

Mescalero
Community
Library

Policies
&
Procedures

MESCALERO COMMUNITY LIBRARY MISSION

The mission of the Mescalero Community Library the “Library” is to identify, acquire, organize, publicize, and disseminate those resources which encourage and support access to cultural, governmental, Tribal, recreational resources; the Library will strive to support the lifelong learning of citizens, community, business, personal and recreational growth for a better quality of life.

The Mescalero Community Library will be the primary information center for community members of all ages. The Library will provide current collections, online resources, customized services, trained staff and specially designed programs to meet the reading, research and lifelong learning needs of all community members, these include:

- Early literacy
- Basic Computer Skills
- Story telling
- Library Skills
- Textbook Program
- Teen Space
- Microsoft Applications
- Immersion Classroom
- Literacy Activities
- Afterschool Program
- School Partnerships
- Fund Raising
- Teacher Resource
- Summer Reading

Patron Registration

New Library Card

The first time issue of a library card is free and it is the responsibility of the patron to report lost or stolen cards immediately. In this case, we charge a \$1.00 fee for replacement of the card. Each patron requesting a library card must fill out an application and, sign and agree to the terms and conditions. Each library card is valid for period of four years.

The Mescalero Community Library issues library cards to patrons in four categories. Adults, College, Juvenile and child. Each patron is limited to four circulated items. However, this limit, in some cases may be overlooked depending on the specific situation. **College students** are allowed to circulate items for up to one semester, equaling five months. This allows the student to have the items on loan for educational purposes.

Each Juvenile/Child application must be completed and signed by the parent, although in some cases the library will call the parent over the phone and obtain permission for a juvenile/child to complete and sign the application. This is allowed to promote literacy programs throughout the year. That is, in many cases a child may be visiting the library

without his or her parent like when the child is visiting with his or her school. This policy allows for the child to be able to circulate items for literacy activities while visiting the library.

The library does not require and or verify residency of our patrons. We are a Tribal Public Library and serve residents within state regardless of residency. In certain instances, involving specific departments, there may be an exception to the patron registration process.

Note: Accuracy and confidentiality are necessary when entering patron data.

Circulation Policy

Items are in circulation based on three separate categories.

Equipment circulates to Tribal Department heads for a specific time period at the discretion of Librarian.

Books circulate for 14 days.

AV Materials circulate for 2 days.

Items in circulation which are returned passed the time periods listed above are subject to a late fee of .10 per item per day.

Lost or missing items in circulation must be reported immediately. The patron will pay the cost as defined below, to replace the item. At the discretion of the Librarian, the payment requirement may be waived where the item had been placed in the book drop at the discretion of the Librarian.

Renewal of items for an additional circulation period is allowed depending on the situation of the patron.

Reference materials are not allowed to circulate outside the Library.

All items (including equipment that is circulated) will be identified with a barcode on the outside and on the publishers' page inside a book.

Equipment circulation: Items are MARC cataloged and scanned according to usage by patrons.

Equipment available for patrons include: laminator, podium, electric type writer, book binder, paper cutter, dye cutter, iPad, lap top , projector, overhead projector, projector

screen, mp3 players, Nabi, Disc repair, and sewing machine. The cost, as defined below, to replace any equipment that is lost or damaged will be paid by the patron that checked the item out regardless of whether he or she directly caused the loss or damage.

Damaged or Lost items

Library patrons who have damaged or lost library materials will be charged according to the following guidelines.

1. For items purchased within the past three years, the patron will pay the original retail price plus a \$5.00 processing fee.
2. For items purchased more than 5 years ago but are no longer in print, the patron will pay the cost of buying a book on a similar subject (determined by the SUBJECT GUIDE TO BOOKS IN PRINT or other similar source) and a \$10.00 processing fee.
3. In addition to the processing fee, the patron will not be expected to pay more than \$15.00 beyond the original retail price no matter what the current replacement price.

ALL DAMAGED ITEMS WILL REMAIN PROPERTY OF THE MESCALERO COMMUNITY LIBRARY REGARDLESS OF THE AMOUNT OF FINES OR DAMAGES PAID.

Note: "It is not about the monetary value, but the item itself, so other patrons are afforded the same item"

Payment procedures:

1. Insignia automation will confirm item price lost and or damaged. This includes fines incurred on all late materials.
2. Take payment for item print receipt for patron; ensure credit has been applied to patron record in Insignia.
3. If the cost to replace the item is under \$5.00, then the processing fee will be waived.
4. Textbook items lost or damaged will be charged at the full retail price.
5. All payments will be deposited in MAT Accounting as needed for payments received and receipt filed accordingly with Insignia.

Patron Conduct

The Library recognizes that in order for patrons to enjoy a safe and respectful space the following standards of conduct are to be observed by all patrons visiting the Library.

1. No running, horse play, smoking or pets are permitted, unless the pets are deemed as assistive animals for a disability.
2. No loud noises;
3. No loitering;
4. No alcohol or drug use;
5. No vandalism;
6. No destruction of property;
7. No disturbing other patrons;
8. No violence; and
9. No larceny.

Library materials and equipment must be respected. Any persons carrying away with, without authority, misusing, cutting, writing upon, damaging, defacing, tearing or destroying any book, periodical, map newspaper, or any property devoted to the Mescalero Community Library shall be subject to punishment according to Mescalero Apache Tribal Code.

Any person who persists in indulging any of the above after being warned will be asked to leave the library. Instructions and directions of the Library staff will be respected and obeyed. If instructions are not followed, the Library staff at his/her discretion will call the BIA Law Enforcement for assistance.

Computer Use

INTERNET DISCLAIMER The Internet and online environment consists of information on a wide range of topics provided by millions of individuals and organizations around the world. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. While the Library can sometimes suggest Internet sites:

- The Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents.
- Internet users are responsible for evaluating the accuracy of material found on the Internet
- The Library does employ filtering software that limits access to questionable content by minors. Such software will be turned off at the request of any adult, as long as there are no minors present in the Library who could have access to questionable content as a result of the software being turned off.

Mescalero Community Library Policies and Procedures

- The Library does not and cannot assume liability for damages from use of Internet information.
- The Library employs antivirus software, but it cannot warrant that its web site, server, or any other web site accessed by Internet users is free of viruses or other harmful components.
- For further guidance, Library collections include Reference and Circulating resources on navigating and evaluating web sites.

PRIVACY The Library will keep confidential all such information that it purposefully or inadvertently collects or maintains to the fullest extent permitted by federal and local law.

- The Internet is not a secure medium. Email is not necessarily secure against interception.
- The Library does not monitor an individual's use of the Internet. Computer search stations are programmed to delete the history of a user's Internet session once the computer has been rebooted. The Computer Booking history is deleted every day.
- In accessing various internet sites, please be conscious of others in your vicinity, particularly children.
- The Library does not provide information about patrons' library records, use of other Library materials, or use of the Internet to law enforcement officials without an appropriate court order. However, law enforcement officers may take action on their own if they observe illegal activity in plain view. Internet users are reminded that illegal use of the Internet is prohibited by and by Library policy.

NETWORK SECURITY For website security and to ensure that service remains available to all Library users; Library electronically monitors network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage. Anyone using the Library website expressly consents to such monitoring. Except for the above purposes, no other attempts are made to identify Library users or their web activity.

USA PATRIOT ACT

(Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act) Sections 214-216 of this Act gives law enforcement agencies expanded authority to obtain library records, monitor electronic communications and prohibits libraries and librarians from informing library users of monitoring or information requests.

RULES AND RESPONSIBILITIES FOR THE PUBLIC Use of Library's equipment for the transmission, dissemination, and/or duplication of information must comply with federal and Tribal laws. Library expects all users to comply with such laws, including but not limited to those related to copyright, computer hacking, and child pornography. Computer users will also

Mescalero Community Library Policies and Procedures

refrain from any activity that unreasonably interferes with Library patron/staff comfort, safety, use or quiet and peaceful enjoyment of the Library, including but not limited to:

- Harassing or threatening computer users or staff.
- Making any loud or unreasonable noise, or other disturbance, including disruptive use of personal communications or entertainment devices.
- Vandalizing or abusing computer equipment, including removing privacy screens, tampering with equipment or software.
- Using the library card number of another person, including a relative, to access the computer system.
- Hacking into the computer systems.
- Manipulating Library computer systems to override established time limits.
- Refusing to leave a computer after being suspended from computers, or continuing to create a disturbance while using MCL equipment.

Additionally, the Library has the following expectations of computer users:

- Comply with a Library staff member's reasonable request to refrain from or change a disruptive behavior.
- Comply with Internet etiquette.
- Refrain from harming Library computers or systems through the use of viruses or other malicious acts.
- Refrain from installing or copying software to Library computers.

Persons who violate these Rules and Responsibilities may receive a warning from Library staff and/or an opportunity to cease the violation or leave the Library. Illegal activity, as well as any willful or repeated violations of these Rules and Responsibilities or other posted Library regulations, may result in removal from the facility and/or suspension of Library privileges.

Mescalero Community Library Organizational Chart

Tribal Council
Legislative Branch

Tribal President

Vice- President

Chief of Staff

Library

Lillian Chavez, Library Director

Wynona Tahnito, Library Assistant