

**CHICKASHA PUBLIC LIBRARY  
OPERATION POLICY  
January 2017**

**PART I - THE ADVISORY LIBRARY BOARD**

1. Members of the Board accept voluntarily their appointment to the Library Board and are subject to the obligations as described in the Code of the City of Chickasha (Chapter 1, Article 15, Section 1-15-1).
2. Members of the Board assume personal responsibility for acquainting themselves with the general trends of library development in order that the best type of library service may be given through the Chickasha Public Library.
3. The Board determines policies of the Library except for internal organization policies.
4. The Board promotes the Library program in the community, makes the needs of the Library known to the City Council and the citizens of Chickasha. Members of the Board are encouraged to be members of the Friends of the Library.
5. The Board will respond in writing to any suggestions, complaints, and petitions which are presented to them in written form. Communications regarding the Library which are received by any member of the Library Board will be reported to the Board Chairman and the Library Director.
6. Any requests made by members of the public during the Public Presentations portion of the Library Board meetings will be placed on the agenda of the next meeting for discussion, consideration, and possible action. The person making the request may be asked to put his/her proposal in writing for clarification.

**PART II - THE LIBRARY DIRECTOR**

1. The Library Director is responsible for the administration of the Library under the general policies approved by the Board and under the supervision of the City Manager as outlined in Chapter 1, Article 15, Section 1-15-2.
2. The Library Director will attend all meetings of the Board and may speak on all subjects under discussion but is not a voting member.
3. The Library Director is responsible for all properties belonging to the Library and supervises all members of the Library staff.

4. All suggestions, complaints, and requests from the Library staff or from the public are acknowledged by the Library Director and reported to the Board if presented in writing. Unwritten requests are subject to the Library Director's discretion.
5. The Library Director is responsible for implementation of and adherence to policies approved by the Board. The Library Director is responsible for internal procedures.

### **PART III - THE LIBRARY STAFF**

1. The first duty of the Library staff is service to the public. The entire staff is responsible for prompt, efficient, impartial, courteous, and friendly public service.
2. Progressive ideas and constructive criticism by the staff are welcome and shall be given courteous consideration.
3. Staff members are encouraged to take an active part in community life and become members of local civic, educational, professional and social organizations to the extent that home and Library duties permit.
4. The Library customer has a right to expect the staff to be familiar with the books and materials in the collection and to keep informed about new titles.

### **PART IV - THE LIBRARY CUSTOMERS**

1. Customers who are disruptive or offensive will be asked to cease their behavior. Such behavior includes, but is not limited to, smoking, shouting, and/or swearing. If they do not do so after one warning, they will be asked to leave. If they do not comply, the Chickasha Police Department shall be called to remove the person from the Library. The Police will be called immediately for all suspected criminal behaviors.
2. Customers who have been disruptive may be refused admittance. The length of such banning will be at the discretion of the Library Director based on the seriousness of the offense
3. The Library's Internet Policy and Safety Policy further describe expected behaviors.

## **PART V - SAFETY OF CHILDREN**

It is the intent of the Library to assure that all children are safe and that they enjoy their Library visits. To that end, the following regulations will be enforced:

1. Children eight years of age and under shall be accompanied by a responsible adult of at least sixteen years of age at all times. Children nine to twelve may be unaccompanied in the Library for no more than two hours. If unaccompanied children misbehave Library staff will comfort/quiet them. If they continue to misbehave if they walked or rode their bicycles to the Library, they will be sent home. If they were left at the Library by their parents, their parents will be contacted, at home or at work, and asked to come and pick up their children. If parents cannot be reached or if they decline to come and get their children, the Chickasha Police Department will be contacted to take custody of the child.
2. Parents or other accompanying adults will be asked to comfort/quiet children who are crying, shouting, running, or otherwise disturbing others. If children cannot sit quietly, then the adults must comfort/quiet their children or take them out of the Library. Children cannot be left to cry, run, shout, or disturb others.
3. Parents or other accompanying adults who wish to use the computers may do so only if the children can play or look at books quietly. Adults may take toys such as books, puzzles, and trains to the area of the computers so that young children may sit with their parents. If children cannot sit quietly, then the adults must comfort/quiet their children or take them out of the Library. Children cannot be left to cry, run, shout, or disturb others.
4. Library staff cannot be responsible for children left at the Library. Thirty minutes before closing time, Library staff will consult with each unaccompanied child to determine if he is expecting to be picked up. He will be asked to telephone to assure that his ride is on the way. If a child has not been picked up at closing time, two staff members will remain in the building with the child for 15 minutes. If no one has arrived or telephoned by that time, Library staff will contact the Chickasha Police Department and let the Department assume custody of the child.
5. For the safety of children, adults who are not assisting children will be asked to sit in the adult area of the Library, not the children's area.