

Circulation Services

You will present your card or number at circulation desk for transactions

You may check out a maximum of ten (10) items total on an adult card.

Patrons under the age of 18 may check out a total of five (5) items.

TexShare Cards (5) items.

Books & Audio Books may be checked out for a period of two (2) weeks and may be renewed one time for an additional two (2) weeks.

Unless a waiting list exists for the book.

The fine for overdue books is .10 cents per day for each book.

Videos and DVD's may be checked out for a period of one (1) week. DVD limit is 2.

The fine for overdue videos and DVD's is .25 cents per day for each.

DVD's cannot be renewed.

It is the sole responsibility of the patron to return the materials on time.

The circulation desk will close down 15 minutes before closing time.

There will be a maximum fine of 5.00 for late materials.

Damaged, lost or otherwise any unreturned materials will be charge full replacement value.

You must notify the library if you change your address or telephone number.

Your first library card is provided to you free of charge. A two (2.00) dollar fee is charged to print a replacement card.

All cards remain the property of Leonard Public Library.

TexShare cards are available to adult patrons upon request.

Annually your card will be reviewed to be renewed.

If your card is not in good standing library privileges will be suspended.

Failure to abide by any of the library rules may result in termination of your Library privileges.

Any unwanted materials taken from the shelves

Please leave on empty bottom shelf.

LEONARD PUBLIC LIBRARY

Collection Development Policy

The Leonard Public Library provides materials and services to support the informational and educational needs of the citizens of Leonard and the surrounding communities. The primary functional roles that support this mission are:

1. Popular Materials for the Library

Secondary roles are:

1. Independent Learning Center
2. Community Information Center

These functional roles will be considered in the development of the collection, and will receive priority in the allocations of resources and funds.

Selection and purchase of library materials rests with the library director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. First, the recreational, educational and informational needs of the community will be considered in selecting materials.

Before the beginning of each budget year, the director will determine how the limited funds will be allocated among the major collection subdivisions (e.g., adult non-fiction, fiction, reference, periodicals, children's collection and non-print materials). Circulation statistics and counts on in-house use of materials will be monitored to assist in decision making. Average cost per item, as determined by the previous year's purchases and reports in library and publishing journals will also be considered in allocation funds.

Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Instead of reviews, popular demand (bestsellers, local interest) may be used as the criterion for selection of materials. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.

The Leonard Public Library does not attempt to acquire textbooks that support local curricula. Generally, only one copy of materials in other formats (video, compact disk, tape) will be purchased unless long-term high demand is anticipated. Video and audio recordings will be selected for potential long term use to meet general interests. Regardless of an item's popularity, the library may choose not to select it, because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

Objections to items in the collection should be made in writing to the library director. Patrons will be asked to complete the form "Request for Reconsideration of Materials". Materials that no longer meet the needs of the community and no longer support the library's collection will be withdrawn and disposed of in accordance with the library's "Weeding of Materials" policy. It is the duty of the library director to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community that the library serves.

You must have a card to use the Library.

To prevent unauthorized use of a lost or stolen card we will take your photo, only you will be able to use this card and card number assigned to you. You may purchase a replacement card you will need to show your photo ID and pay a \$2.00 replacement fee. Minors will need to bring a parent with them.

Renewing your library card:

Patron cards expire after one year. At that time, you will be asked to verify and update the information in your record. You will keep the same card and the same patron ID number. If your card is not in good standing library privileges will be suspended or terminated.

This will be at the discretion of the library director.

Determination will be on a case to case basis.

Reinstatement: For patrons whose privileges have been limited or revoked, patron will be eligible to meet with the director after 1 year to reinstate card privileges. If patron is a minor, patron and parent will meet together with the director. You will need to pay all outstanding fees and or fines; lost items not returned will be charged the full cost of the item. At this time you will be placed on probation with limited usage of:

(2 items per individual 5 items per family) for a period of 1 year.

During the probation year you may not have late materials. Patrons can call or come into the library to set up a meeting with the director.

Failure to abide by any of the library rules will result in permanent termination of your library privileges.

LEONARD PUBLIC LIBRARY

Gift Policy

The Leonard Public Library welcomes gifts of new and used books, audio recordings, videos, and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of Leonard Public Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor tags whenever possible. Notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the library board based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

**You may not use the Library computers to perform illegal activities.
Illegal use may result in loss of library privileged and or legal action.
Turning off library equipment is prohibited. You may log off.
But don't shut down.**

ACCESS:

Access to the Internet is permitted at the sole risk and discretion of the user.

All Internet resources accessible through the Library are offered equally to all Library patrons. It is the responsibility of Parents to monitor their children as they explore this resource. Library staff cannot act a substitute parent or be responsible for unsupervised children on the Internet terminals.

The Internet is unregulated and its contributors represent various points of view. The Library does not control or monitor the information available through the Internet and assumes no responsibility for its content, accuracy, timeliness or the method or manner in which the information, once obtained, is used. Some patrons may find information and/or materials that they feel are controversial, unlawful or personally objectionable.

Library Computer Use by Minors (all patrons under 18 years old)

As with other Library materials, supervision of a child's use of the internet and all materials in the Library is the responsibility of the parent. A parent must advise the library whether or not the minor has his/her permission to use the Internet before the minor is able to have Internet access at the Leonard Public Library.

SIGNING IN:

You must be signed in by a staff member, stop at the circulation desk and present your library card.

Library staff will then log you on.

You are entering an agreement to abide by library polices and follows all rules of the library. You will need to read the information on the home page before your session.

Wi Fi access is unrestricted via patron's own laptop. Ask for code at circulation desk.

TIME LIMIT:

Staff will sign in only one person per unit.

Computer use is limited to one session of 70 minutes per day.

Parents helping with homework will need to ask at the desk for a duel session.

Computers will automatically log off when time allotment is over.

All computers will be turned off 30 minutes prior to closing time.

You may request extended time for special projects.

(This request must be made in advance)

HOMEWORK ROOM:

Any persons needing dual usage may request this room.

The room can be booked for 2 hour time slots in advance at the circulation desk.

PRINTING:

Patrons must print or save their work to a disk before the end of their session. Work not saved before the end of a session is lost and is not retrievable.

Printing is allowed for .25 cents per page.

Please pick up and pay for all printing before you leave at circulation desk.

ASSISTANCE:

Library staff will be glad to help you get started or answer questions but cannot offer in-depth training or assistance during your internet session.

CAUTION:

Your privacy is not guaranteed when using the Internet. You must evaluate the source of any information you find for accuracy. The Library has implemented software filters but filters are not absolute.

It is the Parents /guardians of children under 18 years old who are ultimately responsible for their children's use of the internet.

You may not misrepresent yourself when using the Internet.

You must abide by and follow all rules set forth in social networking sites.

THE LIBRARY RESERVES THE RIGHT TO TERMINATE THE INTERNET ACCESS PRIVILEGES TO ANY PERSON ABUSING THESE PRINCIPLES.

Donations

The Library gratefully accepts monetary and material donations. The Library will accept donations of materials as long as the donor understands that the Library staff reserves the right to determine the usefulness of each item to our collection. The Library staff is free to add or dispose of the items as they deem appropriate. The Library does NOT establish a value for items donated. The donor must establish a value for income tax purposes.

Volunteer Opportunities

Volunteers provide many hours of assistance to the library by shelving books, assisting with programs, mending books and a wide variety of other tasks.

Volunteers may sign up by completing an application at the Circulation desk.

Join the Friends of the Library

The Friends group is a volunteer group that assists the library in many interesting and worthwhile ways such as sponsoring events to raise funds, supporting children's programs, expanding the library resources and encouraging community support.

Donate

Adopt an Author: you can “adopt” one or more of your favorite authors!

To adopt, you agree to sponsor the purchase of one hard copy of each title by that author for a year. We will purchase the books for you at cost (usually a 30- 40% discount), accepting reimbursement upon arrival.

For adopting an author, you get the privilege of being first to check out each of your author's books. Each adopted book will have a donated by book tag with your name or name in memory of.