

Service Policy

I Respect for Human Diversity

The Oskaloosa Library maintains a policy of appreciation and respect for the human diversity. Library employees will respect differences in race, color, religion, gender, age, national origin, disability, veteran status and any other characteristic of human diversity.

II. Library Lending

In order to make materials available to all persons on an equal basis, the Oskaloosa Library Board of Trustees has adopted the following policy for the circulation of library materials:

A. Who may Borrow

ALL Libraries that are members of the KOHA System have agreed to allow anyone with a system card to use their library without charge. Fines levied by other libraries will be passed on to the user. Children are issued a card at the Oskaloosa Library when they begin school or at age 5.

B. Limits on Borrowing

There is a limit on the number of fiction or nonfiction items that may be borrowed by an individual:

5 periodicals per person per week

10 books per adult per 3 weeks

5 per child per 3 weeks

3 CD Books per 3 weeks

3 DVDs per 3 days

5 Music CD's per 3 weeks

Reference books, rare or historically valuable books will not circulate.

D. Renewals

All materials may be renewed up to 2 times after the initial checkout with the exception of DVDs.

Renewals may be made over the telephone.

E. Reserved Materials

Library patrons may reserve materials in the KOHA system currently in circulation, but unavailable at the time of request. The patron will be notified by the library when the material becomes available.

F. Equipment & Services Available to Patrons.

1. Computers: 8 computers are available for patron usage. A patron should report any problems immediately. Patrons should not attempt to fix a problem.

2. The Oskaloosa Library has a public computer

available to search the Kansas Library catalog .

3. Computer prints are 5 cents per page.

4. The copier is available for public use at 15 cents a page; 20 cents for legal; 25 cents for color.

5. The librarian will send a FAX for \$1 per page.

G. Return of Materials

The patron has the responsibility of returning the materials on or before the date due. If items are overdue after two months from the last renewal or checkout, the patron may not checkout further material until the missing materials are returned or replacement costs are paid.

H. Fines

The fine for overdue movies is \$1 per day. The fine will not exceed the cost of the video. There are no fines charged for other overdue materials.

I. Lost or damaged materials

Patrons are responsible for all materials checked out, and are liable for damaged materials. The director will notify the patron of costs due for the replacement of the damaged or lost items.

III. Service Hours

A. Daily

Winter hours

Summer Hours