

Gleason Memorial Library

Ringling, Oklahoma

MISSION

The mission of the Gleason Memorial 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 businesslike.

WHO MAY USE THE LIBRARY

All residents of the Town of Ringling and within a 25-mile radius unless served by another library in the area are eligible to use the library free of charge. Anyone considered outside the area or served by another library will be considered a non-resident and may check out materials when a \$10.00 yearly fee is paid.

Patrons will be asked to give their name, address, telephone number and a reference to register. They will be assigned a patron number for library use.

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

PATRON RESPONSIBILITIES AND CONDUCT

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Young Children

The Gleason Memorial Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff are not expected to assume responsibility for the care of unsupervised children in the

library. Therefore, it is the policy that all children under age six 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 library staff 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 he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

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 should 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.

Cooperate 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 state.)

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 meets the needs of the community, including evening hours.

Regularly review library services being offered.

Use media and other public relations mechanisms to promote the full range of available library services.

RESERVES

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by postcard or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

LIBRARY HOURS

Monday 9:00 a.m. - 1:00 p.m.

Tuesday - Thursday 1:00 p.m. - 6:00 p.m.

Friday 9:00 a.m. - 1:00 p.m.

CIRCULATION

Books are loaned for two weeks. Books may be rechecked for an additional two weeks. This does not apply to new books, or in demand books. These will have a one-week return date.

Overdue materials will be assessed a fine of ten cents (\$0.10) per day per item, up to the cost of the item for replacement

When books are checked out and returned, they will be checked and if torn, cut, marked on, or in any way damaged the patron will be asked to pay for the book.

Reference books do not circulate and must remain in the library building.

Materials not available in the Gleason Memorial Library can be requested on interlibrary loan. Every effort will be made to secure the material requested by the patron. You may be asked to pay the postage for the requested material.

Patrons are asked not to shelve the books. Leave books on the work area desk.

Patrons and/or guardians will have the sole responsibility of suitable material selections for minors. The library holds no responsibility for minors selecting their own material. Parents and/or guardians are responsible for book returns and fines of their children (minors). Parents will be denied library services until fines or other offenses have been resolved.

INTERNET AND COMPUTER

All internet resources accessible through the library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using the library resources and facilities.

Computers are available to patrons on a first-come, first-served basis. There is no charge for use of computers; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 30 minutes. Library staff are available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs.

Internet computers will not be used by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by local standards would be obscene. Library employees are authorized to take prompt and appropriate actions to enforce the rules of conduct, and/or to prohibit use by persons who fail to comply with the internet acceptance use policy as stated or implied herein. Parents are responsible for their children's use of the library's resources and facilities. Parents who believe that their children cannot responsibly use the library's internet access are requested to monitor their children's internet use.

The Gleason Memorial Library supports the right and responsibility of parents to monitor and direct the use of the internet by their own children and provides access to filtered search engines on internet terminals.

In accordance with the Children's Internet Protection Act (CIPA), the library employs filtering software to block visual depictions of material deemed obscene or harmful to minors on library-owned computers. Filters are applied to all public computers used by children and teens. Adult patrons may request that filtering be disabled for bona fide research or other lawful purposes. While filters reduce access to inappropriate material, no technology can block all objectionable content.

When library employees believe that the user has failed to comply with the internet acceptable use policy or the rules of conduct, they are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions for up to two weeks from the date of informing the user of that action. After a hearing before the library board, a library patron may be permanently barred from both the internet and library access.

Patrons whose access session has been terminated or prohibited will be given information concerning the process to protest the action and/or request that library privileges be reinstated.

EQUIPMENT USE POLICY

A printer is available. Printer paper will cost \$0.25 per sheet and must be paid for at the conclusion of the session.

Color printing is available at \$1.00 per page.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$0.25 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Scanning to email or a flash drive \$1.00

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