

**SOCORRO PUBLIC LIBRARY**

**Policy Manual**

**Revision 2021**

## **Table of Contents**

I.	<u>Collection development</u>	pg 3-7
	A. <u>Role of Institution</u>	
	B. <u>Responsibility for Selection of Materials</u>	
	C. <u>Collections</u>	
	D. <u>Challenged Materials</u>	
II.	<u>Reconsideration of Materials</u>	pg 8
III.	<u>Inter Library Loan Policy</u>	pg 9
IV.	<u>Circulation Policy</u>	pg 10-12
V.	<u>Bulletin Board Policy</u>	pg 13
VI.	<u>Alice Ericksen Kase Meeting Room Use Policy</u>	pg 14-16
VII.	<u>Computer Policies</u>	pg 17
VIII.	<u>Children Computer Policies</u>	pg 17-18
IX.	<u>Tablet/library software Policies</u>	pg 19-22
X.	<u>Patron Rules of Conduct</u>	pg 22-23
XI.	<u>Patron User Agreement</u>	pg 24
XII.	<u>Unattended Children Policy</u>	pg 25

## **Definition of Terms**

Patron- any person on library premises.

Adult- any person 18 years or older.

Minor- any person under 18 years of age.

Children/child- 13 years and under. Children under the age of 10 years old will not be left unattended.

Educational purposes- documents pertaining to formal or informal education, continuing education, or class projects.

Amnesty-time of the year in which overdue fines will be waived from patron accounts.

## **I. Collection Development Policy**

### **ROLE OF THE INSTITUTION**

#### **A. Mission Statement**

The mission of the Socorro Public Library is to meet the evolving educational, cultural, and recreational needs of local residents by providing modern library resources and services. The library strives to acquire materials, plan programs, and provide services that reflect an understanding and consideration of the community served with concern given for all ages, backgrounds, interests, abilities, and levels of education.

The library recognizes an obligation to acquire materials and extend services to those members of the community who traditionally have not been library users. The library dedicates itself to providing ready access to the world of ideas and knowledge by planning for the information needs of the community.

The Socorro Public Library endorses the American Library Association's *Library Bill of Rights and Interpretations*, *Freedom to Read Statement*, *Freedom to View Statement*, and *Free Access to Libraries for Minors*.

#### **B. Objectives**

It is the policy of the Socorro Public Library to maintain a broad well-balanced collection of library materials in a variety of formats. These materials are selected to encourage the democratic process and the free exchange of ideas. The Library will offer a variety of viewpoints on many topics.

The Socorro Public Library recognizes a special obligation to collect and preserve books, microforms, and manuscripts relating to the local area. The library will also serve as a repository for local oral history.

Materials are placed in age-appropriate areas; however, the library does not act in a parental capacity. The Socorro Public Library supports the exercise by parents of their responsibility to guide their own child's reading and viewing by providing published reviews that can give information on content and recommended audience.

The Socorro Public Library's collection will be developed to fulfill the following public library roles: preschool door to learning, educational support center for all ages, a recreational reading center for popular materials, and a learning center for adult independent learners. The Library Board of Trustees will review these roles as part of the ongoing planning process.

## **RESPONSIBILITY FOR SELECTION OF MATERIALS**

**A.** The Library Director, who by New Mexico law must have at least a Bachelor's Degree and a Certification II for a community this size, through the New Mexico State Library, has responsibility for the selection of materials.

**B.** The Library Director may delegate the selection of library materials to staff members, but will have final review of all selections.

## **CRITERIA**

### **A. Selection**

Materials selection is based on professional knowledge of the service population and the library's present collection. Criteria include patron demand, community interest, funding, and availability, authority of source, social significance, and accessibility of format, objectivity, and importance to a balanced collection. Cost and space are limiting factors. Books may be leased to provide multiple copies of high demand, popular titles.

Professional reviews that recommend selection for public library collections play an important part in the selection of library materials. The librarians who select materials regularly consult reviews from the following sources: *School Library Journal*, *Booklist*, *Library Journal*, *Books of the Southwest*, *Book Talk*, *Children's Library Catalog*, *Fiction Catalog*, *Public Library Catalog*, and *the New York Times Book Review*.

The library acts in a supporting role, not as a primary source, of materials for students of local private and public schools. Textbooks will not be purchased; nor will the library duplicate services provided by the libraries of local educational institutions.

### **B. Gifts and donations**

Donated materials will be selected for the collection under the same criteria as purchased items. The library reserves the right to offer gift items that are not selected for the library collection to the Friends of the Socorro Public Library, LVA-Socorro County, local small community libraries or other nonprofit organizations. Upon request, a letter of receipt will be issued for donated items. However, determination of dollar value will be left to the donor.

### **C. Interlibrary Loans (ILL)**

ILL is a service offered to patrons seeking materials not available in the library's collection. Items repeatedly requested through ILL will be purchased for the permanent collection.

### **D. Replacement**

Lost, stolen, or damaged materials will be replaced if they are deemed essential or valuable to the library collection and if budget permits.

### **E. Collection Maintenance**

The de-selection, or weeding, of library materials is an integral part of the collection development process. As much care should go into weeding the items in a collection as went into

the original selection of them. Library materials will be kept current and accurate by a systematic review of the collections. Items that are outdated, in poor physical condition, or no longer circulating will be removed, rebound, or replaced.

Superseded reference materials will be offered to local libraries. Other de-selected materials will be given to the Friends of the Socorro Public Library, LVA-Socorro County, or other nonprofit organizations.

## COLLECTIONS

### **Adult Collection**

This collection encompasses general fiction, mystery, science fiction, western, nonfiction, Southwest, Spanish Language, Adult Basic Reading, videos, DVDs, CDs, large-print books, and periodicals. Materials are selected from reviews or from patron requests.

The purpose of the adult collection is to satisfy the recreational reading and listening interests of adult patrons, offer educational enhancement, provide cultural enlightenment, and assist adults who are learning to read. Even as the library responds to patron interests and needs, there is intent to select items on all topics from all points of view.

### **Special collections**

Special Collections are created to satisfy local needs and interests. They may be removed when space, patron demand, or personnel costs do not justify their continuation.

Reference Collection consists of up-to-date directories, indexes, bibliographies, encyclopedias, atlases, almanacs, legal and medical source materials, consumer information, and government publications. Electronic media products and the Internet are used to enhance and expand the range of information available.

Materials are chosen for the reference collection based upon currency, accuracy, the reputation for reliability of their issuing body or publisher, potential frequency of use, appropriateness for a public library collection, uniqueness in the library's collection, and cost.

Southwest Collection includes both fiction and nonfiction. The selection of materials will focus on local history, New Mexico, and the Southwest region. Efforts will be made to house limited editions of works by Socorro authors.

Locked Case is used to store unique and irreplaceable books or manuscripts of the Southwest Collection.

Vertical Files support local interests. These files contain newspaper articles, pamphlets, or other ephemera relating to Socorro and Socorro County.

Spanish Language Collection encompasses fiction and nonfiction, scholarly and popular works. Bilingual, Spanish/English materials are also acquired for this collection.

### **Non-book Collections**

Non-book formats will be considered in every area of materials selection and may replace hard copy selections when budget and technical support allow. Non-book formats include but are not limited to: Internet, microform, compact discs, DVDs.

Materials on electronic format will be selected that inform, educate, and entertain. The focus of the and DVD collection is informational, cultural, classical, educational, or literary. The CD collections may include fiction, and non-fiction. Music CDs have been acquired that are of lasting value and in high demand by the community.

### **Children's Library**

The Children's Library targets the interests and needs of children from birth to approximately twelve years of age. Picture books, easy readers, fiction, Spanish language, nonfiction, periodicals, and electronic media comprise this collection.

Materials are selected to develop reading skills, encourage reading, and stimulate learning. The collection supplements educational studies, enhances independent research, and encourages reading for pleasure. The collection is used by children, parents, educators, child caregivers, and others whose interests and needs are met by these materials.

### **Young Adult Collection**

This collection features print and non-print materials on topics that are pertinent to young adults. Selections are based on interests of those aged twelve to eighteen, current issues, and educational studies. Hard cover non-fiction books are shelved in the Adult Department. Special interest stickers identify them. Paperbacks are shelved on the Young Adult carousel.

### **Locked Case Collection**

This collection features print and non-print materials on topics that are pertinent to local and southwest history.

## **CHALLENGED MATERIALS**

*Statement of Policy Any resident of the City of Socorro is entitled to challenge library materials that he or she considers inappropriate, using the following procedure:*

### **Informal Resolution**

1. The Library Director, or the staff person designated to be in charge, will listen to the complainant; the library's selection procedure will be explained to the complainant.

2. If the questioner wishes to file a formal complaint, a copy of the library's Collection Development Policy, *Freedom to Read Statement*, and a *Request for Reconsideration* form will be given to the complainant.

### **Formal request for reconsideration of library materials**

When the Request for Reconsideration Form is filed by a patron, the request will be reviewed by a committee of three: the Library Director, the librarian responsible for the area

of the collection that includes the item being considered, and one other staff member. The patron will receive a written decision within 30 days.

**C. Formal Appeal for reconsideration of library materials**

If the complainant is not satisfied with the committee's decision, the issue will be placed on the agenda of the Socorro Public Library Board of Trustees. Board members will evaluate the material in question, read professional reviews, and vote to retain or remove the item. The decision of the Library Board of Trustees is final.

## II. Request For Reconsideration Of Library Materials

TITLE \_\_\_\_\_  
AUTHOR \_\_\_\_\_  BOOK  PERIODICAL  OTHER \_\_\_\_\_  
PUBLISHER \_\_\_\_\_ YEAR \_\_\_\_\_  
REQUEST INITIATED BY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

DO YOU REPRESENT:     YOURSELF  
                                   AN ORGANIZATION/NAME \_\_\_\_\_  
                                   OTHER GROUP/NAME \_\_\_\_\_

1. TO WHAT IN THE WORK DO YOU OBJECT? (PLEASE BE SPECIFIC. CITE PAGES)

\_\_\_\_\_

2. DID YOU READ  THE ENTIRE WORK?  PARTS? WHAT PARTS? \_\_\_\_\_

\_\_\_\_\_

3. WHAT DO YOU FEEL MIGHT BE THE RESULT OF THIS WORK? \_\_\_\_\_

\_\_\_\_\_

4. FOR WHAT AGE GROUP WOULD YOU RECOMMEND THIS WORK? \_\_\_\_\_

\_\_\_\_\_

5. WHAT DO YOU BELIEVE IS THE THEME OF THIS WORK? \_\_\_\_\_

\_\_\_\_\_

6. ARE YOU AWARE OF JUDGEMENTS OF THIS WORK BY LITERARY CRITICS?

\_\_\_\_\_

7. WHAT WOULD YOU LIKE YOUR LIBRARY TO DO ABOUT THIS WORK?

DO NOT LEND IT TO MY CHILD.

RETURN IT TO THE LIBRARY STAFF FOR REEVALUATION.

OTHER. EXPLAIN \_\_\_\_\_

8. IN ITS PLACE, WHAT WORK WOULD YOU RECOMMEND THAT WOULD CONVEY  
A MORE VALUABLE PICTURE OR PERSPECTIVE OF THE SUBJECT? \_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



### **III. Interlibrary Loan Policy**

The Socorro Public Library is linked to other libraries through a national (and international) library network, in order to share materials not available in our institution.

**RESTRICTIONS:** Borrowers must have a valid library card from the Socorro Public Library to use ILL. Students enrolled in schools of higher education should submit requests through their college library.

Books published within the current calendar year, textbooks, bestsellers, audiovisuals, and entire issues of magazines are not available through ILL. Materials that are *only* available from university libraries may not be available due to fees charged by most universities. In many cases entire microfilm rolls will not be lent by other libraries, and only photocopies of specific pages are available. Exceptions will be made with the discretion of the director.

**FIVE LOANS POSSIBLE:** A library patron may have up to five (5) interlibrary loan requests active at one time. These requests are free of charge.

**RETURNS:** Interlibrary loan books **MUST** be returned to the circulation desk of the Socorro Public Library or the book drop outside in front of the library.

**RENEWALS:** The lending library sets the due date. Books must be returned at that time. Renewals will only be issued if the lending library permits the additional loan period.

**OVERDUES:** The charge for interlibrary loan material returned late is \$2.00 for each day the book is overdue. Maximum overdue fine is \$20.00.

#### **UNCLAIMED**

There will be an automatic \$5.00 charge for each ILL that is not claimed within ten days of notification of availability. Unclaimed ILLs will be returned to the lending library.

**DAMAGED OR LOST BOOKS:** If the interlibrary loan book is damaged or lost, the patron will be charged the full cost as determined by the lending library. All library borrowing privileges will be suspended until the book is paid in full.

## IV. CIRCULATION POLICY

### A. PURPOSE

- A. To make materials widely available
- B. To provide maximum use of the library collection
- C. To facilitate requests for materials
- D. To provide a uniform policy for the retrieval of overdue materials

### B. ELIGIBILITY OF USE

Any person can obtain a library card. It is required that the application be completed by an adult 18 years or older. A minor may apply for a library card with a parent or guardians written authorization. The use of the Library or its services may be denied for due cause, such as failure to pay penalties, theft of library property, or destruction of library property.

### C. REGISTRATION FOR LIBRARY CARDS

Anyone who can verify their current mailing address and has current photo identification may apply for a library card. A new registrant may check out up to two items at the time of application. After return of those two items patron may check-out up to the max items allowed of their registration status.

### D. MATERIALS LOAN PERIODS AND LIMITS

#### Checking Out Items

In order to check out library materials a library card must be present at checkout. If patron does not have their library card a photo identification can be used. The photo identification must match the account being accessed. Children may access their account with school identification or parent photo identification. Parents/guardians may access children's account if child is present during checkout.

#### Loan periods and renewals

Books, audios, & magazines check out for 21 days with two renewals.

Interlibrary Loan books check out for 21 days.

DVDs check out for 7 days with one renewal.

Reference and Locked Case books are for use in the library only. Patrons can have copies made up to 10 pages. Any copies after the 10 pages will be made with normal copy charges. Photo identification is exchanged for the use of locked case items.

Interlibrary Loans are due on the date indicated by the lending library.

#### Special Loans

Patrons may be granted extended loan periods for a special need or to cover times when they will be out of town. Public or private educators may request a longer lending period for items used in the curriculum. Books in heavy demand are not eligible for extended loans.

**Holds**

Patrons may place up to four holds/reserves per visit. After patron notification, the items will be held at the circulation desk for one week.

**Card limits**

There is a limit of 15 items per card.

**E. FINES & FEES**

**Overdue Fines**

Books, audios, magazines accrue overdue fees at 10¢ per day/per item to a limit of \$4.00.

DVDS accrue at \$1.00 per day/per item to a limit of \$4.00.

Interlibrary Loans accrue at \$2.00 per day/per item to a limit of \$20.00.

There is a \$5.00 return charge for unclaimed Interlibrary Loan materials.

Borrowing privileges are suspended if fines exceed \$10.00.

After 120 days of items not being returned patron will automatically accrue damage/lost fees.

**Overdue fine Amnesty**

Two weeks out of the year the library will waive overdue fines on patron accounts. These dates will be listed on the library website and posted within the library three weeks prior to the date of amnesty. Only overdue fines will be removed at this time and only by the request of the patron on the account, or parent/guardian. The request must be made at the library during regular business hours and overdue fines must be within the current calendar year.

**Damaged or Lost items**

Borrowing privileges will be suspended if an item is not returned and the patron will be charged replacement costs. Items purchased by the patron may not be substituted for the Library’s damaged copy. The replacement cost will be the list price of the item. If the replacement cost is not available, then the standard replacement cost will be:

Hardbound book	\$15.00
Cataloged paperback book	\$ 5.00
Replacement of Library Cards	\$ .50 <i>if a card is damaged by normal use the replacement fee will be waived by library staff.</i>
Dvds	\$10.00-\$30.00
Audio-books	\$25.00

**IN-HOUSE SERVICES**

Photocopier	15¢ a page
Printer Paper	10¢ a page (all documents printed for <b>educational purposes</b> are free up to 100 pages a day)
Computers	free
Scan	5 scans free (10¢ a page thereafter) Printing charges still apply if the documents are scanned and printed.

**E. SPECIAL BORROWERS**

**Library Personnel**

Library personnel include paid staff and Board of Trustee members and active Friends of the Socorro Public Board members. All materials borrowed by library personnel must be checked out on the circulation system. Library personnel may not check-out an item on hold for another patron. Library personnel do not accumulate overdue fines.

**Volunteers and Tutors**

To promote participation in the Library and Literacy Volunteer Programs, active literacy tutors and library volunteers do not accumulate overdue fines.

**Temporary Residents**

Temporary residents are limited to a maximum of five items per card after returning initial 2 items.

**Foster Children/Special Needs and assisted living Patrons**

To ensure that individuals with special circumstances have equal access to library resources, the library will issue a special circumstance card in the following instances; children in foster care, adults with disabilities, or assisted living senior citizens. To ensure equal access these patrons will have extended loan periods, waived late fines, services by mail or email services.

## **V. Bulletin Board Policy**

1. All notices must be given to the circulation desk for approval before being posted.  
The public is not allowed to post their notices.
2. The notice must be from/representing a non-profit organization.
3. Only Meetings or gatherings must be open to the public.
4. The library staff has the right to remove any information which is not in line with the above mentioned criteria.
5. All notices will be dated the day they are posted and initialed by library staff.  
Notices/announcements will automatically be removed after the date of the event.

## **VI. ALICE ERICKSEN KASE MEETING ROOM USE POLICY AND APPLICATION**

The Alice Ericksen Kase Meeting Room of the Socorro Public Library is open to non-profit groups and organizations whose purpose is not illegal and whose conduct within the library is not objectionable. Use of the room is subject to the following policies and regulations. These policies do not apply to Library programs or Friends of the Library events.

### **Meeting Room Use Policy:**

1. Library sponsored and Friends of the Library sponsored activities are given priority in consideration for use of the meeting room.
2. Only meetings or gatherings open to the public are allowed. However, the use of the room for trainings or classes will be accepted.
3. Applications are received at the Socorro Public Library Reference Desk and will be filed and considered in order received. Scheduling of the room should be done in advance, but spontaneous use may be authorized if there are no conflicts.
4. The meeting room may be reserved up to three months in advance.
5. All meetings must be free of charge. While using the meeting room, parties shall not engage in commercial or monetary activity. During the meeting no materials may be sold, nor donations solicited from the public. No money shall change hands. Contracts may not be solicited nor be entered into in the meeting room.
6. The fact that a group is permitted to meet at the public library does not constitute endorsement by the library of the group's policies or beliefs. The library is not considered a sponsor and the library's name may only be used to indicate location of the program and not as a referral for information about the program.
7. There is no telephone service in the meeting room and library staff will not take incoming calls for members of organizations meeting in the library.
8. Meetings are permitted to take place after the library has closed, but must be concluded and all persons out of the building by 9:30 PM. While the meeting room may be available for set up as early as 8:00 AM, no meetings shall be scheduled to start until after 9:00 AM when the library opens to the public.
9. For meetings that take place after library closing, the responsible person must make arrangements to be at the library before closing and to stay in the meeting room area. **Keys will not be given out and all doors lock automatically upon closing. Library staff will not be responsible for opening doors after normal library hours.**
10. The scheduled group is responsible for setting up chairs and equipment prior to the meeting. The room must be vacated and all non-library equipment removed before the ending time of the reservation, and in all cases before 9:30 P.M. The room must be left in a clean and orderly condition. Any unusual expenses incurred by the library because of the meeting will be charged to the group. **If the scheduled group will need additional time to clean and reorder the room, it must be included in the application request.**
11. Refreshments may be served, but neither smoking nor the consumption of alcoholic

beverages is permitted.

12. All meeting room reservations must be approved by Library Staff. If conflict arises during the reservation process, the Library Director may refuse permission to use the room. At that point in process, the group may appeal the decision to the Library Board of Trustees.

I HAVE READ AND AGREE TO FOLLOW THE POLICIES AND RULES FOR USAGE OF THE ALICE ERICKSEN KASE MEETING ROOM.

Organization or Individual \_\_\_\_\_

Contact person's name \_\_\_\_\_

Address/Phone number \_\_\_\_\_

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

Reservation date: \_\_\_/\_\_\_/\_\_\_ Day of the week: \_\_\_\_\_

Reservation time (from) \_\_\_\_\_ (to) \_\_\_\_\_

Number of persons: \_\_\_\_\_ Refreshments:  yes  no

Equipment:  yes  no; if yes, what: \_\_\_\_\_

---

**Library use only:**

Conflicts (if any) \_\_\_\_\_

Approved

Rejected, Reason

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

Notified \_\_\_\_\_

--

Please deliver the completed request form to the Library by mail (401 Park St., Socorro, NM 87801), fax (575-835-1182), or email request to [spladult@adobelibrary.org](mailto:spladult@adobelibrary.org), or deliver in person to library staff.



## **VII. PUBLIC COMPUTING POLICY**

All use of the public access computers will be monitored from the circulation desk. In order to be permitted use of the public access computers a patron (14 years or older) must sign in at the circulation desk. Children must sign up to use the computers in the children's room.

\* Internet sessions are limited to one hour (60 minutes). Only one session is permitted if there are patrons waiting to use the public computers. Patrons may request additional sessions if no one else is waiting to use the public computers, but will be asked to relinquish the computer after the first session if the computer is needed.

\* Reference software sessions are limited to one hour.

\* Printing costs 10 cents a page. Please pay at the circulation desk.

\* Patron is permitted to use personal storage media (i.e., disk, CD, flash drive, etc.).

\*The viewing of pages which display graphic pornography is inappropriate for a public and open environment and is prohibited by law. Activities which disrupt the Library; violate copyright or software license agreements; or damage equipment/data are prohibited.

## **IX. CHILDREN POLICY:**

The Library's policy shall not relieve parents and legal guardians of their ultimate responsibility to monitor and guide their own children's use of all library resources, including the Internet. Parents are encouraged to take an active role in their children's use of the Internet and talk about their personal values and expectations for their children's use of this resource. Federal law has been implemented to provide a Children's Internet Protection Act (CIPA) which mandates filtering on all library Internet terminals. This filter is site specific and does not block research sites or information. If you believe access is unjustly denied, please contact the Library Director. An additional component of CIPA, which parents will want to be aware of, is that minors are not permitted to disclose any personal information when using e-mail, visiting chat rooms or using any other electronic communications.

To comply with the Children's Internet Protection Act [Pub, L. No. 106-554 and 47 USC 254 (h)], it is required policy of the Socorro Public Library to: Restrict access of inappropriate matter or materials that are harmful to minors. Provide user safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. Prevent unauthorized access, and other unlawful online activity; and Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors. Definitions: Key terms are as in the Children's Internet Protection Act (CIPA) and defined by Library Staff.

Access to Inappropriate Material to the extent, practical technology protection measures (Internet filters) shall be used to block or filter access to inappropriate information on the Internet. Inappropriate material is defined as "visual depictions of material deemed obscene or child pornography, and material deemed harmful to minors", i.e., depictions of human nudity for the purpose of erotic arousal, and depictions of violence for the purposes of sensationalism. Subject to staff supervision, technology protection measures may be disabled in the case of adults, only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent, practical steps shall be taken to promote the safety and security of the Library's online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: Unauthorized access, including so-called "hacking" and other unlawful activities Unauthorized disclosure, dissemination and use of personal identification regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Library Staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with the policy and CIPA. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director.

### **Terms:**

**Technology Protection Measure-** a specific technology that blocks or filters Internet content Obscene-as defined in section 1460 of title 18 United States Code

**Child Pornography-** as defined in section 2256 of title 18, United States Code Harmful of Minors- any picture, image, graphic image file, or other visual depiction that:

- Taken as whole and with respect to minors, appeals to a prurient interest in nudity, and sex;
  - Depicts, describes, or represents in a potentially offensive way with respect to what is suitable for minors, actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Sexual Act; Sexual Contact- as defined in section 2246 of title 18, United States Code

### **DISCLAIMER**

While the Socorro Public Library provides wireless service to our patrons, the library staff will only provide basic assistance in the use of library internet, software, and databases, such as locating the internet browser, websites, and library databases. Not all sources on the Internet provide information that is accurate, complete, current, legal or philosophically acceptable to all citizens. The Socorro Public Library is unable to control the content of the materials on the Internet, which change rapidly and unpredictably. Parents and guardians of minor children (children under the age of 18) are as responsible for their children's use of the Internet in the Library as they are for their children's use of other library resources.

\*Failure to comply with these guidelines may result in loss of access.

## **X.TABLET/LIBRARY SOFTWARE POLICIES**

It is part of the Socorro Public Library's mission to provide materials in both printed and electronic format to patrons of all ages. To help provide equal access to electronic materials (e-books, e-magazines), the Library has E- readers that may be borrowed and tablets that **MAY BE USED IN THE LIBRARY ONLY.**

### **Borrower Criteria:**

To utilize an E-Reader from the Socorro Public Library, the patron must be a Library patron with a current Library account, patron must be 18 years of age or older and in good standing (i.e. library account is not blocked due to unpaid fees or lost materials). A guardian may sign out an E-Reader for their minor child.

A patron who borrows an E-Reader is required to complete an E-Reader Agreement and provide a \$20 deposit (for E-Reader only). The patron will receive a copy of this agreement.

### **Circulating Policy**

- The checkout limit is one E-Reader per household at any given time. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning E-Readers or Library materials.
- E-readers are loaned on a first-come, first-served basis. E-book readers may not be reserved in advance, but if available will be held for a patron until one (1) hour prior to the close of business the same day a patron calls, if the e-book reader is in the Library when the patron calls.
- A customer will need to complete an “E-Reader Agreement” with each checkout, acknowledging financial responsibility for lost or damaged equipment.
- E-Readers can be checked out at the Circulation Desk from 9:00 am until one (1) hour before the library closes. E-Readers must be returned to the Circulation Desk at least thirty (30) minutes before the library closes on the day due.
- E-Readers are checked out for 14 calendar days with no renewal available. If a patron is unable to return the E-Reader on time they must notify the Library by phone immediately.
- Once an E-Reader is checked out to a customer, the E-Reader becomes the responsibility of that customer per the E-Reader Agreement. If any technical problems are encountered by the patron after check out, the E-Reader is to be returned to the Library immediately.
- E-Readers may not be immediately available after return. Time is needed to examine, recharge and erase them.

### **Checking In:**

- Staff will check in the E-Reader and verify it is in operating condition and fully charged.
- Staff will do a visual check to ensure that the following items are returned in good condition:
  - Device, USB Cable and Power Adapter
  - Quick Start Guide

### **Fees and Liabilities:**

- Late return fees are \$2 per day.
- A fine of \$5 will be charged if the E-Reader is dropped in the drop box.
- The customer is responsible for full replacement cost if the E-Reader or any parts are lost, stolen, damaged, or otherwise not returned.

**E-READER AGREEMENT**

My signature below indicates that I have read the following statement and that I agree to abide by these conditions of use when checking out an E-Reader from the Socorro Public Library:

- I agree to accept full responsibility for the E-Reader while it is checked out to me in the library or outside the premises.
- I will not tamper with the E-Reader accessories and digital books nor attempt to load digital books, apps or attach any equipment not designed for use with the E-Reader.
- I accept full financial liability for the E-Reader and accessories while in my possession.
- I agree to pay all costs associated with damage to, loss of, or theft of the E-Reader and accessories, while it is checked out to me and will pay a late fee of \$2.00 per day if I fail to return this E-Reader to the Library's by the time it is due. The Socorro Public Library \$20.00 maximum fine limit does not apply to E-Readers.

**Replacement Costs:**

E-reader device \$150  
 Charger/adaptor \$20  
 Tablet: IN LIBRARY USE ONLY  
 \$450

- I agree to return the E-Reader to the circulation desk.
  - I agree that failure to comply with any of these rules and guidelines will result in the loss of borrowing privileges of all library materials.
- (\*E-reader borrower: I am responsible for having a sufficient battery charge on the device when returning the device so the device can be checked in properly.)

Patron Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Patron Email Address \_\_\_\_\_

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

I have received E-Reader with barcode #: \_\_\_\_\_

I have received E-Reader (Tablet) DOES NOT LEAVE LIBRARY with barcode #: \_\_\_\_\_

\_\_\_\_\_ in good working order.

Patron Signature: \_\_\_\_\_

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

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Staff use only

Patron Library Card Number: \_\_\_\_\_

Photo ID checked against patron record: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Checked out \_\_\_\_\_ Due date: \_\_\_\_\_ Checked in \_\_\_\_\_

## **XI. PATRON RULES OF CONDUCT**

**PURPOSE:** The library is open to the public for the purposes of reading, research, and viewing exhibits. These rules are for the comfort, quiet enjoyment and protection of all who use the library. They will be firmly and courteously enforced.

- Rule 1: Smoking, eating and drinking are not permitted inside the library building.
- Rule 2: Sleeping is not permitted on the \* premises.
- Rule 3: Bicycles, skateboards, scooters, or other recreational equipment may not be brought into the building. They must be secured to a bike rack or at front desk and must not block entrances, exits or walkways.
- Rule 4: Roller skates, skateboards, or rollerblades may not be used on the \* premises.
- Rule 5: No pets are permitted in the library except service dogs. All animals on the \*premises must be attended by owner and on a leash.
- Rule 6: Patrons shall respect the rights of others and shall not harass or annoy others by noisy activities, by staring, or by loud talking.
- Rule 7: Patrons shall not interfere with the use of the library by other patrons or interfere with employees' performance of their duties.
- Rule 8: Children ten (10) years of age and younger may not be left on library \*premises without a parent or guardian (see Unattended Children Policy).
- Rule 9: Misuse and abuse of library property are not permitted.
- Rule 10: Any behavior that disrupts library business is not permitted on the \* premises.
- Rule 11: All cell phones shall be turned off or set on silent upon entering the library building.
- Rule 12: All phone calls should be made or received outside the building, or on the second floor waiting area.
- Rule 13: Patrons will not enter the library barefoot, without a shirt, without being fully clothed, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment. These are judgment calls that will be made in the sole discretion of the library staff.
- Rule 14: For the safety, health, and comfort of the patrons and staff of the library, and to ensure unimpeded access to the collections in an environment conducive to library use and enjoyment, the Socorro library has placed the following limits on the number and the size of bags, and other packages which may be brought into the library. Patrons may bring no more than one large personal item into the library:

One personal bag (including purses, briefcases, musical instrument cases, and plastic or paper retail store bags not containing food or unsealed drinks)

One other bag which may not exceed the size of a medium suitcase or disrupt the access of library materials. Ultimately it is up to library staff to determine if personal belongings are impeding on the safety and access of the library.

Library staff reserves the right to inspect bags upon entering and exiting the building. Visitors must keep bags and personal items with them at all times. The Socorro Public library is not responsible for unattended items and bags.

**Immediate removal and exclusion:**

The following behavior will result in immediate removal and exclusion from the Socorro Public Library without first being given a warning.

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
2. Threatening physical, sexual or any other harm against an individual, or group of individuals or property. Or soliciting threatening or offensive materials on library \*premises.
3. Engaging in sexual misconduct.
4. Possessing or being under the influence of alcohol or illegal drugs.

**\* PREMISES:** *The library premises include the Library building, and grounds bound by Park Street and McCutcheon.*

**REPORTING VIOLATIONS:** Patrons confronted with violation(s) of any of the above stated rules should immediately inform the nearest library staff member.

**RULE VIOLATIONS:** Any patron not abiding by the patron rules of conduct will be given a verbal or written warning. If the rule is continually violated library staff will exclude the patron/patrons for 1-160 days. Employees shall contact the Socorro Police Department if deemed advisable. Any patron who repeatedly violates the rules and regulations, or who is disruptive, or who engages in criminal behavior on the premises shall be denied the privilege of access to the library for a period of at least thirty (30) days by the Library Director. Any patron whose privileges have been denied may have the decision reviewed by the Library Board of Trustees.

## **XII. PATRON USER AGREEMENT POLICY**

Upon registration every patron who receives a library card will understand that they are required to abide by the Socorro Public library policies. In order to assist in their understanding of policy and procedure they will be asked to review and sign a Library Card User Agreement.

### **LIBRARY CARD USER AGREEMENT**

Welcome! We are pleased to have you as a patron of the Socorro Public Library. Upon successful completion of this form and library card application, you will have the ability to check out 2 items. Upon return of those items the eligibility of max item check-outs will be determined by registration status. The max item check-outs: regular status 15 items and temporary residents 5 items. To check out materials, you will need to bring in your library card during all visits. If your library card is not present at the time of checkout photo identification must be available. Minors (under the age of 18 years old) must be accompanied by a parent or responsible person to complete the registration process or present the signed documents outlining the library user agreement.

By completing this application and receiving a library card, you (as adult borrower or parent/responsible party) accept responsibility for:

- The care and return of library materials borrowed on the card.
- Fines/fees for damaged, overdue or missing library materials, including materials borrowed with or without consent.
- The supervision of minor children in your care while in the library.
- The use of electronic reference resources (internet) by minor children in your care.
- Observing the Patron Rules of Conduct.
- Immediately notifying the library of change of street address, email address or telephone numbers.
- Reporting a lost library card immediately. (I understand that I am held responsible for materials borrowed on cards up to the time a loss is reported to the library).

I understand that failure to return materials borrowed on this card will result in fines/fees of \$0.10 for books and \$1.00 for DVDS, a day at a max of \$4.00 per item.

Minor Accounts: I understand that I accept financial responsibility in my name as the Parent or Responsible Party listed on the minor's account.

By signing below I certify that all of the information on this application is true, current and correct and I agree to abide the policies set forth by the Socorro Public Library.

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



### **XIII. UNATTENDED CHILDREN POLICY**

The Socorro Public Library encourages children of all ages to visit the library with their parents to take advantage of the resources available for them to meet their informational, recreational, and educational needs. The Library recognizes that children, particularly those not accompanied by adults, have required needs. This policy addresses some of those required needs, and emphasizes that the ultimate responsibility for the child's health, safety, and behavior in the library environment resides with the parent or guardian.

1. Children who patronize the Library are expected to learn appropriate use of library resources and to respect other patrons. A child shall be treated with the same respect as a patron of any age.
2. Children aged ten (10) and under will not be left in the Library without a parent or other responsible adult/guardian.
3. If a child age 10 or under is found to be unaccompanied in the library, staff will try to locate the parent or responsible caregiver to ensure the safety of the child. In the situation where a parent or responsible caregiver is unavailable, law enforcement will be called immediately.
4. The Library and staff do not assume responsibility for keeping unattended children within the Library building nor shall they assume responsibility for the safety of a child once he/she leaves the Library.
5. In case of medical emergency, the librarian will call 911 for help. Emergency personnel will be informed that the parent is not with the child.
6. All children must be picked up by closing time. If the child is not picked up by closing time, the police shall be called and advised of the situation. Under no condition should a library employee provide transportation for an unattended child. If a parent consistently leaves a child past the library's closing time, the appropriate authorities will be notified and the child will not be able to attend the library without his/her parent or guardian.
7. Disruptive behavior in the library will not be allowed, if a child exhibits disruptive behavior, warnings will be issued. If disruptive behavior persists, the librarian may take appropriate action, which may include 1-160 day exclusion.

Signature Page

On May 27, 2021 The Socorro Public Library and Library Board of Trustees reviewed and approved the Socorro Public Library Policy revision. Per City of Socorro Code 48-2 A(2) Make bylaws, rules and regulations for the operation of the library not in conflict with the ordinances of the City of Socorro or the laws of the State of New Mexico.

On June 21, 2021 The Socorro Public Library Policy revision was presented to The City Council of Socorro for review and approval.

Signatures below indicate the approval of the Socorro Public Library policy revisions. The effective date of these policies will be June 21, 2021.

APPROVED:

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Library Director, Chelsea Jones

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Socorro Mayor, Ravi Bhasker