

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

PUBLIC SERVICES COMMITTEE

AGENDA

Members: Jose Jimenez, Chair
Lee Alan Leslie
Lori Nelson
Kim Patterson
Judy Smith

Thursday, May 29, 2008
3:30 p.m.
Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843-9601

NOTE: Comments from the general public will be limited to 15 minutes with time prorated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the committee must list their residential address and personally sign a speaker form.

- I.** Call to Order and Establishment of Quorum – Jose Jimenez, Chair
- II.** Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Revisions to Metropolitan Library System Policy and Procedure Manual
- III.** Adjournment

The Metropolitan Library System of Oklahoma County encourages participation from all patrons and citizens of Oklahoma County. If participation at any public meeting is not possible due to a disability, whether physical, hearing or speech related, please notify the office of the Executive Director (606-3726) at least forty-eight (48) hours prior to the scheduled public meeting to allow the Library to make necessary accommodations.

REPORT AND RECOMMENDATION FROM ADMINISTRATION

Revisions to Metropolitan Library System Policy and Procedure Manual

MLS policies contained in the Policy and Procedure Manual periodically require updating as a result of decisions or recommendations from the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient, effective manner.

In June of 2004, the library commission approved the reorganization of the P&P manual, which separated policies from procedures. The commission agreed that minor housekeeping policy changes would be presented in the form of an information item without the need for committee or commission action. However, any changes in policy intent or purpose would continue to be brought by administration recommendation to the committee or commission.

The administration recommends for your consideration and approval of two revised policies and one new policy.

- I. AL 320 – Rules of Conduct (revised)
 - a. *Clarification of conduct that is unacceptable in the library*
 - b. *Addition of unsupervised children as written in the AL 330 (see below)*
- II. AL 330 – Responsibilities for Unsupervised Children in the Library (revised)
 - a. *Addition of the regulations*
 - b. *Minor housekeeping type changes*
- III. AM 313 – Local History Permission to Use & Fee Schedule (new)

For your information, we have made minor housekeeping revisions to the following:

- I. AM 110 – Delinquent/Lost/Damaged Materials
- II. AM 200 – Interlibrary Loan
- III. AM 314 – United States Government Documents
- IV. AM 331 – Transfer and Withdrawal of Materials

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AL 320 Rules of Conduct; AL 330 Responsibilities for Unsupervised Children in the Library; and AM 313 Local History Permission to Use & Fee Schedule.

AL 300 Responsibilities of Customers

AL 320 Rules of Conduct

Adopted: 6/97, Draft 2/08

Policy

The Metropolitan Library System, by adopting these rules of conduct seeks to ensure that our library provides an atmosphere conducive to appropriate use of its services and facilities.

Regulations

1. The library reserves the right to require anyone of any age violating the Library Rules of Conduct to leave the library. Serious or repeated misconduct may lead to restrictions including loss of library privileges ranging from one day to two years, and/or appropriate legal action.
2. A person excluded from the use of the library building, property, and/or services may request in writing that the Executive Director reconsider such a decision and present evidence to the Executive Director that the exclusion is not warranted under the circumstances or that s/he no longer poses a threat as described above.
3. The following actions and forms of conduct are not permitted:
 - Engaging in any activity in violation of federal, state, local or other applicable law or library policy.
 - Engaging in any unlawful or potentially harmful activity on library property. (Illegal or disruptive behavior will be subject to immediate, appropriate, and necessary action.)
 - Carrying firearms and or dangerous weapons of any type (except armed law enforcement officers or MLS authorized security officers)
 - Selling, consuming, possessing, or being under the influence of alcohol or illegal drugs. See Policies and Procedures for use of the Meeting Rooms for exceptions regarding alcohol consumption.
 - Soliciting, conducting surveys, polls or petitions not authorized by the library.
 - Tampering with, defacing, mutilating or theft of library property.
 - Disrupting the use of library services of other customers. Examples: loud talking, audible tones such as those from a cell phone or headphones, screaming, crying, banging on computer keyboards, creating or contributing to loud and/or persistent noise producing activities
 - Harassing others, verbally or physically
 - Fighting or challenging to fight, running, pushing, shoving or throwing things
 - Entering the library with communicable diseases, contagious illnesses or lice or other body or article infestation.
 - Using restrooms for bathing, shampooing or doing laundry
 - Littering
 - Entering or being in the library barefoot, without a shirt, with wet clothes, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.

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AL 300 Responsibilities of Customers

AL 320 Rules of Conduct

Adopted: 6/97, Draft 2/08

- Entering unauthorized workspaces, including docks and back alleys.
- Blocking or impeding access of others or bringing items in that take up an excessive amount of space or present a potential danger
- Monopolizing library space, equipment, materials, or facilities preventing others from using them, including prolonged or chronic sleeping or lying down.
- Eating, drinking using or preparing to use tobacco products, except in designated areas. No smoking within 25 feet of entrances according to State law.
- Engaging in acts of indecent exposure or sexual activity of any kind.
- Leaving packages, backpacks, luggage, or any other personal items unattended. (These unattended items are subject to immediate confiscation.)
- Bringing animals into the library, with the exception of service animals.
- Damaging, destroying or stealing someone else's property.
- Leaving children under 10 years old unattended. (The library assumes no responsibility for minor children.)
- Failing to comply with a reasonable staff request.

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Deleted: <#>, or changing clothesConsuming or possession of alcohol or illegal drugs or being under the influence. See Policies and Procedures for Use of the Meeting Rooms for exceptions regarding alcohol consumption. ¶<#>Smoking, chewing, and using other tobacco on Library property¶

AL 300 Responsibilities of Customers

AL 330 Responsibilities for Unsupervised Children in the Library

Adopted: 2/91, Revised: 12/92, Draft 02/08

Background

Public libraries are public buildings that must be open to all persons who abide by basic, established rules of conduct. The Metropolitan Library System strives to provide safe and welcoming libraries for customers of all ages and wants children to use its facilities and services. However, the safety of children left alone in a library building is a serious concern of the library staff. Children in the library should always be accompanied by a parent/guardian or assigned caregiver.

Children, left on their own, may be able to keep themselves occupied for a time; but, often become bored, restless and disturb others. Such behavior can prompt reprimands from the staff, fostering a negative rather than a positive atmosphere. Unsupervised children also require considerable attention to the possibility of accidents or whether a child is interacting with or leaving the building with a parent or with a stranger. Some children may be waiting for a ride after the facilities close, and this poses concern about their safety. Due to the demands made by other customers, the library staff is unable to ensure sufficient attention and oversight of these children without the assistance of a parent/guardian or assigned caregiver.

Policy

This policy ensures that children may safely and appropriately enjoy Metropolitan Library System facilities and services. The responsibility for the safety and behavior of children in the library rests with the parent/guardian or assigned caregiver and not with library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

Regulations

1. Children up to age 10 must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. The assigned caregiver must be able to attend to the child's safety and ensure appropriate behavior, and must carry emergency contact information.
2. If a child under age 10 is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called for assistance.
3. If a child violates the Library Rules of Conduct, the child and the parent/caregiver will be informed of the rules. If inappropriate behavior continues, the family may be asked to leave the library.
4. Children must be picked up promptly when the library closes.

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Deleted: The staff of the Metropolitan Library System welcomes children and invites them to come to know our libraries as warm and inviting places. The safety and well being of young people who visit our libraries are of great importance to the library. Therefore, the presence of children who stay in the library for several hours without a parent/guardian raises concerns about how to best serve them and about their safety. ¶

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AM 300 Library Collections

AM 313 Local History Permission to Use & Fee Schedule

Draft: 02/08

Policy

To assist customers with their personal, research or commercial endeavors, the Metropolitan Library System provides reproductions of items from its Oklahoma Room Collection including video, audio or high-resolution digital images.

Regulations

1. Fees will be charged to offset the cost of delivering high-resolution images for personal, research or commercial use.
2. Written permission is always required for use of any Oklahoma Room image.
3. When the use is commercial, the Requestor must obtain permission from the copyright owner. The Library does not assume responsibility for determining the copyright status of library materials.
4. A reasonable inquiry by the Requestor should include those of the following steps that are relevant:
 - a. Determine if the work is in public domain.
 - b. Contact the author or the publisher by letter, telephone or e-mail.
 - c. Contact the U.S. Copyright Office for information. The Copyright Office now provides online information at <http://lcweb.loc.gov/copyright/> and performs professional searches for a fee.
5. If the Requestor undertakes and documents a reasonable inquiry and cannot locate a rights holder from whom permission could be obtained, the Requestor must indemnify the System against any claim that the library's act of providing a copy were an infringement of a third party's rights.
6. Fees for use will be assessed if an image is to be reproduced in any type of publication, media, broadcast, exhibition, web site, or other commercial use.
7. Fees are charged for the nonexclusive use of images. Subsequent use or reuse of the images will require completion of a new reproduction and use agreement.
8. The Library reserves the right to refuse use of materials intended for commercial use or waive use fees.

Fee Schedule

Two types of fees may be assessed. A use fee is charged for the use of an image for commercial purposes. A digital copy fee is charged per image for a copy to be made.

AM 300 Library Collections

AM 313 Local History Permission to Use & Fee Schedule

Draft: 02/08

Use fees

Item Type	Quantity	Fee	Units	Subtotal
Book, brochure, filmstrip, flyer, poster, postcard or PowerPoint programs for sale	1 – 4,999	\$15.00		
	5,000 – 9,999	\$30.00		
	10,000 – 29,999	\$60.00		
	30,000 and over	\$120.00		
Website		\$15.00		
Commercial Décor		\$150.00		
Advertising & Product Design		\$15.00		
Serials	Under 49,999	\$15.00		
	50,000 – 99,999	\$60.00		
	Over 100,000	\$120.00		
Video for Resale or Broadcast Documentaries	5,000 and under	\$35.00		
	5001 and over	\$100.00		
Interactive CD-Rom or DVD		\$120.00		
Exhibitions or one-time Broadcast	Commercial Use	\$30.00		
	Non-Commercial Use	\$15.00		
Total				

AM 300 Library Collections

AM 313 Local History Permission to Use & Fee Schedule

Draft: 02/08

Digital Copy fees

Name _____ Phone _____

Signature _____ Email _____

PO Number _____

			Format (select one)		Resolution (select one)			
Item #	Image #	Description	TIFF	JPEG	300 dpi/\$5.00	600 dpi/\$15.00	1200 dpi/\$30.00	Item Amount
							Subtotal	
							Processing fee	\$5.00
							Total	