations, government agencies, and organizations engaged in cultural, civic, educational, intellectual, or charitable activities shall have first priority in reserving meeting rooms or spaces.

The meeting facilities may not be reserved more than one (1) month in advance except for library meetings, library-sponsored meetings, library-related meetings, or where a group is required by law to schedule meetings a longer time in advance. Library programs and related activities will be given priority should scheduling conflicts arise.

Private use of facilities may be booked for a fee of \$50 paid in advance in addition to a \$150 cash cleaning deposit, provided said cleaning deposit shall be returned to user, in whole or in part, depending on if the facility or item used is returned to management in a state of good cleanliness or good working order, in management's sole judgement. Exceptions to this fee include Executive sessions of public bodies in compliance with the Oklahoma Open Meeting Act, court-sanctioned mediation under 12 O.S. § 1801 et seq., and internal SEPLSO business. The library reserves the right to monitor all meetings.

There is no fee for public use of library meeting facilities unless the use is for money-making purposes. In such instances the group using the facility must pay a per-use fee of \$50 in addition to a \$150 cash cleaning deposit, provided said cleaning deposit shall be returned to user, in whole or in part, depending on if the facility or item used is returned to management in a state of good cleanliness or good working order, in management's sole judgement. Fundraisers held by library support groups are exempt from the fee. If the facilities are not left in a neat and orderly condition, with tables and chairs returned to the positions in which they were found, future use may be denied and all or part of the cleaning deposit may be forfeited. Any additional security will be provided by the using group, subject to approval by the Branch Manager.

If the group using the room wishes to charge for an activity, the charge must be for the purpose of covering the expense of materials used in the program. Fees shall not be used to restrict the access of individuals who may be unable to pay but wish to attend the meeting.

Unless prior arrangements have been made and approved by the Branch Manager, all meetings must be concluded by the library's closing time, with all people involved off the premises.

Any group using any library facilities or equipment shall be responsible to management for returning the same, after use, to SEPLSO in a good state of cleanliness and good working order, regardless of whether it be meeting facilities or equipment, ordinary wear and tear excepted. An

## SEOLS Operating Policies

authorized representative of a group must sign a form accepting responsibility for the group's use of the facility and agreeing to comply with this policy before the group may use the facility. An authorized representative must also complete an attendance form for each use of the facility.

Use of any equipment, including but not limited to televisions, projectors, coffee makers, and DVD players must be approved by the Branch Manager. If equipment is used without permission, future use of the meeting facility may be denied. If damage to or loss of equipment or furnishings has occurred, the using group will be held responsible and will be billed for the cost.

This Meeting Facilities Policy shall control the use of meeting facilities in all SEPLSO libraries except when it is specifically superseded by a written official action of the local entity owning the library building.

Approved 9/8/92; rev. 3/11/03 & 6/14/05 & 6/9/09, 3/19/19

## **STUDY ROOMS**

**PURPOSE:** Study Rooms, provided by some of the libraries in the Southeastern Public Library System of Oklahoma, are to serve the educational, learning, and social needs of the community and are free of charge.

**SIGN-IN REQUIRED:** All individuals or groups wishing to use the study rooms must sign-in at the customer service desk before use.

**TIME LIMITS AND RESERVATIONS:** Study rooms are available for reservation. This can be made in person or by phone. Reservations can be made up to twenty-four (24) hours in advance. Otherwise, they are available on a first-come, first-serve basis. Reservations will be considered cancelled after ten minutes.

Study rooms will be reserved for an amount of time no longer than three (3) hours. If more time is needed, groups or individuals may consult the librarian on duty at the circulation desk. If there are no other reservations pending, more time may be allocated.

All study rooms close fifteen (15) minutes before library closing.

**RULES FOR USE:** all rules for behavior set forth by SEPLSO must be followed by all groups or individuals using the study rooms.

The posted occupancy limit for the room may not be exceeded.

No furniture may be moved in or out of study rooms without library staff approval.

The Southeastern Public Library System of Oklahoma (SEPLSO) is not responsible for the personal property of people using the library. Any items found and turned in will be held as “lost and found” for one (1) month. After that time, unclaimed items will be discarded.

Approved 11/11/14

## **ONLINE PAYMENTS**

**ONLINE PAYMENT OF LIBRARY BILLS:** customers who have a current SEPLSO library card may choose to view or pay library bills online if management enters into agreement with a service provider.

**FORMS OF PAYMENT ACCEPTED:** Management will enable payment methods that have reasonable fees and service charges to the library.

**NO SERVICE FEES CHARGED:** SEPLSO will not charge a service or convenience fee for paying library bills online with a credit or debit card.

**AMOUNTS PAYABLE:** Full or partial payment of amounts owed will be allowed, but if a customer's full bill has not been paid, library borrowing, Internet use, and other privileges may be suspended. Payment of an amount greater than the total that is owed will not be allowed.

**SECURITY:** no customer credit card information shall be stored in the library's database. Information will be encrypted before it is transmitted via a secure connection.

**OTHER PAYMENT OPTIONS:** library customers may also pay in person by cash or check.

Approved 2/12/13; rev. 11/13/18

## **WEATHER OR EMERGENCY CLOSINGS**

Actual or threatening severe weather or local emergency conditions may make it necessary to temporarily close a SEPLSO facility. Such decisions shall be made according to these guiding principles and procedures:

**WEIGH SAFETY AGAINST SERVICE:** In deciding whether to close, SEPLSO's need to provide the maximum amount of regular service to the public shall be weighed against the need to protect the safety of the public and staff. Safety must always be the first consideration.

**LOCAL STAFF MEMBER IN CHARGE TO DECIDE:** Unless a closing is ordered by public safety officials, SEPLSO's local staff member in charge (usually the Head Librarian) will decide whether conditions warrant closing. If time and other circumstances permit doing so safely, the decision shall be checked with the Executive Director.

**GIVE PROMPT NOTIFICATION:** When a decision to close has been made, notice shall be given as quickly as possible to the staff, library users, the local media, the Executive Director, and the Service Center. Each day that the facility is closed, the staff member in charge will talk with the Executive Director about its status and the outlook for reopening. A record of the time from closing to reopening will be kept and reported to the Service Center.

Approved 3/9/93

## **VOLUNTEERS**

Volunteers are a valued and vital part of SEPLSO's efforts to provide a wide range of library services. A clear understanding of their role, functions, obligations, and rights is necessary.

**NOT EMPLOYEES** - Volunteers are not SEPLSO employees. They are not subject to SEPLSO's personnel policies and are not entitled to employee benefits. They are required to comply with SEPLSO's operating policies. (Note: workers under programs such as KEDDO, JTPA, Green Thumb, etc., are not volunteers, and this policy does not apply to them.)

**WORK BY MUTUAL AGREEMENT** - Volunteer library work requires the mutual consent and agreement of the volunteer and the branch librarian about the work to be done. This includes the specific tasks and the locations, times, performance standards, and any other obligations.

**BACKGROUND CHECK** - A background check for criminal records, sexual offenses, and any child-related offenses shall be conducted for every SEPLSO volunteer.

**ORIENTATION & TRAINING** - All volunteers shall receive an orientation to the library and the Southeastern Public Library System, including a copy of this policy. They shall receive on-the-job training for the work they will be doing, under supervision of the library staff, until both they and the staff are satisfied that they are adequately trained.

**KINDS OF WORK** - A very wide range of library work may be done by volunteers, including directly assisting the public at the circulation desk or elsewhere, assisting with or putting on public programs, delivering and otherwise extending services outside the library, doing special projects that the staff would not have time for, and doing library routines including keeping circulation records, and processing, repairing, or shelving materials. Staff are encouraged and expected to be open, flexible and creative in making the best possible use of volunteers' time and talents. However, the responsibility for basic library services and functions, including circulation, reference, collection development, and children's services, is reserved to the branch librarians and staff. Volunteers may assist extensively in these areas, but will not be in charge of or without staff supervision in them. Volunteers will not be permitted to drive any SEPLSO-owned motor vehicle.

**ATTENDANCE & PUNCTUALITY** - When a volunteer's library work involves specific assigned times, the staff will be depending on the volunteer's presence and promptness. The earliest possible notice is needed of schedule changes, absences, and tardiness.

**PUBLIC IMAGE** - To the public, volunteers are often indistinguishable from staff. So, the same expectations apply for conduct, customer service, appearance, and positive public relations.

**LIBRARIES NOT OPEN WITHOUT STAFF** - At no time will a SEPLSO library be open to the public without at least one staff member present.

## SEOLS Operating Policies

**RECORDING VOLUNTEER HOURS** - To assist the Board and Administration in seeing the great contributions of volunteers, and as an aid to giving proper recognition, the staff are to see that a simple record is kept of each volunteer's hours worked.

App. 5/28/85; rev. 9/14/93, 6/8/10

## **VOLUNTEER RECOGNITION**

Recognition of the valuable services that library volunteers provide to SEPLSO is important and is mutually beneficial.

**LOCAL RECOGNITION** - Every branch will recognize its volunteers annually for their contributions. This should be done during a public event such as a reception or a friends meeting, and will include presentation of a certificate provided by SEPLSO. Additional local recognition and appreciation will be a local option, but might include a gift given by a friends group or a local business. Either during National Library Week or National Volunteer Week (both in April) is a particularly appropriate time.

**SYSTEM RECOGNITION** - An annual award recognizing an outstanding library volunteer will be presented by the SEPLSO Board of Trustees. A nomination form will be made available on the system's web site, and nominations may be submitted by both the public and SEPLSO staff between January 1<sup>st</sup> and January 31<sup>st</sup> each year. Judging of the nominations will be done by a committee of Board members, and the award, including a plaque, will be presented at the Board's regular April meeting, with publicity provided to the winner's local media. Family members of current Board members or library employees will not be eligible for this award, although they often contribute many hours of valuable service to the library.

Approved 6/9/2009

## **CLASSIFICATION AND PAY**

**CLASSIFICATIONS AND PAY GRADES:** each position within SEPLSO is assigned to a classification grouping it with other positions with similar types of work, responsibility, and required qualifications. Each classification is assigned to a pay grade, with specified rates of pay. Classifications and their related pay grades are recommended by the Executive Director and determined by the Board. Classifications and pay grades shall be reviewed on a regular basis.

**STEP INCREASES:** Employees may progress within their grade by length of employment within a position. At intervals of 2, 5, 10, 15 and 20 years, the employee will receive a one-time step increase based by percentage as indicated in the accompanying salary table.

**COST OF LIVING ADJUSTMENTS:** With each initial budget the Executive Director shall present a proposal to the Budget & Audit committee for a cost of living adjustment (COLA). The Budget and Audit Committee shall vote whether or not to recommend the COLA to the full board for consideration.

**PAY INCREASES:** all increases in an employee's rate of pay other than step increases must be authorized by the Board.

**COMPENSATION FOR ADDITIONAL DUTIES:** When additional duties are assigned permanently to a staff member, the Executive Director may promote the employee by one to two pay grades as compensation for the additional duties added.

**PAYCHECKS:** SEPLSO employees shall be paid their wages or salaries on a bi-weekly basis. The Service Center shall prepare each payroll, Supervisors will review their employees' time, but it is each employees' responsibility to verify the accuracy of their time records. Distribution of electronic deposits or paychecks will occur on or about the Friday following the end of each pay period.

**NEW EMPLOYEES AND PROMOTIONS:** The Executive Director may count a promoted employee's time worked with SEPLSO or a new hire's past experience in related fields toward determining the step at which to begin the promotion or new hire.

New employees shall be added at the first step of their position's grade. The only exception shall be that during the implementation phase of this policy, the starting rate for a position shall not exceed the minimum being made by current employees in that position who have not been completely phased in yet.

# SEOLS Operating Policies

Grade	Proposed Position/Title	Step 1: Starting	Step 2: 2 Years +2%	Step 3: 5 Years +2%	Step 4: 10 Years +3%	Step 5: 15 Years +4%	Step 6: 20 Years +4%
1	Temporary Employee	\$9.00	n/a	n/a	n/a	n/a	n/a
2	Library Page	\$10.42	\$10.63	\$10.84	\$11.17	\$11.61	\$12.08
3	Library Assistant I	\$11.25	\$11.48	\$11.71	\$12.06	\$12.54	\$13.04
4	Driver	\$12.15	\$12.40	\$12.64	\$13.02	\$13.55	\$14.09
5	Library Assistant II	\$13.13	\$13.39	\$13.66	\$14.07	\$14.63	\$15.21
6	Children/Teen Services Librarian	\$14.18	\$14.46	\$14.75	\$15.19	\$15.80	\$16.43
7	Assistant Branch Manager Interlibrary Loan Processor Technical Services Assistant	\$15.31	\$15.62	\$15.93	\$16.41	\$17.06	\$17.75
8	Branch Manager I Children/Teen Services Librarian (degreed) Programs Coordinator	\$16.54	\$16.87	\$17.20	\$17.72	\$18.43	\$19.17
9	Administrative Assistant Branch Manager II Cataloger	\$17.86	\$18.22	\$18.58	\$19.14	\$19.90	\$20.70
10	Branch Manager III Coordinator Consumer Technology Coordinator Information Resources Librarian Information Officer Training Specialist Branch Manager I (Degreed)	\$19.29	\$19.67	\$20.07	\$20.67	\$21.49	\$22.35
11	Cataloger (Degreed) Branch Manager II (Degreed) Web Developer	\$20.83	\$21.25	\$21.67	\$22.32	\$23.21	\$24.14
12	Branch Manager IV Acquisitions Librarian Branch Manager III (Degreed)	\$22.50	\$22.95	\$23.40	\$24.11	\$25.07	\$26.07
13	Branch Manager V Regional Supervisor	\$24.30	\$24.78	\$25.28	\$26.04	\$27.08	\$28.16
14	Administrative Manager Human Resources Officer	\$26.24	\$26.76	\$27.30	\$28.12	\$29.24	\$30.41
15	Technical Service Librarian	\$28.34	\$28.91	\$29.48	\$30.37	\$31.58	\$32.85
16	Assistant Director	\$30.61	\$31.22	\$31.84	\$32.80	\$34.11	\$35.47

App. 1/8/85; rev. 3/11/86, 4/9/96, 10/12/04, & 4/10/07; Longevity App. 5/12/81; rev. 5/9/89, 10/12/93, 11/9/99, 3/8/16, 3/15/17, 1/15/19

## SERVICE RECOGNITION

### Purpose

Southeastern Public Library System of Oklahoma (SEPLSO) recognizes the value of institutional knowledge and experience held by long-term employees. Additionally, retention of high-performing employees reduces the cost of employee turnover and enhances corporate competitiveness. Equally, employees who have retired from employment with SEPLSO are ambassadors of goodwill in the marketplace.

### Eligibility

Active employees working 20 or more hours per week become eligible for a service award in the years in which they complete 1, 3, 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of service. Retirement recognition awards are given upon retirement after completion of 10 years of employment without a break in service.

### Service Award

When a SEPLSO employee reaches 1, 3, 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of service, their employment anniversary will be recognized with a Service Award. The Service Award consists of a gift selected by the employee from the Service Award Catalog, a “Proud Employee of SEPLSO” pin stating the number of years worked, and starting at 3 years of service a cash bonus.

Years of Service	1	3	5	10	15	20	25	30	35	40	45
Gift Value	\$25	\$25	\$35	\$50	\$75	\$100	\$150	\$200	\$250	\$350	\$500
Cash Bonus	\$0	\$25	\$50	\$100	\$150	\$200	\$300	\$400	\$400	\$500	\$600

The Executive Director will appoint staff members to a committee with responsibility for selecting an array of gift options that comprise the Service Award Catalog. Employees receiving service awards select a gift from this catalog.

Gifts are calculated by number of service years as stated in the table above. Cash awards are in addition to a gift selected from the brochure. Cash awards begin on the completion of the 3rd year of service.

Every employee will receive an appreciation card for their service on their employment anniversary dates, signed by the director.

At each branch a plaque shall be displayed publicly that lists current employees and their length of service.

### Retirement Award

Regular employees who depart after 10 years or more of consecutive service and who have worked at least 20 hours per week during this time are eligible for a retirement award. The retirement award is given according to the following schedule.

## SEOLS Operating Policies

Retirement after 10 years of service = \$500.00

Year 11 = \$550

Year 12 = \$600

Year 13 = \$650

Year 14 = \$700

Year 15 = \$750

Year 16 = \$800

Year 17 = \$850

Year 18 = \$900

Year 19 = \$950

Retirement after 20 years of service = \$1,000.00

Year 21 = \$1,100

Year 22 = \$1,200

Year 23 = \$1,300

Year 24 = \$1,400

Year 25 = \$1,500

Year 26 = \$1,600

Year 27 = \$1,700

Year 28 = \$1,800

Year 29 = \$1,900

Retirement after 30 years of service = \$2,000.00

When feasible, retirement award checks will be given at an awards gathering. The cap for retirement gifting is set at the 30-year benchmark. Any employee working past 30 years will receive the same as if retiring on their 30-year anniversary date. In addition to the amounts listed above, each recipient will receive a plaque, bookends, or watch with their name and dates of service to distinguish their career milestone. This will not exceed \$125 in value.

Approved 4/11/95, revised 9/18/18

## **EMPLOYEE HEALTH INSURANCE**

Southeastern Public Library System of Oklahoma provides health insurance to all employees regularly scheduled to work more than 24 hours per week, per the requirements of our insurance provider. SEPLSO will pay the entire premiums for Health Choice's High health insurance plan, Dental and Basic Life. Employees may add vision insurance and additional life coverage at their own expense and eligibility.

Employees may add spouse and dependent coverage under the limits of the provider's policies if they agree to allow SEPLSO to automatically deduct the costs from their paycheck.

If an employee has other group or qualified individual health coverage or if they are eligible for Indian Health Services or military health benefits, they may opt out of health insurance coverage. Eligible employees who opt out of coverage will receive half of the benefit premiums as part of the regular payroll in lieu of providing the coverage described above. If an employee qualifies and elects to receive the payment, the payment is subject to all applicable taxes and payroll deductions.

Employees may only add or change coverage upon being hired, during the annual open enrollment period, or upon experiencing a qualifying life event as defined by our insurance provider.

According to the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may choose to continue group health benefits for a limited period after leaving the company. This can happen after they experience a qualifying event, i.e. termination for reasons other than gross misconduct or reduction in your hours of employment. Covered spouses and children may also be able to extend their health coverage after certain qualifying events. Continuing coverage is at the expense of the employee.

SEPLSO may make optional coverage, such as AFLAC, available and will deduct premiums from employees' salaries for their convenience.

App 3/13/2018

## **PERSONNEL FILES**

**LOCATED AT SERVICE CENTER:** each employee's personnel file shall be located at the Service Center. The Executive Director is the official custodian of the personnel files. For their convenience, direct supervisors may maintain a secured, confidential file on a current employee, containing copies of records in the main file, but such files do not need to be complete.

**CONFIDENTIALITY:** employee personnel files are confidential and for official use only.

**ACCESS:** Access to the personnel files shall be strictly on the basis of official SEPLSO business and shall be limited to: the employee, the employee's supervisors, the Executive Director, the administrative staff, and Board members. An employee may view her/his file at any time during Service Center office hours, but may not alter or remove anything from it. Copies will be made for the employee on request. Where distance or time constraints make it difficult for an employee to view the file directly, a certified copy may be made and sent for personal delivery to the employee only.

**CONTENTS:** an employee's personnel file shall include:

- signed and dated originals of all personnel actions, e.g., hiring, probation, reassignment, promotion, performance evaluations, disciplinary actions, grievances, hearings, termination, etc.;
- the employee's signed and dated disputation, rebuttal, or added information pertaining to any personnel actions on file;
- requests for leave;
- commendations, letters, and memoranda relating to performance;
- physician's certificates or notes relating to health;
- completion certificates from job-related conferences, workshops, and courses of study;
- letters of reference or recommendation; and
- other material pertinent to employment history.

**RETENTION** B Requests for leave and continuing education/training records may be weeded from the files when the law permits and the records are no longer pertinent. Written reprimands more than five years old may be weeded, provided there is no disciplinary record of a similar nature within three years on file. All other records are to be retained permanently.

App. 1/13/87; rev. 4/11/95

## **READING CENTERS**

SEPLSO seeks to facilitate the establishment and operation of volunteer-staffed library service outlets in communities within its service area which are not close to an existing branch of the System and which are not large enough to provide adequate financial support for operating a library at minimum state standards. Such outlets will be called reading centers.

**REQUIREMENTS FOR ESTABLISHING:** the following requirements shall apply in establishing reading centers:

1. Significant and continuing local initiative and interest must be demonstrated by groups and individuals in the community.
2. A unit of local government or a legally established, active, and ongoing corporation must contract with SEPLSO to carry out at least the following obligations:
  - a. provide, insure, and maintain in good operating condition an accessible and suitable facility, including the needed equipment and fixtures;
  - b. provide adequate heating, lighting, air conditioning, telephone service, and other appropriate utilities;
  - c. provide for the effective governance and management of the reading center, in accordance with generally accepted public library practices, including an annual report to the contracting organization on the status and needs of the reading center;
  - d. provide volunteers to operate the reading center during mutually agreed upon hours of operation, with an identifiable person in charge;
  - e. provide shelving or display space for an agreed on quantity of library materials;
  - f. make sure that the reading center is open to the public for a minimum of 9 hours per week, on a regular, publicly-posted schedule;
  - g. submit to SEPLSO's administration a monthly report on the activities of the reading center in a prescribed format, plus such other reports as may be required from time to time.

**SUPPORT PROVIDED:** SEPLSO will support reading centers by allocating a budget for the purchase of library materials through the Service Center, and by consulting, training, and other appropriate actions.

**CLOSING:** if any of the criteria listed above are not met for a period of ninety (90) consecutive days, or on request from the contracting party, SEPLSO will initiate the closing of the reading center and remove materials provided by SEPLSO.

**ANNUAL CONTRACT REVIEW:** a copy of the reading center's contract shall be sent to the contracting organization and to the reading center's head volunteer with a request for review and notification as to whether any updating or other changes are needed.