

**SAGAMOK ANISHNAWBEK**

**COMMUNITY LIBRARY POLICY**

**TABLE OF CONTENTS**

Mission page 1

Goals page 1

Library Code of Behaviour page 1

Section 1 – Library Services

Services of the Library page 3

Hours of Operation page 3

Section 2 – Library Patrons

Who May Use the Library page 4

Patron/ Member Responsibilities page 4

Borrowing Policy page 4

Membership Card page 4

Lost or forgotten cards page 5

Section 3 – Borrowing

Loan Borrowing Periods page 6

Resource sharing – Interlibrary Loan page 6

Section 4 – Technology Use

Equipment Use page 8

Internet Use page 8

Section 5 - Appendices

 Appendix A - Library Card Application/Update Form page 10

 Appendix B - Interlibrary Loan Request Form page 11

**Mission**

The mission of the Sagamok Anishnawbek Community Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful and professional.

**Goals**

The general goals of the Sagamok Anishnawbek Community Library shall be:

* To serve all residents of Sagamok Anishnawbek;
* To acquire and make available to all residents such books, periodicals, pamphlets, and other materials as will address their needs to
	1. *become well informed,*
	2. *locate answers to important questions,*
	3. *cultivate the imagination and creative expression,*
	4. *develop skills for career and vocational advancement, and*
	5. *enjoy leisure by means of reading and other media services;*
* To acquire the means to provide the most frequently requested material locally upon demand;
* To maintain a program of service which locates information, guides reading, organizes, and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age
* To strive consistently to discover new methods and improvements for better service for the library’s customers;
* To review regularly these goals of the Sagamok Anishnawbek Community Library and, if necessary, revise them in the light of new developments;

**Library Patron Code of Behaviour (Also refer to Patron Responsibilities and Conduct)**

All patrons are expected to cooperate in maintaining a safe and welcoming place for everyone to enjoy. The following rules will be in effect and the Library staff will make every effort to apply them fairly:

* Speak and work quietly;
* Use only respectful and acceptable language;
* Ask staff for assistance if behaviour of others is disruptive. If staff ask you to modify your disruptive behaviour on library premises and you choose not to, you will be required to leave on the basis of the Ontario *Trespass to Property Act*;
* Attend to and supervise children or other individuals in your care;
* Use library materials, computers, equipment and furniture with care and only for their intended purpose;
* Share seating, workstations and tables with others;
* Ask staff before posting or distributing materials, and before soliciting or engaging in commercial activity in the library;
* Enjoy food and covered drinks in designated areas of the library;
* Young Children: The Community Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. The Librarian is not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under age 12 must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.
* Disruptive Children: Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The Librarian realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that s/he must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, s/he will be asked to leave the library. If the child, over the age of 12 years, needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.
* No pets are allowed in the library, with the exception of guide/service animals. When a breach of the Code of Behaviour occurs, the Library has discretion in determining whether a patron’s library usage privilege will be suspended and the duration of the suspension. Suspension of usage privileges will take into consideration the severity of the misconduct, the circumstances surrounding the incident, and any mitigating factors;
* The police will be called in circumstances where patrons engage in unlawful behaviour.

**SERVICES OF THE LIBRARY**

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library will endeavor to:

* Select, organize, and make available necessary books and materials;
* Provide guidance and assistance to patrons;
* Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults;
* Collaborate with other community agencies and organizations;
* Secure information beyond its own resources when requested (using interlibrary loan and other resource sharing methods provided through the system and province);
* Lend to other libraries upon request;
* Develop and provide services to patrons with special needs;
* Maintain a balance in its services to various age groups;
* Cooperate with, but not perform the functions of, school or other institutional libraries;
* Provide service during hours which best meet the needs of the community, including evening hours;
* Use media and other public relations mechanisms to promote the full range of available library services.

**HOURS OF OPERATION:**

*September – June*

9:00 am – 4:00 pm – Tuesday – Thursday – Biidaaban Elementary Classes

9:00 am – 4:00 pm – Monday & Friday – Community members

6:00 pm – 8:00 pm – Wednesdays

*July – August*

9:00 am – 4:00 pm – Monday -- Friday

**Note: Library will be closed on DESIGNATED HOLIDAYS**

**Who May Use The Library**

The library will serve all residents of the Sagamok community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; gender; or sexual orientation.

The use of the library may be denied for due cause. Such cause may include failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or questionable conduct on library premises.

WHO MAY BE A MEMBER

Residents of Sagamok Anishnawbek may become members of the Library and all registered Library members will have borrowing privileges.

**Patron/Member Responsibilities**

It is a patron’s responsibility to:

Ensure borrowed materials are returned by the identified date

**Borrowing Policy**

1. No fee will be charged for membership to the library for residents of Sagamok.
2. Any Sagamok resident may be a member of the library with borrowing privileges.
3. Nonresidents will only be granted access to onsite library usage and services.
4. Sagamok resident patrons must fill out a Library Card Application form (Appendix A) and provide identification (status card, driver’s license, student card is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable).
5. Applicants under 16 years of age must have a parent/guardian give their consent on the application form before a membership card can be issued.
6. Only members of the library in good standing will be allowed to borrow library materials.
7. Materials may be borrowed by members by either presenting the membership card or valid identification.

**Membership Card**

1. Members will be issued a library card upon registration.
2. The card is the property of the Sagamok Community Library and must be returned on request.
3. All library cards expire after two (2) years, in order to renew a library card, patrons must present their identification.
4. Students from Biidaaban Kinoomaagegamik will renew their membership at the beginning of each academic year.

**Lost or Forgotten Cards**

1. If a patron loses his/her library card, they should notify the Librarian as soon as possible and request a replacement.
2. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items.
3. An individual who repeatedly ignores this expectation will be denied the privilege of checking out materials until they present their card at the library.

**LOAN BORROWING PERIODS**

* 3 weeks for books
* Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
* Interlibrary loans are due the date indicated by the lending library
* Books may be renewed once if there is not a waiting list for the title.
* Current issues of periodicals do not circulate.
* Audio Visual materials are non-renewable.

The Librarian may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

There is a two (2) book limit that a patron can borrow at one time, with one exception – two items on a subject is the limit for a known school assignment.

**RESOURCE SHARING – INTERLIBRARY LOAN**

Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Sagamok Community Library provides library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries. This policy establishes a commitment to resource sharing partnerships.

1. The library will participate in resource sharing opportunities by:

1. Completing the *Interlibrary Loan Request Form (Appendix B)*
2. joining collaborative initiatives such as material pools, and the provincial interlibrary loan network
3. using resource sharing as an adjunct to, not a substitute for, the library’s collection
4. purchasing frequently requested titles
5. offering provincial interlibrary loan service to users in good standing

2. Interlibrary loan is a transaction in which the Sagamok Community Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Sagamok Community Library on behalf of its user through INFO (Information Network for Ontario). The library will:

1. adhere to the provincial interlibrary loan policies and participation standards
2. make its database of holdings available to the provincial interlibrary loan network
3. promote awareness of the interlibrary loan service
4. request materials not owned by the library or missing from the library’s collection
5. request any type of library materials needed for the purpose of study, instruction, information, recreation, or research
6. not request items owned by the library and temporarily in use or on reserve
7. support the library’s book clubs and other book-based programming by requesting multiple copies of a book even if the library already owns a copy
8. strictly observe any conditions for use of loaned materials that are imposed by a lending library
9. not charge users a fee for borrowing via interlibrary loan; Librarian will consult with users in advance regarding fees charged by lending libraries
10. be responsible for materials borrowed on behalf of patrons and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan

3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:

1. make available the broadest range of materials for interlibrary loan with the following exceptions:
2. equipment
3. materials limited by licensing agreements
4. materials designated as non-circulating
5. reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent
6. respond to requests within two (2) days
7. circulate items for the same period of time as for regular circulation
8. grant renewals unless the material is needed for another user of the library
9. charge for overdue, damaged or lost materials based on the Sagamok Anishnawbek Community Library Policy

**EQUIPMENT USE**

A microcomputer is available to patrons on a first-come, first-serve basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of the microcomputer; however, in order to make the service available to as many patrons as possible, a time limit, of 30 minutes, for usage has been imposed. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer is available. Printer paper may be available.

**INTERNET USE**

***Purpose:***

To establish guidelines for the appropriate use of Sagamok Anishnawbek’s e-mail system, Internet access and computer use.

**Use of Computers**

1. Computers are provided to you for business use only.

2. You may not store personal documents on the computer hard drive.

3. You may not play or install computer games on the computer hard drive.

4. You may not download or install any software unless you obtain approval from the Librarian in advance.

5. Computers and related software and equipment are company property. To prevent problems and protect us from liability, Sagamok Anishnawbek reserves the right to examine all files, e-mail directories and other information stored on our computers, tapes and disks.

8. Always scan for viruses before opening files that are contained on a CD/DVD, flash drive, or downloaded from the Internet.

9. To prevent viruses, only open e-mail attachments when you know what they are and that they are coming from a reputable source. Avoid opening e-mail attachments that contain wave files, video files or executable files as they may contain viruses.

9. If you are using the Internet to conduct research or to make business-related decisions, always consider the source. Ensure that the information you obtain is credible, accurate and up to date.

10. We may discontinue your Internet or e-mail access at our discretion.

11. If you violate this policy or abuse your Internet, computer and e-mail access, you will be subject to discipline, up to and including suspension of privileges.

**Appendices**

Appendix A - Library Card Application/Update Form

Appendix B - Interlibrary Loan Request Form

**Library Card Application/Update Form**

Date:

Full Legal Name:

Date of Birth (yyyy/mm/dd):

Physical Address:

Mailing Address:

P.O. Box City/Town Prov. Postal Code

Phone: Email Address:

**Borrowers Agreement**

I agree to:

1. be responsible for all materials borrowed on my card;
2. pay all fines and fees associated with my card;
3. report the loss, theft, or abuse of my card immediately and
4. report changes of address or any other information pertaining to this card.

I understand that I am responsible for all fines or fees and any items checked out on my card prior to being reported lost or stolen.

Patron Signature:

**Parent/Guardian Agreement**

As a parent or legal guardian of this borrower under the age of 16, I agree to:

1. be responsible for this borrower's selection and use of library materials;
2. pay all fines and fees associated with this card;
3. report the loss, theft, or abuse of this card immediately,
4. report any changes of address or any other information pertaining to this card.

I understand that I am responsible for all fines or fees and any items checked out on my card prior to being reported lost or stolen.

Parent/Guardian Signature:

**Office Use Only:**

 New application Update Library Card Number:

Privileges: Yes No Reason:

Librarian Signature:

**Interlibrary Loan Request Form**

Limit one item per request form

* Do you have a valid library card? Yes

🞏 Yes 🞏 No

Full Legal Name

Membership Number

Address:

Email:

Telephone/Cellphone:

INFORMATION

Title:

Author:

ISBN:

Format:

Required For Date: