

SOUTHERN OKLAHOMA LIBRARY SYSTEM

LIBRARY POLICY

Borrowers

The Southern Oklahoma Library System (SOLS) is a tax-supported institution; its services and resources are available to anyone who lives, works, attends an institution of higher education or pays property taxes in the library's service area. Borrowers are required to register, and will receive a library card which will be valid at any library in the System. A \$25 non-resident fee per year is required for individuals, who do not reside, work, attend an institution of higher education or pay property taxes in any of the counties served by the System, but who desire borrowing privileges. Borrowers are required to use their own card and are responsible for materials charged to their card.*

When receiving a new card or updating an expired card, a photo will be taken of the customer and uploaded to their account for security purposes.

Overdue materials: When library items are 56 days overdue they are declared lost. The borrower will be assessed a \$5.00 non-refundable handling fee for each library item that goes into a lost status. If the items are not returned in good condition, the replacement cost of the item(s) will also be assessed. Overdue DVD materials will be fined at a rate of \$1 per item per day up to \$5.00 after the due date.

Overdue notices are sent by text, email or U.S. mail as a courtesy. If you do not receive a notice, you are still responsible for returning overdue library materials and/or payment of any fees incurred. It is your responsibility to notify the library of any address changes, so that you may receive notification of overdue materials or fees owed.

The library does not presume to act *in loco parentis*, but supports the role of parents in making decisions regarding their minor children.

*** Remember...your library card is like a credit card and you are responsible for all items checked out on it. If your card is lost or stolen, immediately notify the SOLS Circulation Desk at 580.223.3164.**

Adopted by the Board 5/18/65
Reapproved by the Board 9/14/71
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Amended by Board 9/10/18
Revised & Approved by the Board 1/14/19
Revised & Approved by the Board 7/12/21
Revised & Approved by the Board 5/16/22

SOUTHERN OKLAHOMA LIBRARY SYSTEM STANDARD LOAN RULES

Welcome to the Southern Oklahoma Library System (SOLS). *Any resident of Atoka, Carter, Johnston, Love, or Murray County is eligible for a free library card. Cards are issued to minors, age fourteen and under, with the signature of a parent or legal guardian acknowledging responsibility for library materials checked out by the child. Non-residents are required to pay a yearly fee of \$25.00. An SOLS library card can be used at any SOLS library. By accepting and signing a library card from the SOLS, customers accept responsibility for using all library materials and Computer/Internet services appropriately.

LOAN PERIODS:

- Books and Audio Books 2 weeks
- DVDs 1 week – Limited to four (4) per individual or eight (8) per family (household)
- Magazines 1 week - Limited to five (5) per individual

CHECKOUT LIMITS:

- 25 TOTAL ITEMS including no more than eight (8) DVDs per family/household and no more than five (5) magazines per individual.
- New Borrowers may have no more than two (2) items checked out at any given time for the first two (2) months. New Borrowers will be limited to one (1) DVD per check out per family/household for the first two (2) months.
- Reciprocal Borrowing – Any patron who has a library card in the Southeastern Public Library System of Oklahoma is eligible for a reciprocal card with the Southern Oklahoma Library System.

OVERDUES:

- SOLS requests that items be returned in a timely manner.
- Patrons may not check out additional items if they have more than four (4) overdue materials or have charges/fees on their account.
- Patrons will be sent one (1) overdue notice within two (2) weeks after materials(s) have become overdue. After 56 days, the material(s) are considered lost and patrons will be “charged for the lost items”
- Patrons will be charged \$1 per item per day for overdue DVDs up to \$5.00 (per DVD).

HOLDS:

- Up to 10 items may be placed on hold at any one time.
- Interlibrary Loan requests are limited to 5 per request.
- Interlibrary Loan requests can be placed at an SOLS library or on the SOLS website.

RENEWALS:

- Items, with the exception of DVDs and items on hold for another patron may be renewed once, either by phone, on-line or in person if renewal period has not been exceeded.

BOOK DROPS:

- For your convenience, each SOLS library has an outside book drop to return items, except for...
DVDs, audio books and Wi-Fi Hotspots as they may be damaged (especially in the heat of summer).

RETURNS:

- Library materials may be returned to any SOLS library with the exception of Wi-Fi Hotspots.

INTERNET:

- For Internet information, please ask to see our Internet Policies and Guidelines.

WI-FI HOTSPOT EQUIPMENT

- See Wi-Fi Hotspot Lending Policy
- *See Library Policy on “BORROWERS” on reverse side

Revised & Approved by the Board 1/09/06
Revised & Approved by the Board 3/10/08
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