

## **CHICKASHA PUBLIC LIBRARY**

### **OPERATIONS POLICY**

**July 2024**

It is the intent of the Chickasha Public Library to assure that children are safe while in the library and all patrons are able to enjoy their Library visit. To this end, the Board, Library Director, Library Staff, and all Library Patrons, regardless of age, must comply with all Library policies.

Additionally, the Chickasha Public Library has the following expectations for those associated with the operations of the library:

#### **PART I – THE ADVISORY LIBRARY BOARD**

Members of the Board voluntarily accept their appointment to the Library Board and are subject to the obligations as described in the Code of the City of Chickasha (Chapter 2, Article V, Sec. 2-179).

1. Members of the Board assume responsibility for acquainting themselves with general trends of library development in order to intelligently inform choices and advocate for the highest quality of services at the Chickasha Public Library.
2. The Board shall determine all policies of the library except for internal organization policies.
3. The Board shall promote Library programs in the community and communicate the needs of the Library to the City Council and citizens of Chickasha. Members of the Board are encouraged to be members of the Friends of the Library.
4. The Board will respond in writing to any suggestions, complaints, or petitions which are presented to them in written form. Any member of the Board who receives communication about the library will report such to the Board Chairman President and the Library Director.
5. When spoken requests are made by members of the public during the Public Presentations portion of Library Board meetings, these items will be added to the agenda of the next scheduled meeting for consideration. People making requests may be asked to deliver a proposal in writing to the Board.

### **PART III – THE LIBRARY STAFF**

1. The Library Staff's first duty is service to the public. The entire staff is responsible for prompt, knowledgeable, unbiased, courteous, and friendly public service.
2. The Library Staff shall be familiar with the books and materials in the collection and remain informed about new titles.
3. Progressive ideas and constructive criticism by the staff are welcome and shall be given courteous consideration by the Library Director and the Board.
4. Library Staff members are encouraged to take part in events in the Community of Chickasha and become members of local civic, educational, professional, and social organizations to the extent that home and Library duties permit.

### **PART IV – THE LIBRARY PATRONS**

1. Patrons who are disruptive or offensive will be asked to cease such behavior. This includes, but is not limited to, smoking, shouting, and/or swearing. If a patron is unable or refuses to correct disruptive behavior when asked, the Library Staff will ask them to leave the library. If they do not comply, Library Staff and/or the Library Director must call the Chickasha Police Department and ask them to remove the offending person from the library. The Police must be called immediately for all suspected criminal behaviors.
2. Patrons who have been disruptive may be refused admittance. The length of such banning will be based on the seriousness of the offense and determined at the discretion of the Library Director.
3. Patrons are expected to comply with the Library Safety policy and policies for the use of library spaces and resources.

### **PART V – CHILDREN IN THE LIBRARY**

1. Children eight years of age and under must be accompanied while at the library by a responsible adult (at least sixteen years of age) at all times. Children are expected to use the Children's Area of the Library and should be accompanied by an adult in other public areas. Children aged nine to twelve may be unaccompanied in the library for no more than two hours. Adult patrons using the computers may take toys to the area around the computers so that young children may sit with their parents, if they are content to play quietly.
2. If an unaccompanied child (under the age of 16) misbehaves, Library staff will politely correct. If they continue to misbehave, they will be asked to leave the library immediately.

3. When an unaccompanied child is asked to leave the Library, the Library Staff and Director must consider the safety of the child. Children who walked (or rode bicycles) to the library should be expected to go home in the same way. Children whose parents brought them to the library should wait in the library, under supervision, while their parents are contacted. If parents cannot be reached or if they are unwilling to come and get their children, the Library Staff may call the Chickasha Police Department to assist. No unaccompanied minor child will be removed from the library without clear understanding of how the child will get home.

4. When a child is crying, shouting, running, or otherwise disturbing others, the Library Staff will ask the parent or accompanying adult to comfort/quiet the child. If children cannot behave in a manner that is not disruptive to others, then the Staff will ask the parent and child to leave the library.

5. Library staff will not be responsible for children left at the library after regular hours of operation.

- Thirty minutes before the library closes, Library staff will consult with each unaccompanied child in the Library to determine how they are expecting to be picked up. return home
- Each child will be asked to confirm a pick-up time by calling or messaging their legal guardian.
- When a child has not been picked up by closing time, two staff members will remain in the library building with the child for 15 minutes. The staff will continue to try to contact the child's parent or guardian and confirm a pick-up arrangement.
- If an agreeable pick-up arrangement with the child's legal guardian cannot be made after 15 minutes past closing time the library staff will contact the Chickasha Police Department. At no time will the library release a minor child into the custody of someone other than the child's legal guardian without permission from the child's legal guardian.

6. Any adult Patron who is not the parent/teacher/accompanying adult for a child using the children's area, will be asked to remain in the other public areas of the library.

## **PART VI – COURT ORDERED COMMUNITY SERVICE**

1. The Chickasha Public Library offers the opportunity for fulfillment of Court Ordered Community Service hours. The acceptance for this opportunity lies at the discretion of the Library Director. The following requirements must be met in order for acceptance to be considered:
  - a. Volunteers must be 13 years of age or older.
  - b. Volunteers must provide the library with a photo ID and court paperwork including the charge, case number, and full legal name (must be the same as the photo ID.)
2. Charges not accepted:
  - a. Acts of violence
  - b. Sex-related crimes
3. If accepted, the volunteer will uphold all of the library's policies and expectations and will do their best to positively contribute to the library operations, staff, and patrons of the library.
4. The library will keep a written record of all service information. Should the volunteer require a letter of completion, they will request one from the Library Director no less than 5 days prior to needing the letter.