

Hinton Public Library Policies

Approved June 2016

MATERIAL SELECTION POLICY

1. It is the policy of the Hinton Public Library to purchase the best books or other materials available, which will satisfy the needs and interests of the patrons.
2. The book budget will be apportioned in such a manner that all of the various sections in the library will receive new material at intervals.
3. The library will not purchase textbooks except in cases where no other material exists or when demand is greater than can be met with books other than textbooks.
4. Religious material purchased by the library should be of a general nature.
5. The library may purchase paperback/trade paper editions when hardback editions are not available or are not necessary. Science fiction, westerns, and romance novels are usually acceptable to patrons, and should be purchased, in paperback form or remaindered stock in order that the greatest amount of the material can be obtained by the smallest expenditure of funds.
6. Special requests by patrons are accepted for consideration without obligation for purchase. Attention will be given as to the library's advantage of owning the requested book.
7. The library is sympathetic to needs of students, and while it is not the primary responsibility of the library to provide curriculum material for them, we will purchase such books as will enhance our collection.
8. It will be the library director's duty to evaluate all acquisitions, whether purchased or gifts. The purpose of the evaluation will determine whether to add the books/materials to the collection. If the book/material does not reach library standards, it will be discarded, or returned to the purchaser. To meet library standards:
 - a. The material should be of quality content, expression, and format. It should also meet the needs and interests of our community.
 - b. It must be of good physical condition and in most cases only a few years old, so as not to unduly age the collection as a whole.
9. The novel is a form of literature that recreates life and culture of the past, and portrays the problems of the present. However, the language of the book/material should show dignity and restraint.

a. A patron's request to remove books/materials from the shelf should be met with courtesy. The item should be removed and reviewed carefully.

BOOKS/MATERIALS PROCESSING POLICY

1. The books/materials coming into the library will be the property of the Town of Hinton , circulated by the Hinton Public Library. With the exception of those books/materials that are to be designated for a special collection and are therefore non-circulating.
2. Classification of materials shall reference the Dewey Decimal System (DDC).

COLLECTION MAINTENANCE POLICY

1. It shall be the policy of the Hinton Public Library to remove books/materials from the collection, which are no longer of value or which are in such poor condition that they are no longer usable.
2. Special attention shall be given to books/materials in which the subject, by classification, may have become outdated.
3. The weeding process shall follow recommendations suggested by the Oklahoma Department of Libraries using *MUSTIE*.
4. The librarian shall be authorized to sell to individuals or give other libraries books/materials that have been discarded during the weeding process. This includes donations not accepted into the collection. No books/materials shall be given to any individual. Books/materials not disposed of in the above manner must be destroyed.
5. Books/materials shall be repaired if it is within the librarian's skill to do so.

SPECIAL COLLECTIONS POLICY

Hinton Public Library will build and maintain certain collections such as:

1. Oklahoma Collection: a collection of materials relating to the history of Oklahoma and to the literature of the state.

3. Hinton History Collection: a collection of materials relating to the history of Hinton. This includes but is not limited to diaries, personal papers, photographs, school yearbooks, etc.

These collections are designated and maintained in a specific area of the library. Since these are special collections, they are **non-circulating** and are for in-library-use-only.

Restricted Video section

Videos with an "R" Rating are labeled as so and can only be checked out to patrons age 18 and older. There are no exceptions to this policy.

E-BOOKS COLLECTION POLICY

As a consortium member, Hinton Public Library contributes to building the OK Virtual Library collection. The library will use an e-book grant allotment to purchase e-books on behalf of the Consortium, which will then belong to the Consortium. The entire collection will be available to Hinton Public Library patrons as long as the library is a consortium member.

Selection will be as follows:

1. Select titles which will satisfy the needs and interests of our patrons.
 - a. Consider user requests made through OK Virtual Library
 - b. Consider Overdrives' lists of most popular titles not in collection
 - c. Try not to duplicate printed titles in library
2. Preference titles with One Copy/One User sale contracts
3. Preference titles not in collection

LIBRARY CARD POLICY

It is the policy of the Hinton Public Library to loan books/materials free of charge, except for overdue fines or payment for lost or damaged books/materials. This service is extended to persons living within the corporate limits of Hinton, within the Hinton School District or within Caddo County.

- a. It is expected that there will be exceptions to this policy. Requests for library privileges should be discussed with the prospective patron. If book return is not a problem, it is possible to extend service to those living outside the boundaries listed above.
2. Application for use of the facility and property of the Hinton Public Library must be on file.
3. Any information given by the patron will be kept on file. Access to the file will be restricted to library staff in the scope of their duties (i.e. overdue and books/materials retrieval).
4. Patrons are subject to all library policies.
5. A patron can register for e-book access as long as their library account is in good standing:
 - a. Account has not expired
 - b. No overdue books
 - c. Less than ten dollars (\$10) in fines
6. Patrons sign up for e-book access by providing an email address and agreeing to an initial pin number.
 - a. Exceptions to providing an email address may be made on a case-by-case basis.
 - b. Patrons can change their PIN number after initial use.
 - c. The library will restrict the use of email addresses to official notifications.
7. E-book service is provided by Overdrive thru OK Virtual Library
 - a. Service may end at any time.

8. Library cards do not cover access to the Internet. A separate document, the Internet Release Form, must be on file before patrons can access the Internet. (See Internet Release Form Policy)

LIBRARY CARD APPLICATION POLICY

1. All patrons desiring library privileges at Hinton Public Library are required to register for a library card. New applicants are subject to all regulations listed in "Library Card Policy."
2. Applicant should be asked if he/she lives within the Hinton Public Library service area. This area covers Hinton, the Hinton School District and Caddo County.
3. The application must be filled out with as much information as possible.
4. Unaccompanied children wanting library cards should take the application home and have a parent or guardian complete it. (This is to make parents/guardians aware of their child's need for a library card. It is also to notify the parents/guardians of their responsibility for overdue, lost, or damaged books/materials).
5. Applicants may be asked to furnish proof of address. This may be a letter, utility bill, etc. A driver's license may not furnish a current address.
6. Any information given by the applicant will be kept on file. Access to the file will be restricted to library staff in the scope of their duties (i.e. overdue and books/materials retrieval).
7. New applicants will be made aware of library policy in regards to the following:
 - a. New applicants may only borrow one (1) book/item the first time they come in. Thereafter, when that book/item is returned, they are allowed the check-out limit of four (4) items per patron and two (2) videos per household. The only exception is adult mass-produced paperbacks, of which there is not a set limit.

- b. Books are loaned for a fourteen (14) day period. Video for three (7) days.
- c. Fines for overdue books/materials are five cents (\$0.05) per day, per item and videos are one dollar (\$1.00) per day, per item. All fines max out at \$5.00 per item. No fines are charged for adult mass-produced paperbacks.
- d. Items checked out may be renewed over the phone.
- e. Call the new applicant's attention to the due date and its location on the books/materials.
- f. Point out the location of book drop for use when the library is closed.
- g. Library cards include e-book access.

CIRCULATION POLICY

1. Books and audiobooks may be loaned for a period of fourteen (14) days and can be rechecked for an additional fourteen (14) day period.
2. Video materials may be loaned for a period of three (3) days. In the case of teachers using these materials in lesson plans, an additional time will be allowed upon request.
3. New applicants may only borrow one (1) book/material the first time they come in. Thereafter, when that book/material is returned, they are allowed the checkout limit.
 - a. The only exception for the first time one (1) book/material limit is with uncatalogued paperbacks. The new applicant is not limited to one (1).
4. Renewals may be done over the phone.
5. Up to five (5) items can be placed on reserve per patron.
 - a. Patron must provide contact information to be notified of an available item.
 - b. Such items will be held for a week awaiting pick-up before the reserve is canceled.
6. The library reserves the right to designate any books/materials for restricted or special use, specifying that an item be for in-library use only and not for circulation.
 - a. For example, class projects in which all students will be requiring the same resources. Due to a limited number of materials, it is better to restrict those sources to in-library use only. That way, all students will have access to those materials.
7. E-book circulation policy is determined by the Oklahoma Virtual Library.

- a. Checkout limit is six (6).
- b. Titles check out for two (2) weeks at most.
- c. They may be renewed only one time and only if another patron does not have a hold on the copy.
- d. Titles automatically expire at their due date and cannot be returned late. No late fees apply.
- e. Hold (reserve) limit is six (6).

OVERDUE MATERIALS POLICY

It is expected that patrons will not return borrowed materials on time even though library staff calls the patron's attention to when the materials are due back. All materials are stamped with a date due either on the outside of the cover or, as with the case of older materials, on the inside of the cover.

All materials are considered overdue when it is not received back on the due date. A fine of five cents (\$0.05) is charged per item each day it is overdue. The patron has a one-day grace period during which time the fine will not be assessed and no fine will be assessed on Sundays. The maximum fine per item is five dollars (\$5.00). An item is not considered to have been returned until it has been received by the library staff and properly checked in. No fines are charged for uncatalogued, adult mass-produced paperbacks.

A patron's borrowing privileges will be suspended if the following criteria have been reached:

- One (1) or more items overdue
- One (1) or more items not returned in the patrons past circulation history
- Twenty dollars (\$20.00) or more in outstanding fines
- An insufficient check is not paid ten (10) days after the patron is notified.

Prosecution is possible under state law (2001 Oklahoma Statutes: Title 21-Section 1739) which defines Library Theft to include failure to return library materials within seven days after demand has been made for their return. It is a misdemeanor offense punishable by a fine and/or restitution.

Patrons with overdue materials are notified via the following methods: email, telephone calls, postcards (first and second notices), a letter from the library or a fine waiver letter may be sent on a case-by-case basis. Each letter states what action has taken place in previous notices, lists the material borrowed, the date due, and the amount of fine owed. In the case of the fine waiver letter, the patron is given a deadline to return the item and not be charged a fine. In some instances, an invoice containing the replacement cost of the item is sent if materials are not returned after a reasonable amount of time.

A patron's file is flagged, meaning a notice will appear on the circulation desk computers, when they try to borrow materials. This notifies the librarian of a problem that must be addressed before the patron can borrow materials.

A patron's record can be cleared if the material is returned and the fine paid, or they make full restitution for the items.

INTERLIBRARY LOAN (ILL) POLICY

Objective:

To provide patrons access to library materials not readily available in the local library, the Oklahoma Department of Libraries will serve as a provider for interlibrary loan material.

1. Eligible Borrowers:

a. The patron must have a valid library card with a record of responsible borrowing from the local library.

2. Number of Requests:

a. The patron is limited to three (3) requests within a three-week period.

3. Types of Requests:

a. Books:

i. Requests for titles already owned by the Hinton Public Library will not be processed.

ii. Unusual material requests will not be processed (i.e. Genealogical or reference materials). Most libraries will not loan these materials.

iii. Requests for textbooks will not be processed.

b. Periodicals:

i. These materials are limited to the article needed and not to the entire issue.

ii. Requests must comply with copyright guidelines.

4. Unfilled Requests:

a. The patron will be notified promptly if a request cannot be filled or if the request will take a longer time to be filled.

5. Notification:

a. The patron will be notified when he/she makes the request of mail/shipping fee.

b. The patron will be notified as soon as possible upon the arrival of the requested material.

c. The patron will be informed of the items due date at the time of pick-up.

d. The patron will be told of any charges or fees that the lending library has made.

6. Renewals:

a. Renewals will be permitted only if the lending source allows renewals. The lending library will be contacted and the Hinton Public Library must abide by their decision.

7. Fines, Lost/Damaged Materials, and Processing Fees:

a. The patron will be charged for the cost of any unreturned or damaged item(s) and other fees (i.e. repair or replacement) assessed by the lending library.

8. Lending to Other Libraries:

a. The Hinton Public Library will loan books/materials to other libraries for a period of 35 days, with these exceptions:

i. No genealogical or reference books/materials will be loaned.

- ii. No books/materials in special collections such as Oklahoma, Hinton history, or quilts/quilting will be loaned. Within limits, Hinton Public Library will copy requested pages at the patron's expense.
- iii. Requests for renewals will be considered.

b. However, the above has been null since June, 2009, and will be only left in the policy in case the Oklahoma Department of Libraries no longer serves as a conduit for interlibrary loan.

9. Mail/Shipping Fees:

a. Due to the increase of postage cost all associated mail/shipping fees must be paid by the patron. A fair assessment is three dollars (\$3.00) per item received; however, if the cost is above \$3.00 (usually the postage label on the package/envelope the has cost) the patron must pay the higher amount.

BOOKS/MATERIALS CHECK OUT POLICY

It is the policy of the Hinton Public Library to furnish books/materials for the use by the public. These books/materials are available for Hinton Public Library cardholders to borrow. Certain limits are placed on this privilege; they include the following:

1. Borrower must have or have had a library card before he/she may borrow books/materials.
 - a. Current information such as address and telephone number must be on file.
 - b. Patron must not have any books/materials that are overdue.
 - c. Patron must not have any unreturned books/materials.
 - d. Patron must reimburse the library for any unreturned, lost, or damaged items before being allowed to borrow library materials.
2. There is a limit on the number of books/materials a patron may borrow at one time.
 - a. There is a four (4) books/materials limit on items borrowed.
 - b. There is a three (3) video per household limit on items borrowed.
 - c. Includes juvenile paperbacks.
 - e. There is no limit on the number of adult mass produced paperbacks borrowed.
 - f. Certain exceptions are granted for students using library materials for research papers. Students may borrow more than four (4) items depending on the number of sources needed to complete the project. This exception is allowed only if the student keeps current on the due date and does not allow the items to become overdue.

BOOKS/MATERIALS CHECK IN POLICY

It is the policy of the Hinton Public Library to check in books/materials as soon as they are returned to the library.

1. An item is considered returned when it is placed on the circulation desk. Implementation of the Check in procedure is started at this point.

BOOKS/MATERIALS SHELVING POLICY

Shelving the books/materials where they may be easily found is one of the most important jobs in the library.

1. Books/materials will be shelved as soon as possible after they are checked in.
2. Attention will be paid to proper placement on the shelf.
3. Shelves will be maintained in a neat and orderly manner with the spine label facing outward. Books/materials will be fronted as staff time permits.
4. Staff is to reshelv books/materials that have been left lying by patrons at study carrels and tables.
5. Staff is to remove from shelves books/materials that need mending or that are incorrectly marked.
6. Periodically the staff is to read the shelves by using the shelf list cards or a computer generated list. This will assure that proper placement of books/materials is maintained.
7. Never shelve books/materials flat on the top of books/materials that are standing upright. If the shelf is too crowded, shift the books/materials.
8. Shelving is adjustable; use this feature, as it becomes necessary.

BEHAVIOR GUIDLINES

Hinton Public Library welcomes you! Your entrance to this public library indicates that you are willing and able to act courteously toward all other persons here, act respectfully with regard to public property, and follow all rules of this facility.

Staff of our facility are authorized to make judgments regarding individual or group behavior.

Unacceptable behavior may result in loss of library privileges. Appropriate law enforcement authorities will be informed of any unlawful activity.

CODE OF CONDUCT POLICY

The Hinton Public Library seeks to provide quality library service to all patrons. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working in Hinton Public Library. The Library staff will enforce this code in a courteous but firm manner. We ask your cooperation in helping us provide a safe and pleasant environment for all our patrons and staff.

Patrons shall engage in normal activities associated with the use of the public Library while in the building. These include reading, studying, research, and appropriate use of Library resources.

1. Unacceptable behavior is not permitted. Unacceptable behavior includes, but is not limited to:

- a. Loud talking or other noise
- b. Physical threats or abuse
- c. Threats, harassment or intimidation of others and may include impeding ingress to or egress from the building, etc.
- d. Running and roaming
- e. Abusive or foul language
- f. Abuse or misuse of Library furnishings, equipment or materials
- g. Congregating in or around entrances or stairways, inside or out
- h. Commission of an illegal or unauthorized act on Library property against the patrons, personnel or property of the Library, i.e., theft, trespass, assault, arson, etc.
- i. Use of alcohol or mood-altering drugs on library property
- j. Sexual conduct
- k. Skateboarding/bicycling on library property
- l. Not wearing a shirt or shoes
- m. Wearing wet swimsuits

2. The following are not permitted:

- a. Solicitation
- b. Smoking

- c. Eating or drinking
- d. Loitering
- e. Weapons
- f. Possession of alcohol; possession of illegal drugs
- g. Pets (with the exception of service animals)
- h. Unattended children

Patrons will be warned once and requested to leave if the unacceptable behavior continues. Suspension of library privileges for a determinate or indeterminate period of time may occur if a patron is found to have engaged in unacceptable behavior on library property. The library reserves the right to limit the number of individuals who may sit together.

UNATTENDED/ATTENDED CHILDREN POLICY

Library staff cannot assume responsibility for children who come unattended to the library. An adult or an older sibling must accompany children under six (6) years of age. Children under six (6) accompanied by an older sibling may stay, if the older sibling acknowledges his or her responsibility towards the younger child. Unaccompanied children under six (6) years of age will be asked to leave the library.

Children who have been sent home sick from school will not be permitted to stay in the library.

All children, whether accompanied or alone, are subjects to the library's rules and regulations. If a child fails to obey the library's rules and regulations then he or she will be asked to leave and will not be allowed back in the library for that day. Parents/Guardians will be notified if the child continually misbehaves while in the library.

If a child is still on library premises when the library closes for the day, an attempt will be made to contact a parent or guardian. If a parent or guardian has not been located within fifteen (15) minutes, the Hinton Police Department will be contacted and they will assume responsibility for the child.

The library acknowledges that it can be a fun place with various activities provided for children. However, the library cannot be considered a free daycare provider. It is not staffed nor equipped for prolonged stays by children.

CELL PHONE POLICY

Cell phone use within the library can often prove disruptive to patrons and staff. Cell phones and other portable communication devices are not to be used audibly in the library. Such devices must be turned off or set to vibrate. All audible use shall be made outside the building. Patrons violating this policy may be asked to leave the library. Signs reflecting this policy are posted at each public entrance to the building.

WIFI USE POLICY

The library provides free, unsecured, wireless Internet access for public use. Patrons are welcome to bring laptops or other devices into the library which may access the wireless internet service.

1. The library may require acknowledgement of its Internet Use Policy through a click-on agreement for patrons accessing wireless services.
2. The library does not provide technical support for privately-owned personal wireless devices; however, library staff may provide guidance for the use of such devices when directly involved with library-owned materials.
3. Security for personal wireless devices rests solely with the owner of the wireless device.
4. The public and staff may use Internet access only for ethical and legal purposes. Because the library is a public facility, Internet access must be confined to viewing sites appropriate for a public setting. The following points constitute unacceptable use of library Internet access.
 - a. Use of library internet access to engage in any activity that violates local, state, or federal laws is prohibited. Illegal acts involving library access to the Internet will be subject to prosecution by appropriate local, state, or federal authorities.
 - b. Individuals who create a hostile environment for library staff, or other users, including individuals who retrieve materials, which harass staff or other users, may have their privileges revoked.
 - c. Harassment of people on-line. This includes, but is not limited to, libel, slander, and threatening communications.
 - d. Unauthorized downloading of copyright protected material.
5. Patrons should use headphones or mute their devices.

6. An SD card reader and headphones are available to borrow upon request.
7. The wireless network does not connect to the library printers.

COMPUTER SERVICES POLICY AND FEES

Public use computers are available at the Hinton Public Library on a first come first served basis. Signup sheets are used and patrons must sign-in, putting the time of start and the time of finish. General computer use (i.e. document typing, using the scanner) is different than use of the Internet. An "Internet Release Form" must be on file for Internet use.

Patrons are urged to not to save any files onto the computer's hard-drive, but to use removable memory drives to save any uncompleted work.

Patrons are asked not to alter any settings or software. Tampering with either of these will result in loss of privileges. No personal software may be installed on library computers.

Patrons need to be aware of others who may need a computer and not monopolize this service.

Staff will be available for assistance in accessing programs and printing. Library staff reserve the right to remove any data or programs from the library's computers at any time.

Staff will not enter a patron's personal information into the computer (i.e. for taxes or social security) or provide typing services.

An SD card reader and headphones are available to borrow upon request.

Computers and all related equipment must be shut down ten (10) minutes before closing time.

Fees

A fee of fifteen cents (\$0.15) per page is charged for black & white printouts. Color printouts are twenty-five cents (\$0.25) per page or higher depending on the amount of color on the page. This is left to the librarian's discretion. Scanned printed pictures will be one dollar (\$1.00) per page for color and fifteen cents (\$0.15) per page for black and white. **All printouts must be paid for even if you choose**

not to keep the copy. Patrons may ask for assistance in printing files or Library staff may encourage patrons to “print preview” before printing. These fees help defray the cost of paper and ink.

The Hinton Public Library Board reserves the right to modify the fee schedule at any time.

COPY MACHINE POLICY AND FEES

1. A copy machine, provided for the convenience of our patrons, will be used only with the permission of, or under the supervision of, library staff.

2. There will be a fee for copies made for the general public.

a. Patron cost will be as follows:

For 8.5 x 11 Letter sized and 8.5 x 14 Legal sized pages

Per page Single sided Double sided

Black & White 15¢ 25¢

Any color on page 25¢ 40¢

All color on page 50¢ 90¢

Full page color \$1.00 \$1.90

11 x 17 Black & White Single sided fifty cents (\$0.50) per page

3. The charge for copies made for the public shall be posted at or near the copy machine.

4. A receipt for the transaction can be provided upon the request of patron.

5. The library reserves the right to deny use of the copy machine when they feel it is necessary (e.g. pornographic materials, etc.)

6. All copyright guidelines (Title 17 U.S. Code) will be followed for all copies made. (See Appendix for copy of Code.)

7. The copy machine also serves the computer printer. Printing fees will follow the fee schedule above.

8. The copy machine also serves as a scanner. There are no fees for this service.

TELEPHONE USE POLICY

Due to the prevalence of personal cell phones the following policy is in place for Library telephone use. The policy and guidelines are for those who do not have a cell phone, i.e. young children.

1. The library is a business, and as such, must have the telephone free for incoming business calls.
2. No students/children will be allowed use of the telephone during school day hours.
3. Students must ask permission to use the telephone.
4. Students will be allowed to use the telephone only if the call is within the Hinton 968, 978, 290 or 908 exchanges. No long distance calls will be permitted.
5. Students/children are only allowed to call home to notify a parent of where they are or to ask for a ride home.
6. Students are not allowed to call friends just to chat.
7. Calls must be limited to two (2) minutes.

It is also expected that the telephone may be used by adults who are attending meetings in the conference room or visiting the library. This is fine, as long as demand does not get to great and telephone use follows these guidelines.

1. The library is a business, and, as such, must have the telephone free for incoming business calls.
2. Patrons must ask permission to use the telephone.
3. Long distance calls may be permitted on a case-by-case basis and only if the caller uses an 800 number or personal calling card.

4. Patrons are not allowed to call friends just to chat.

5. Calls must be limited to a few minutes.

For incoming calls asking for a certain patron, the call must be limited to two (2) minutes.

GIFT POLICY

All gift items must meet the criteria of the Books/Materials Selection Policy and Library Operating Policies.

The library cannot make appraisals on gift materials, both because it is an interested party in the transaction and because it is not possible to provide expert price knowledge.

The Hinton Public Library hereby acknowledges the receipt of the following gift(s):

Hinton Public Library

By: _____

I understand that this gift hereby becomes the property of the Hinton Public Library and will be used to the best advantage of the library, and that the library may exchange, sell or discard unneeded items.

Name of donor: _____

Date: _____

The above statements must be printed on library stationary.

EMERGENCY CLOSING POLICY

Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, flood, explosion, or terrorism may require the closing of the library. The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The library cooperates fully with public safety departments and emergency providers.

In the case of extreme weather, the following criteria set closings:

1. Department of Public Safety issues an alert stating travel is hazardous and urges the public to stay off roads.
2. The Hinton School District issues a notice stating the school is closed.
3. The Hinton Town Administrator asks employees not to come to work because of hazardous conditions.

The Library Director or, in his/her absence, the Town Manager will determine when to close the library during an emergency or catastrophe.

*Exceptions to this policy will include temporary closings of few hours or less in the event of a town employee meeting or funeral attendance. In these events, if sufficient notice has been received, a sign will be posted on the library doors.

The library's 3D printer is available to the public to make three-dimensional objects using polylactide (PLA) filament.

Library staff strives to provide equitable use of the 3D printer in a timely manner. The printing of objects will be allowed when employees are available. A waiting list may be implemented. Staff may use discretion in the order of print jobs based on time, filament color, and other factors. Library print jobs take precedence over public print jobs. Completion times cannot be predicted nor guaranteed, but employees will notify individuals when jobs are completed.

Restrictions

The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use a printer to create material that is:

- ☒ Prohibited by local, state, or federal law.
- ☒ A threat to the well-being of others (such an item could violate the terms of the manufacturer's agreement.)
- ☒ Obscene or inappropriate for the library environment.
- ☒ In violation of another's intellectual property rights. By submitting content, the individual agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patent, trademark or copyright violations.
- ☒ Any object requiring more than 1 business day to print may be cancelled.

The Library reserves the right to approve or refuse any 3D print request.

Costs

The cost is based on the weight of the completed object. This includes rafts and supports.

- ☒ Small objects less than 25 grams: \$3.00
- ☒ Medium objects 25 to 50 grams: \$5.00
- ☒ Large objects over 50 grams: \$10.00

Payment is due when the item is picked up. There are no refunds. Prices may be adjusted at the discretion of library staff.

Completed Projects

Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. The Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.