# PaTRON POLICy

## ACCEPTABLE PATRON COMPUTER USE POLICY

It is prohibited to use this computer for illegal or criminal purposes or to seek access into unauthorized areas. Infringement of copyright is prohibited.

The Internet contains some material of a controversial nature. Users are responsible for material accessed, and may not display “legally obscene” images. Parents are responsible for monitoring use by minors. Parents should read the Child Safety on the Information Highway produced by the National Center for Missing and Exploited Children and the Interactive Services Association.

Minors should read the Safety on the Internet section (titled “My Promise”) on the Teens Page of the FCPL web site.

The Children’s Internet Protection Act (CIPA) requires that all public libraries receiving federal funding MUST put Internet filtering software on all the computers in the library—or lose all federal funding. The Fayette County Public Libraries are part of the WV statewide library network; therefore, the Children’s Internet Protection Act filtering requirements are met and maintained at the state level by the West Virginia Library Commission. The statewide filtering program is described below:

* In WV the filtering software has been installed at the state level. The software uses identified addresses not “keywords” to block sites. This means that the software is less likely to block “appropriate” sites; however, as the list of blocked sites is updated nightly, there may be “inappropriate” sites that slip through the filter. No filter is perfect.
* Librarians have passwords which enable them to bypass the filter and allow free access to the Internet. If you are 18 or over and sites you need to access are blocked, please ask the librarian to override the filter for you.
* If you are under 18 and need access to a blocked site, you may bring a parent who may then request that the filter be turned off. The parent must stay with you until the filter has been re-activated.
* For more information about the law and its impact on public libraries, click here. If you have questions specific to this library, please ask your librarian.

***DISCLAIMER:***

The Library disclaims any responsibility for direct or indirect damages arising from the use of its connection to the internet. The library is not responsible for the accuracy of information found on the internet.

## USE OF NETWORK AND COMPUTERS

Patrons may not save anything to the hard drive. They may not download or install upgrades, plugins or any other software. They may not attach personal equipment to the library’s network or other hardware. The Library is responsible only for maintaining the local area network and the FCPL web page. The Library has no control over the accessibility, availability, content, loading speed, privacy policies, or security of the millions of websites on the Internet.

## COMPUTER USAGE

All children aged 15 and under must have a parent/guardian present in order to use the Internet. Patrons of all ages may use the OPAC computer at the circulation desk and may use computers that have no Internet access. Standard computer usage is 60 minutes.

## PRINTING COSTS

* Copies and Printing from computers/emails/phones cost 25 cents per page (including partial pages). Parents are responsible for what their children print.
* Sending faxes: $3.00/1st page, $1/page thereafter
* Receiving faxes: $1.00 page

## PATRON CELLPHONE USE/LIBRARY PHONE USE/food and drinks in the library

To avoid disturbance of fellow library users and disruption of library operations, the use of cell phones to make phone calls is prohibited within any branch of Fayette County Public Libraries without prior approval as-needed by Branch managers. Patrons must put their devices in silent mode while inside the library. Patrons may use their mobile devices to text or message others only if they do so in silent mode without disturbing others. Library staff may ask patrons to take their calls outside and/or silence their phones if disruptions occur. Patrons will only be allowed to use the library phone to make personal calls at librarian’s discretion.  
**No food or drinks are allowed by patrons in the library.**

# CHILDREN IN THE LIBRARY

Children under 12 need to be accompanied by an adult at all times in the library. School aged children (this includes homeschooled) in the library during school hours need to be accompanied by an adult. Parents should be aware that there may be resources they judge inappropriate for their children and it is the parents' responsibility to evaluate these resources and consent to all materials obtained by their children under the age of 17. This includes the Internet, books, and other resources.

# FAYETTE COUNTY PUBLIC LIBRARIES POLICY ON DISRUPTIVE BEHAVIOR

Disruptive behavior is unacceptable in a library. Disruptive persons will be asked to leave or will be removed by law enforcement if need be. Library privileges of repeat offenders will be suspended. Police will be called if illegal behavior occurs. Disruptive behavior is defined at the discretion of the librarian, but if in doubt and if possible, please consult the Library Director.

1. Disruptive behavior is prohibited, including, but not limited to the following:
   1. Destruction or theft of library materials or property.
   2. Engaging in any activity in violation of federal, state, local, or other applicable law, or library policy.
   3. Soliciting, canvassing, distributing literature, selling, or begging in the library.
   4. Threatening, harassing, or intimidating language or behavior.
   5. Weapons.
   6. Disorderly, disruptive or boisterous conduct.
   7. Sexual activity, harassment of staff and patrons in the library buildings and on library grounds.
   8. Use of alcohol or illegal drugs.
   9. Entry to non-public areas except by invitation or approval of library personnel.
   10. Loitering: Entrances, doorways and stairs must be kept clear at all times.
   11. Shaving, bathing, washing and drying clothes in restrooms.
   12. Use of library equipment to access material that is illegal, i.e. child pornography.
   13. A pattern of sleeping.
2. Patrons shall not consume food or beverages within the building unless attending special events hosted by the library.
3. Smoking is not permitted inside the Library nor is it permitted within 25 feet of library entrances. Chewing tobacco is not prohibited on library property.
4. Shirts, pants, and shoes are required in the library.
5. Recreational use of bicycles, skateboards, roller skates, roller blades is not allowed on library property. These items may not be brought into the library. The libraries do provide a location for bicycle parking.

**CIRCULATION POLICIES**

**How do I get a library card?** You need to bring in two forms of I.D. One has to have your current address. Fill out a registration form and you will have a card in a few minutes. If you are under 17, a parent/guardian must sign and be responsible and consent for anything checked out on that card. 17 and older will get an adult card and 60 and older will get a senior card.

**Do I need my library card when I check out an item?** Yes, the WVLN rules state that you must have your library card to check out items, even if you know the librarians. If you have forgotten your card, you can purchase a replacement card for $1.00.

**May I return materials to any Fayette County Public Library other than where I checked my materials out?** Yes, checked out materials may be returned to any Fayette County Public Library.

**Do all libraries have a night deposit for book returns?** Yes.

**What are borrowing limits?** For new card holders: 5 items--1 DVD (Adult card only) or audiobooks until you have checked out and returned 10 items.

For general patrons: 5 DVDs (Adult card only)

**What is the loan period?** 3 weeks for books and audiobooks. 7 days for DVDs (Adult card only).

**Does the library have tax forms?** Yes, we have forms for pick-up January–April. We can also print forms for you at 25 cents per page if you don't see the form you need.

**How do I look for a book?** We have a very user friendly online public access catalog. If you need assistance, our staff will assist you in finding what you need.

**What are the fines charged for overdue books?** Our fines are 5 cents per book per day, up to the cost of the book.

**How do I place a hold on a book?** You may place a hold in the comfort of your own home using our WVLN catalog, or you may have one of our staff place the hold for you.

**How do I renew library materials?** You may renew books from our WVLN catalog, you may call the library to renew (have your library card number ready), or you may bring your books in and renew them at the closest branch. You may not renew books that have other holds on them.

**Are there charges for checking out videos/DVDs?** No, our DVDs/videos are free to check-out. The loan period is 7 days. If they are late, there is a $1.00 a day late fee per item. DVD’s cannot be checked out on a juvenile card

**Do I need a library card to use a public computer?** No

**Are there charges for interlibrary loans?** No, we consider this a service to our patrons so that we may offer them items that we do not have in our catalog.