

Alva Public Library

Borrowing and Use Policy

Borrowing

Library cards with borrowing privileges are available to the residents of Alva and Woods County free of charge. No registration fee will be charged for those individuals that attend school, live, work or own property in Woods County. Any person who does not qualify for a library account can apply for a nonresident library account for a fee of \$5.00 per household and entitles any member of the family to borrowing privileges for twelve months.

Applicants wanting a library account must apply in person. Accounts will be issued to children after they reach the age of six or are attending school. Applicants under the age of sixteen must have a parent or guardian sign the request for borrowing privileges acknowledging responsibility for library materials checked out by the child.

Loan Periods

- Books, Periodicals and CDS checkout is for 14 days fine is .10 a day
- DVDs (limit 4 per customer/family) check out 7 days fine is .50 a day
- Items can be renewed if they are not on reserve
- Telephone renewals will be accepted.
- Patrons can renew items using Gabby, an automated texting system available through the library's checkout system.
- In the event that an item is damaged or lost the replacement costs of the material will be charged to the patron.

Interlibrary Loan

Alva Public Library has the ability to "Interlibrary Loan" materials that are not part of the libraries collection. Patrons may request specific titles or information on the requested topic. There is a \$3.00 per book fee for this service to help cover postage. To borrow items through the interlibrary loan process the patron must have an account with the Alva Public Library, have established a good return record and not have any overdue materials or fine charges.

Procedure for Material Challenge/Reconsideration of Materials in the Collection

In the event that a material in the library collection or an electronic resource is requested for reconsideration by a library patron the following procedures will be implemented

1. The patron will be given a Request for Reconsideration of Materials Form
2. The filled out Reconsideration Form will be returned to the Library Director.
3. The Library Director will review the form and evaluate the mentioned material.
4. An interview or discussion of the patron's concerns will be scheduled
5. If a satisfactory consensus is not reached regarding the challenged material the material challenge will be presented to the Library Board by the Library Director.
6. The Alva Public Library Board will review the challenge and the material, then make the final decision regarding the placement of the material in the library collection.
7. The individual requesting the reconsideration of the material will be contacted and informed concerning the Library Boards final decision.

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REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Alva Public Library attempts to serve the entire community. Selection of books and other materials is guided by community interest and demand and is grounded in the library's Collection Development Policy as addressed in the libraries general policy (a copy is available on request). If you feel that a particular item is not suitable for inclusion in the library's collection, please fill in the form below and either give it to a librarian, or send to the Library Director, 504 Seventh Street, Alva, Oklahoma, 73717

Books and other materials

Title _____

Author _____

Publisher and Date _____

Type of material (book, video, etc.) _____

Your name _____ Phone _____

Address _____

Do you represent:

Yourself _____ An organization (name) _____

1. Please summarize your reasons for requesting reconsideration of the work: *please record reasons on the back of the page or attach document*

2. Did you read the entire work? _____ If not, what parts? _____

3. Are your objections based on age of the potential user or to the point of view expressed?

4. What do you believe is the theme or intent of this work?

5. Are you aware of judgments of this work by reviewers or critics?

6. What action would you like the library to take in regard to this work?

7. What work would you recommend that would, in your judgment, be more appropriate as a replacement?