

Management and Operations Policy--Perry Carnegie Library

Library Board

The Library Board shall meet at least quarterly and will consist of the City Council members for the City of Perry. The Library Board shall elect a President and Vice President.

The Board shall fulfill the purposes of a library board as provided by state law and city ordinance.

The Board will strive to follow the Rules and Regulations to maximize State Aid funding through the Oklahoma Department of Libraries.

The Board shall from time to time plan, prepare and implement a Long Range Plan consisting of a written strategy for action for improvement of library services over a specified period of time officially adopted by the library board.

Library Director

The Library Director shall have the ability to use discretion in overriding policies in the Policy Manual on an individual basis.

Mission Statement

The mission of Perry Carnegie Library is to inspire lifelong learning, advance knowledge, and strengthen our communities.

Objectives:

Collections will be organized utilizing Dewey Decimal. Library staff will assist patrons in locating materials and information.

The library will stock popular and bestselling items, as well as classic literature, and audio-visual entertainment. Whenever possible a variety of formats will be offered; this can be limited by space and cost.

The library will work to balance its services to adults, young adults, and children. Library collections will be kept up to date through purchase of current materials and the rotating out of outdated and/or obsolete materials.

The library will cooperate with school libraries, but will not perform their functions.

Hours/Holidays

The library will meet or exceed the State's requirement for service to the public for our population size. The Library Director will set operating hours with approval by the City Manager.

The library follows the City's schedule for holidays. If a legal holiday falls on a Monday or Friday, the library will be closed on Saturday. In cases of emergency or inclement weather, the City Manager or their appointed representative will determine if the library may modify hours of operation. The public will be informed of holiday closures via the library website and social media.

Gifts

- The Library Director reserves the right to accept or refuse gifts, donations, collections, displays, or exhibits.
- All donated items must be in new or gently used condition.
- The library reserves the right to limit quantities of donations at one time.
- Any gift, display, or exhibit will be protected as is any other object in the library. The library does not accept responsibility for damage or loss if such should occur to any object on temporary loan.
- The Library Director will determine the subsequent disposal of any gift.
- Persons wishing to donate items as a memorial or to honor someone should check with the Director before purchasing the item to determine if the item would be beneficial to the collection. Library books are not kept permanently; the collection needs to be fluid to stay pertinent.
- The library does not accept responsibility for determining the value of donated items; the library will sign a form stating that a certain number of media were donated.

Approved by the Library Board/City Council October 16th, 2017