

Lee County Library

Information and Policies

LIBRARY INFORMATION AND POLICIES

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A: LIBRARY INFORMATION

CHECKOUT LIMITS

- 25 items total per card
- Limit of 4 items per subject
- Limit of 7 videos (adults only)
- Limit of 7 audio books

FINES/LATE FEES

3-WEEK BOOKS

\$0.25 per day, no grace period, \$5.00 maximum

7-DAY BOOKS

No grace period, \$0.50 per day, \$5.00 maximum

DVDs

7 day checkout, no grace period, \$1.00 per day, \$5.00 maximum

AUDIOBOOKS

3-week checkout, no grace period, \$1.00 per day, \$5.00 maximum

MAGAZINES

7 day checkout, limit 4 on one title, \$0.50 per day late fee

LAUNCHPAD

7 day checkout, \$1.00 per day late fee \$10.00 maximum

RENEWALS

Renewals extend the due date for one checkout only, if the item is not on hold. Two renewals are the maximum allowed. Holds can be placed on items that are checked out.

INTERLIBRARY LOAN

You can request books not in our library through interlibrary loan. This process takes up to two weeks, and the charge is \$2.00 when the book arrives. New books (published in the last 12 months) cannot be obtained via interlibrary loan. Patrons may fill out purchase requests for new books on forms obtained at the front desk.

NCLIVE (www.nclive.org)

NCLIVE is a collection of online databases that offers access to complete articles from thousands of newspapers, journals, and magazines. Ebooks, audiobooks, test preparation online, Morningstar business information, and a readers advisory database are some of the databases provided by NCLIVE. A password is required to use NCLIVE at home, and you can obtain login information at the library.

PUBLIC COMPUTER LAB

The library has a public computer lab with Internet access and word processors. Two hours computer usage is the maximum per day. (Microsoft Office 2000 Professional on most computers) Children 12-17 must be accompanied by a parent/legal guardian to receive a library card then can use the computer labs accompanied by adult if under the age of 12. Printouts and photocopies are \$0.10 per page and .25 for color.

OVERNIGHT BOOK DROP

Items put in the book drop after the library closes and before 8:00 am the next morning will be checked in as if they were turned in the previous day.

B: INTERNET POLICY

INTRODUCTION

Lee County Library and the Library Board of Trustees are committed to serving the information and lifelong learning needs of all its citizens. As a "collection of information services available on the interconnected computer networks that span the globe," the Internet contains information that significantly enhances the resources contained in the Library's collection. The Library's Internet access is intended as an informational and educational resource.

CONTENT

The Internet allows users to connect to networks of resources outside the Library. Recommended web sites are identified by books and periodicals included in the library collection. However, information on the Internet, as in any other medium, may be reliable and current or it may be inaccurate, incomplete or illegal.

LIBRARY PATRONS USE THE INTERNET AT THEIR OWN RISK!

The Library does not claim complete knowledge of what is on the Internet, has no control over these resources and does not select or edit Internet content. The Library does not assume

responsibility for protecting Internet users from material they might find obscene, offensive, or objectionable.

ASSISTANCE

Users are encouraged to take advantage of the Internet and to exercise good judgment and discretion in their use of it. Library staff will assist patrons with Internet use as time, workload and staffing permit. However, the Library cannot guarantee that Internet trained staff will be available to assist users at all times the Library is open.

YOUTH ACCESS TO THE INTERNET

Parents or legal guardians or authorized teacher/representative must assume responsibility for deciding what Internet resources are appropriate for their own children (or the children under their care). Because some information on the Internet may not be suitable for minors, parents or legal guardians, etc., should guide their children in use of the Internet and inform them about materials they should not use. Library staff does not act in the place of a parent or legal guardian, etc., to restrict what a child or young adult may access. Each parent or legal guardian or authorized teacher/representative is responsible for supervising and monitoring their children's use of the Internet. Children 11 years and younger must be directly supervised by a parent, legal guardian or teacher while using the Internet.

USE

The Library's "Internet Guidelines" identify rules and procedures that provide fair and reasonable use of Internet resources. Users should always be good citizens of the electronic community of the Internet, abiding by the rules and procedures of the Library as well as remote systems accessed. Library staff has the authority to end an Internet session, suspend Internet and other library privileges when a patron fails to use the Internet stations appropriately and responsibly. Users are expected to comply with all local, state and federal laws (including but not limited to those concerning fraud, privacy or obscenity) while using the Internet and Library equipment. Copyright and licensing agreements are to be respected. Use of computers in the Library is subject to Chapter 14, Article 60 of the NC General Statutes. These statutes establish as crimes certain acts involving computer fraud, abuse, alteration, tampering, etc. as punishable by fines, imprisonment or both. Patrons demonstrating unacceptable use that is illegal may be criminally prosecuted.

SECURITY

Users should be aware that the Internet is not a secure medium. The Library cannot guarantee that patrons who use the Internet will have privacy in their communications and other Internet uses. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the users' data or for any damage or injury arising from invasion of the user's privacy. The computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of such programs.

LOGGING IN FOR COMPUTER USE

Logging in for an Internet session means that the user (parent, legal guardian or authorized teacher/representative) has read and understands Lee County Library's Internet policy and rules and procedures, and accepts the terms of use. In addition, by logging in you waive your right to any claim against the County of Lee, the Lee County Library, its employees, trustees, officers and agents arising from the use of the Internet at the Library.

C: INTERNET GUIDELINES

1. Lee County Library Internet computers are primarily for educational purposes. The library has Cerberian Web filters installed that block web sites in such categories as: Pornography, as well as Games, Software Downloads and Streaming Media/MP3, areas the library deems not appropriate use of its computer resources.
2. If time and staffing permit, someone will assist you in getting on the Internet. However, the library offers computer classes.
3. Area residents must have a library card in good standing. A minimum of \$1.00 must be paid on fines. Patrons cannot owe more than \$4.99 and lost books must be returned or paid for before using the computers. Out of town guests are required to present a picture ID at the desk.
4. You must use your own library card to use the Internet. Persons misrepresenting themselves or allowing others to misrepresent themselves are subject to being banned from the Computer Room for a specific time at the librarian's discretion.
5. No pornography is allowed. Any users caught viewing pornography will be banned either for a specific time or indefinitely at the Director's discretion.
6. You will be assigned a specific computer to use. If there is a problem with your computer, you must come to the circulation desk before switching to another computer.
7. Each user will be allowed at least 60 minutes. If someone is waiting to use your computer, you will get a five-minute warning.
8. Observers in the computer room must follow the same procedure as users. You are not allowed to have persons go in the room with you unless they have checked in at the desk.
9. Only two people are allowed at a computer station unless approved by the library staff.
10. You should save important work to a flash drive as backup.
11. Printing is .10 per page for b&w and .25 per page for color printouts. You are responsible for all pages printed; therefore, it would be wise to do a print preview before printing.

12. A staff member may give patrons who are disturbing others a warning. If the problem persists, the patron will be asked to leave.
13. A parent must directly supervise children under 12 that are using computers. The parent cannot be assigned to a separate computer while his/her child/children are on a computer.
14. Children six and under are not allowed to roam the library without adult supervision while the parent is in the computer room.
15. Children 12 through 17 must have a permission form signed by a parent or guardian.
16. Parents who take babies and/or young children in the room with them must bring them out of the room if they get noisy.
17. Cell phones must be put on "vibrate" while using the Internet room and the library itself. If you need to talk on the phone, you should go out of the library to do so.
18. No eating or drinking is allowed in the public computer access area or in any public areas of the library.
19. Use of computers in the Library is subject to Chapter 14, Article 60 of the NC General Statutes. These statutes establish as crimes certain acts involving computer fraud, abuse, alteration, tampering, etc. as punishable by fines, imprisonment or both. Patrons demonstrating unacceptable use that is illegal may be criminally prosecuted.
20. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy.
21. Users are expected to comply with all local, state, and federal laws (including but not limited to those concerning fraud, privacy, or obscenity) while using the Internet and Library equipment. Copyright and licensing agreements are to be respected.

D. MEETING ROOM POLICY

1. The main library auditorium and conference room are available free of charge to non-profit, non-commercial political (as defined in GS.163.96), educational, civic, professional and cultural groups as determined by the library director and the library board of trustees.
2. All activities shall be free. No fees, dues, or donations may be charged or solicited for any activity. Under special circumstances (with prior approval) nominal fees or donations may be allowed for supplies, short-term classes, seminars, and academic lectures.
3. Activities will not disrupt the use of the library by others. Persons attending the activities are subject to library rules and regulations.

4. All advertisements for meetings must clearly indicate the sponsoring organization. The name Lee County Library, Suzanne Reeves Library, or A.H. McIver Auditorium, etc. may be used only in conjunction with the specific location of the meeting.

5. Permission to use library facilities is not an endorsement by the library board of trustees, the library director and staff, or the Country of Lee of the user or the user's beliefs.

6. Library facilities shall be left in a clean and orderly condition. In the auditorium, chairs are to be stacked and returned to the storage closet; tables placed against walls; trash is to be removed.

7. Organizations holding activities assume all responsibility for damage to library facilities and property. The library will not be responsible for materials or equipment left in activity rooms by users.

I. Bookings will be on a first come, first serve basis with library and library-sponsored programs having priority in scheduling and use.

II. All groups must have a representative apply for a reservation and complete and sign the "Application for use of meeting rooms."

III. Application must be made at least thirty (30) days in advance of the proposed meeting. Groups will be notified concerning the status of their application.

IV. Reservations may be made for up to six (6) dates at a time, up to six (6) months in advance.

V. No group may reserve meeting rooms continuously for the same time if such reservation regularly denies other groups the use of library facilities.

VI. Meeting rooms may only be used during regular library operating hours: Monday 9-6, Tuesday and Wednesday 9-9, Thursday 9-6 and Friday 9am-6pm, and Saturday 10-2. Groups must vacate the building before closing time: Monday-Thursday at 8:55pm, Friday-Sunday at 5:55pm.

VII. The library reserves the right to limit attendance based on the space available and safety regulations.

AUDITORIUM CAPACITY IS 50

CONFERENCE I CAPACITY IS 15

CONFERENCE II CAPACITY IS 8

All groups in using the facilities must be in compliance with Fire Marshall guidelines for safety and access to doors (chart posted in auditorium)