

DODGE CITY PUBLIC LIBRARY

Last updated: 10/03/07
1001 Second Avenue
Dodge City, KS 67801
Telephone: (620) 225-0248

WELCOME TO THE DODGE CITY PUBLIC LIBRARY! We are happy you have joined the residents of Dodge City and Southwest Kansas area who use our facilities and services. The following information should help you use the Library more effectively.

BORROWING

1. Any card holder may check out circulating materials on presentation of their Library card. A card holder must be present to check out materials unless previous arrangements have been authorized. If the patron does not have a card at time of checkout, the patron must have identification. The patron will not be allowed to check out any materials if he/she has overdue or fines on his/her record. A patron's first card is free. Replacement cards are \$5.00 each.
2. There is a limit of 20 items checked out per card at any time. The following limits also apply. Exceptions may be granted by the Circulation Supervisor.
 - a. New Fiction – limit 3
 - b. Juvenile holiday books marked with stickers – 3
 - c. Audio cassette tapes – limit 5
 - d. DVDs – limit 2
 - e. Music sound recordings – limit 2
 - f. Videos – limit 5

MATERIAL LOAN PERIODS

1. Materials that are loaned for two weeks:
 - Children's books, Adult fiction and non-fiction, New Books, Periodicals, Juvenile Holiday books, Audio books, Music CD's, MP3 Audio players, Playaways, Adventure theme kits, and Vertical file items.
2. Materials that are loaned for one week:
 - Video cassettes (VHS), DVDs, Toybrary items, AV equipment, and Electronic Learning aides.
3. Bulk Loan items may be checked out for six weeks.
4. Reference items, current issues of magazines, and newspapers are not checked out.
5. Interlibrary loan materials are usually checked out for two weeks, but the loan period is governed by the lending library.

RENEWALS

1. All the following library materials may be renewed only one time after initial checkout: Children's books, Adult fiction and non-fiction, and MP3 players.
2. All the following library materials may **not** be renewed after initial checkout:
 - a. Video cassettes, DVDs, Periodicals, Music CDs, and New Books – no renewals.
 - b. Bulk loans – no renewals.
 - c. Waiting list items – no renewal if other users are on the list.
3. Renewals may be made by telephone by giving patron's name, borrower's number or bar code number(s).
4. If items are overdue, the user's card will be suspended until the items are returned or replacement cost paid. No renewals will be allowed.
5. Interlibrary loan materials can only be renewed with the permission of the Interlibrary Loan Manager and the lending library.

OVERDUE POLICY

1. Users with overdue items may not check out additional materials. The receipt presented at the time of checkout shows the date due. The user has the responsibility to return borrowed material on or before the date on the circulation record.
2. Overdue notices will be sent.
3. Fines are charged on video cassettes and DVDs at \$1.00 per day per title. Fines will not exceed a maximum of \$5.00 per title.
4. Fines are charged on books at 10¢ per day per title. Fines will not exceed a maximum of \$5.00 per title.

REPLACEMENT

1. Lost or damaged materials must be paid for prior to reinstatement of borrowing privileges.
2. Replacement cost will be price of item(s) plus a \$5.00 processing fee per item. Amazon.com and other resources will be used to determine the cost of lost and/or damaged items that cannot be returned to the collections.
3. If no replacement cost is available, the Library Board has established default replacement costs. They are as follows:

Music CDs	\$15.00	MP3 Player	\$50.00
Adult hardcover book	\$30.00	Audiobook/Playaway	\$50.00
Children's picture book	\$20.00	Magazine or journal	\$ 5.00
Junior hardcover book	\$20.00	CD-ROM	\$50.00
Young adult hardcover book	\$20.00	Video (VHS)/DVD	\$20.00
Paperback book	\$ 5.00	Vertical File materials	\$ 5.00
Reference book	\$50.00	Interlibrary loan item	Price set by lending library.

4. For a lost item found and returned in acceptable condition within six months after payment is made, the library will refund the cost of the item only; the processing fee is nonrefundable. Patrons **must** bring in a receipt as proof of payment for refund.
5. The fee for those books which require re-binding only is \$10.00 per book.
6. Overdue, lost, or damaged materials fees may be adopted or changed only by the Dodge City Library Board.

WAITING LIST

1. Books, periodicals, video cassettes, and other circulating materials may be placed on the waiting list. A limit of two videos or DVDs may be put on the waiting list per card holder.
2. Items must be picked up within 3 days after notification.
3. If an item is not picked up within the specified time period it will go to the next person waiting or be placed back into circulation.
4. Items may be placed on the waiting list by persons in the library or by telephone or online.
5. Items on the waiting list cannot be renewed.

WINTER HOURS

Labor Day to Memorial Day

Monday	9 a.m. – 8 p.m.
Tuesday	9 a.m. – 8 p.m.
Wednesday	9 a.m. – 8 p.m.
Thursday	9 a.m. – 8 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.
Sunday	CLOSED

SUMMER HOURS

Memorial Day to Labor Day

Monday	9 a.m. – 6 p.m.
Tuesday	9 a.m. – 6 p.m.
Wednesday	9 a.m. – 6 p.m.
Thursday	9 a.m. – 8 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.
Sunday	CLOSED

HOLIDAYS

The library will be closed for the following holidays:

New Year's Day (January 1)	Labor Day (1st Sunday/Monday in September)
Presidents' Day (3 rd Sun./Mon. in Feb.)	Thanksgiving Day (4 th Thursday in November)
Easter Weekend (Friday, Saturday, Sunday)	Day after Thanksgiving (4 th Friday in November)
Memorial Day (Last Sunday/Monday in May)	Christmas Eve Day (December 24)
Independence Day (July 4 th)	Christmas Day (December 25)
Dodge City Days Parade (Closed until 1:00pm)	Day after Christmas (December 26)

The library may close earlier than the regularly scheduled time on the day preceding a holiday closing. Early closings will be announced. The library may close due to severe winter weather. Announcement of the weather closing will be broadcast on local media stations.

COMPUTER USE POLICY

1. Patrons must be in good standing and must have their own valid Dodge City Public Library card to check out a computer. If a patron is not a resident of the Dodge City area, he/she may check out a computer on a temporary card.
2. Patrons with items overdue or unpaid fines may not use the computers.
3. Patrons may not use the computer without signing the Dodge City Public Library's INTERNET USE AND SAFETY POLICY form.
4. Minors may not use a computer without a parent or guardian's signature on the Dodge City Public Library's INTERNET USE AND SAFETY POLICY form. The parent or guardian must sign the statement within the library in the presence of a staff worker. The complete INTERNET USE AND SAFETY POLICY, with the appropriate form, is available at the circulation desk.
5. Filters, as per legal requirements, are on all computers in the library. An adult (18 and over) may request to have the filtering disabled on specific work stations for a specific amount of time.
6. In the Gates Computer lab, only one patron is allowed at each computer. Exceptions may be made under special circumstances.

7. At the stand-up and children's computers, no more than two patrons may use a single computer.
8. Library staff have the right to limit the amount of time a patron uses a computer to ensure that other patrons have access to the computers.
9. Patron's activities on a public computer will be kept confidential. However, if a patron is caught using the computer for illegal purposes, or violating library policy, he/she will be asked to leave the library.

KANSAS LIBRARY CARD ISSUANCE

A patron cannot be issued a Kansas Library Card without valid identification and proof of residence in Kansas.

CONFIDENTIALITY OF PATRON RECORDS

Patron records are confidential and not open to the public.

Outside inquiries regarding a patron's registration and charge records will be referred to the Library Director. No records may be made available to anyone without the director's approval. Patron registration information is exempt from required disclosure pursuant to the Kansas Open Records Act, K.S.A. 45-221, and should only be released upon the receipt of a valid court order or subpoena authorized under local, state, or federal law.

Parents, after proper presentation of valid identification, may obtain the current status of their child's circulation record providing that child is under the age of 18

Library staff will not disclose information regarding patron's use or frequency of use of the library with respect to information sought and received, except under valid court order or subpoena authorized under local, state, or federal law.

DISTRUPTIVE BEHAVIOR

A patron whose behavior is disruptive to the use of the library by other patrons and staff may be asked to leave the library premises. A patron who refuses to leave under these circumstances is **trespassing**. Members of the staff may seek assistance from the police if deemed necessary. Disrespectful behavior to library users and staff is not permitted. Abusive and/or obscene language is not permitted. Young children in the library must be attended at all times. If children are left unattended at the close of the library day and no parent or guardian is available, **authorities will be notified**.

VIDEO CASSETTE (VHS) & DVD CHECKOUT POLICY

1. Patron must have a Dodge City Public Library card to check out video cassettes or DVDs.
2. The majority of the videos and DVDs owned by DODGE CITY PUBLIC LIBRARY are protected by copyright and may be legally viewed only in a home-setting by family and friends.
3. The card holder (owner of the card) **must be present** to check out videos or DVDs. These items must be returned in the case in which they were checked out or a fine may be incurred.
4. Videos and DVDs check out for **one week and will not be renewed for any reason**.
5. Overdue charges will be \$1.00 per day per item, to a maximum of \$5.00 per item.
6. Patron accepts responsibility to pay replacement cost for lost or damaged items, except where damage is from normal wear and tear.
7. Videos and DVDs should be returned to the Front Desk, or if the library is closed, in the VIDEOS ONLY drop which is located in the front of the building to the left of the entrance.
8. Patrons are limited to 5 videos and 2 DVDs per card.
9. Users are advised NOT to leave videos or DVDs in the car where they may be subject to extreme heat or cold, or on top of the television due to possible damage. The user is responsible for replacement cost if an item is damaged.
10. If you have questions about copyright, please be sure to ask our Reference Librarian.
11. If a patron claims to have returned a video or DVD, but the item is listed as overdue, the library staff will attempt to find the item on the shelf. Unless the item is found, the patron will not be able to check out **any** materials until the lost item is returned or replacement cost paid.

SUMMARY OF DODGE CITY PUBLIC LIBRARY POLICY ON CONFIDENTIALITY
(LAST UPDATED 10/22/04)

Confidentiality of Patron Records

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Parents, after proper presentation of valid identification, may obtain the current status of their child's circulation record providing that child is under the age of 18

Library staff will not disclose information regarding patron's use or frequency of use of the library with respect to information sought and received, except under valid court order or subpoena authorized under local, state, or federal law.

Confidentiality of Employee Records

All requests for information about current or former library employees will be referred to the Director. This includes requests for verification of employment, credit checks, government investigations, and routine references. Supervisors will not discuss employees or answer questions, no matter how harmless these questions appear to be. This institution will comply with right-to-privacy provisions and Kansas open record statutes which require that only hire date, term of employment, position and verification of salary within range need be disclosed. Additional employee information discloseable in accordance with State and Federal laws may be released upon receipt of a proper request at the discretion of the Director. All requests for employment references must be referred to the Director and must be submitted on official letterhead by the requesting entity.

Legal Access to Public Records

The Director shall serve as the library's custodian of records and Freedom of Information Officer in regard to duties outlined in the Kansas Open Records Act (Kansas Statutes Annotated 45-215 through 45-223). Under the Kansas Open Records Act, citizens have the following rights:

1. To inspect and obtain copies of public records which are not exempted from disclosure by a specific law.
2. To obtain a copy of the library's policies and procedures for access to records and to request assistance from the library's Freedom of Information Officer.
3. To bring a private law suit or to file a complaint with the Library Board of Trustees if you feel you are wrongfully denied records.
4. To receive a written response from the Library within three business days of your written request.

The Library's response may inform that citizen that it will take additional time to produce records. Reasons for additional time may include voluminous records, complicated request parameters, unresolved legal issues or difficulty in accessing archived records.

The Library's response may legally deny the citizen's request, in whole or in part. If the request is denied, the library will identify generally the records to be denied and the specific legal authority for the denial.

A citizen has the responsibility for requesting a record or records, whether they are written, graphic or electronic. The Kansas Open Records Act (KORA) does not require the Library to answer questions about the record or prepare reports. The library requires that a citizen request a record in writing and provide proof of identity. As with other personal photocopy services from the library, there is a fee of 10¢ per page. Records commonly requested include, but are not limited to policies; minutes/records of open meetings; salaries of library employees by position and budget documents.