

**NOTICE & AGENDA
LIBRARY BOARD
CITY OF PRYOR CREEK, OKLAHOMA
THURSDAY, MARCH 26, 2026 AT 5:30 PM**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE LIBRARY BOARD OF THE CITY OF PRYOR CREEK, OKLAHOMA WILL MEET INREGULAR SESSION AT 5:30 P.M. ON THE ABOVE DATE IN THE LIBRARY MEETING ROOM AT 505 EAST GRAHAM AVENUE, PRYOR CREEK, OKLAHOMA. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND SHOULD CALL 918-825-0777.

Board Members: Jeanette Anderson, Sara Melugin, Ivrie Shearin, Paul Stevens, Marty Wenger

1. Call meeting to order.
 - a. Petitions from the audience. (Library Board reserves the right to limit presentations to 5 minutes)
 - b. Discuss, possibly approve the minutes of the February 26, 2026 meeting.
2. Action Items.
 - a. Discussion, possibly approve updates and changes to the Pryor Public Library Policy Manual.
3. Library Director's Report:
 - a. Library Statistics
 - b. Budget
 - c. Building
 - d. Technology
 - e. Professional Development
 - f. Programming
 - g. Outreach
 - h. Staffing
 - i. Strategic Plan
4. Friends of the Library Report.
5. New Business.
6. Adjourn.

Posted as of 03-24-2026 by Library Director, Cari Boatright Rérat

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, FEBRUARY 26, 2026 AT 5:30 P.M.**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE LIBRARY BOARD OF THE CITY OF PRYOR CREEK, OKLAHOMA WILL MEET IN REGULAR SESSION AT 5:30 P.M. ON THE ABOVE DATE IN THE LIBRARY MEETING ROOM AT 505 EAST GRAHAM AVENUE, PRYOR CREEK, OKLAHOMA. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND SHOULD CALL 918-825-0777.

Board Members: Jeanette Anderson, Sara Melugin, Ivrie Shearin, Paul Stevens, Marty Wenger

1. CALL MEETING TO ORDER.

Anderson called meeting to order at 5:36 p.m. Members Present: Anderson, Melugin, Stevens and Wenger. Others Present: Library Director Cari Rérat.

2. REVIEW AND POSSIBLY APPROVE THE MINUTES FOR JANUARY 22, 2026.

Motion was made by Melugin and seconded by Stevens to approve the minutes of the January 22, 2026 meeting. All voted yes except Wenger who abstained.

3. PETITIONS FROM THE AUDIENCE. (LIBRARY BOARD RESERVES THE RIGHT TO LIMIT PRESENTATIONS TO 5 MINUTES)

No audience members were present.

4. REVIEW AND DISCUSSION OF THE LIBRARY POLICY MANUAL.

- Board members and Rérat went through the policy manual and made suggestions for changes to policy, wording, etc. Rérat will type the changes up to present to the Board for approval at the next meeting. If the changes are approved, they will be sent on to City Council for approval.

5. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

● **Reviewed January Library Statistics:**

1. 79 people registered for new library cards.
2. The Library added 23 items (books and media) and 19 donations.
3. 2,911 items (books, magazines, and media) were checked out.
4. 2,835 books, audiobooks, magazines, and videos were checked out via Overdrive/Libby, our digital library.
5. Our internet services (both wifi and physical computers) were used 6,205 times.
6. Our online resources (not including Overdrive/Libby) were accessed 288 times.
7. In January the meeting rooms were used 12 times, study rooms were used 184 times, and the makerspace was used 16 times.
8. Library staff answered 6,068 informational or reference questions from patrons via phone, email, social media, and in person.
9. Programming held in January: 9 adult, 32 teen and 8 children's programs.

b. BUDGET

- Total operations budget spent 54.95% and entire budget spent at 57.58%.
 - The Library's State Aid Grant has been deposited
- c. BUILDING**
- Discussed:
- The Library got a bid from Mitchell Seamless Guttering for the downspout reroute project. Rérat is waiting for the Mayor to okay the project.
 - The Library has ordered a new bike rack to be installed by the main entrance.
 - The Library has ordered eight bike locks for patron use while their bikes are at the library.
- d. TECHNOLOGY**
- Discussed:
- No report
- e. PROFESSIONAL DEVELOPMENT**
- Laura Sikes, Library Consultant for the Oklahoma Department of Libraries will visit the Pryor Library soon.
- f. PROGRAMMING**
- The new family movie night, family game night, and "page to film" club programs seem to be going well.
- g. OUTREACH**
- Discussed:
- Library staff has been invited to participate in Roosevelt's Read Across America week
- h. STAFFING**
- Stable with no changes.
- i. STRATEGIC PLAN**
- No report
- 5. FRIENDS OF THE LIBRARY REPORT.**
- Had their meeting on Feb. 5, 2026.
 - Phil Rérat will be the Friends Group's secretary
 - Jeanette Anderson will be the Friends Group's treasurer
 - The mystery fundraiser at the American Legion was a success!
- 6. NEW BUSINESS.**
- None
- 7. ADJOURN.**
- Motion to adjourn was made by Melugin and seconded by Wenger to adjourn at 7:00 p.m. All voted yes.

Thomas J. Harrison

Pryor Public Library

2026 ~~2022~~

Policy Manual

Revised from 2022 ~~2017~~

505 East Graham Avenue
Pryor, Oklahoma 74361

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Library Governance and Policy Adoption

The Thomas J. Harrison Pryor Public Library (the Library) is a department of the City of Pryor Creek, Oklahoma, and falls under the jurisdiction of the City Council and Mayor of Pryor Creek.

The City Charter and City Codes give the Mayor and the City Council authority to create and appoint members to the Library Board of Trustees (the Library Board). The Library Board's responsibilities include approving the policies within this manual (see Appendices 1 and 2).

The policies that follow inform the day-to-day operations of the Library. They were adopted as a whole by the Library Board on ~~Month Day, 2026 August 4, 2022~~ and by the City Council on ~~Month Day, 2026 August 16, 2022~~. Any revisions made after that adoption are dated with the revision.

Statement of Purpose

The mission of the Thomas J. Harrison Pryor Public Library is to enrich lives by being a vibrant community hub that stimulates imagination, satisfies curiosity, promotes literacy, and builds relationships through our collections, services, and staff.

In fulfilling its mission, the Library will provide information without bias or discrimination. The Library will also actively promote and encourage the use of its services, collection, and facility.

Hours of Operation & Holidays

Monday	11:00 a.m. to 6:00 p.m.
Tuesday	11:00 a.m. to 6:00 p.m.
Wednesday	11:00 a.m. to 6:00 p.m.
Thursday	11:00 a.m. to 8:00 p.m.
Friday	11:00 a.m. to 6:00 p.m.
Saturday	11:00 a.m. to 2:00 p.m.
Sunday	Closed

The Library's holiday closures align with those of the Pryor Creek City Hall and may include:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Saturday after Thanksgiving (employees do not receive holiday pay)
Christmas Eve
Christmas Day

When a recognized holiday falls on Saturday, the Library will close both on the holiday and the preceding Friday. When the holiday falls on Sunday, the Library will close the following Monday.

When a recognized holiday falls on a Friday, the Library may close the adjacent Saturday at the Library Director and/or Library Board's discretion.

The Library may also close due to emergencies, inclement weather, or by other Library Board, Mayoral, or City Council actions.

Inclement Weather Policy

In the case of inclement weather, the Library Director and the Mayor will collaborate to determine if the Library will open. Safety of Library staff and patrons will be the main consideration.

Road conditions and forecasts will be the primary determinations of potential closure due to weather. The Library Director may also opt to delay opening in order to allow staff adequate time to safely travel to work.

The opened/closed status of the Pryor Public School System will not determine the status of the Library, but may trigger late opening of the Library.

Tornado Warnings

In the event of a tornado warning that affects the Pryor area, Library staff and patrons will immediately take shelter in the designated tornado safety area(s) and will remain in place until the warning expires.

Library staff will not check patrons out or help with any library services during a tornado warning.

Library patrons are not required to shelter with staff, but if they choose not to, they must leave the Library building.

All Library entrances will remain unlocked during a Tornado warning.

Materials Selection Policy

Objectives

The objective of the Library is to select, organize, and make accessible Library materials to meet the expressed and anticipated needs and interests of the community.

The Library recognizes the importance of basic materials of permanent value and timely materials on current issues. In selecting materials, the Library does not promote any particular belief or view, but strives to provide a forum where individuals can examine different sides of issues and make their own decisions.

Materials will be purchased for all ages in the formats that best suit patron needs.

Guidelines

The Library and the Library Board support the Library Bill of Rights (see Appendix 3) and the Freedom to Read Statement (See Appendix 4) adopted by the American Library Association, which will serve as the basis for this policy and other lending policies of the Library.

Materials will be selected from a variety of professional journals, popular reviewing media, and patron suggestions.

Responsibility

The Library Director has the final responsibility for the selection of all materials to be incorporated into the Library's collection, regardless of the mode of acquisition.

Materials selection for the Library is performed by selectors under the supervision of the Library Director. These selectors choose new materials, evaluate donated material, compile selection lists, review orders, oversee collection evaluation and management projects, guide deselection/weeding decisions, and monitor collection budgets.

Selection Criteria

General

All material, whether purchased or donated, is considered in terms of the standards listed below. Material is evaluated on the entirety of the work rather than individual parts. When judging the quality of material, several standards and combinations of standards may be used. Material need not meet all of the criteria in order to be acceptable.

The following principles will guide selection:

- Contemporary significance or permanent value
- Community interest
- Accuracy of content
- Reputation and/or authority of the author, editor, or illustrator
- Literary merit
- Relation to existing collection and to other materials on subject
- Price, availability, and demand
- Format and ease of use
- Scarcity of information in the subject area
- Availability of material in other area libraries
- Attention of critics, reviewers, media, and public

Authors and/or creators who would like the Library to add their publications and/or works to the Library's collection may donate a copy of the work to the Library. Such materials will be considered gifts and must satisfy the criteria set forth in our Materials Selection Policy before they are added to the collection.

Material Specific

- Children's materials s are -is selected based on literary and artistic merit, contribution to the balance of the total collection, and the suitability of their content and vocabulary to the age of the reader. Materials s will be sought which presents s an accurate and fair picture of the subject.
- Textbooks are purchased only when information is not available in any other formats. The goal of the Library is to supplement textbooks by providing materials which will help broaden interests stemming from the use of the textbook rather than the textbook itself.
- Periodicals may be purchased to supplement the book collection, provide recreational and professional reading, and/or provide material not yet published in book form. Selection of periodicals will be based upon their consideration as authoritative, objective, of local interest, and demand.

Collection Maintenance

To maintain an up-to-date, useful, and attractive collection, the Library may deselect/weed material based on condition, age of the material, and/or lack of use. The Library will strive to replace out of date material with new, up-to-date material, but does not automatically replace all withdrawn material.

Reconsideration

The Library recognizes that some materials may be controversial and that any given material may offend some patrons. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered, except to protect it from theft.

Parents and legal guardians have sole responsibility for their children's material choices.

Patrons requesting that material in the collection be reconsidered may complete a "Material Reconsideration Form" found in Appendix 5. The form will be given to the Library Director who will respond by letter.

Should the patron wish to appeal the Library Director's decision, the patron may request that the reconsideration request be put on the agenda of the Library Board's next regularly scheduled meeting. The Library Board's decision will be based on the Library's Selection Policy. Library materials found to meet the standards set in the selection policy will not be removed from public access. The Library Board's decision will be final.

Circulation Policy

Definition of Service Area

The corporate limits of Mayes County, Oklahoma, define the free service area of the Library. Anyone living in this area is a resident.

Registration of Borrowers

All borrowers are required to have a valid library card. Borrowers may choose to have a physical library card that allows them the ability to check out both physical and digital materials or borrowers may choose to have a digital library card that only allows access to the library's digital resources.

~~Such~~ Physical cards are obtained by completing the application form, presenting photo ID, and providing proof of mailing address. Children under the age of 18 years must have the signature of a parent or guardian to acquire a library card. Parents/guardians are responsible for any and all materials checked out on their children's cards including fines and fees incurred on their minor's library card.

Digital cards are obtained by completing an online application form that includes their name, age range, and city, county, and state of residence. Once the application is approved and the account is created, Library staff will contact the borrower with their Library account information. Library staff will assume any minor applying for a digital card has their parent/guardian's permission to do so. Digital cards are not given to borrowers outside of the state of Oklahoma.

Library registrations expire annually in order for the Library to ensure accurate contact information for all borrowers.

In the event that a library card is lost or stolen, patrons should notify the Library immediately. Replacements for physical library cards can be obtained by presenting photo ID and paying \$1.00.

Residents and Non-Residents

All persons who have a current Mayes County mailing address or Mayes County Post Office box are eligible for a free library card.

Anyone living outside of the corporate limits of Mayes County, Oklahoma, can purchase a non-resident library card for a one-time fee of ~~\$5.00~~ 10.00. The Pryor Public Library budget is part of the General Fund in the City of Pryor Creek's budget. The City of Pryor Creek, and therefore the Pryor Public Library, are funded by sales tax.

Anyone wishing to have a library card as a souvenir or for other non-use purposes will be asked to pay the replacement cost of the library card.

Circulation

General Guidelines

- Materials are borrowed/checked out for a four (4) week lending period unless otherwise noted.
- Videos in any format (DVD, Blu-ray, etc.) are borrowed/checked out for seven (7) days.
- Current issues of magazines are for in-house use only; but all back issues may be checked out.
- Materials may be renewed one time for an additional lending period as long as the materials in question are not reserved by the Library or another patron.
- Due to the limited collection, the Library reserves the right to limit the number of materials allowed to be checked out.
- Once notified, patrons will be given seven (7) days to pick up any reserved material(s).
- Items not available in the local collection may be obtained through interlibrary loan (see policy below).
- The entire library collection is open to all patrons.
- Reference material, microfilm, and archival material may not be checked out.
- Parents and/or guardians are responsible for supervising the material selection of the children in their care.
- Circulation records are protected by law and will only be revealed in the three circumstances stated in Disclosure of Records 1-105 Title 65 of Oklahoma Statutes (see Appendix 6).
- Patrons wishing to check out library equipment must have a library card in good standing that has been active for thirty (30) days or more. The Library reserves the right to require a deposit for equipment checkout. To ensure availability, it is recommended that equipment ~~available for checkout~~ be reserved in advance.
- A driver's license may be used in lieu of a library card for checkout on existing accounts.

Checkout Limits

Library patrons may check out twenty (20) items at a time.

Due to the high demand of our audiovisual materials, additional limits apply to these formats. They are:

- DVDs and Blu-Rays 6
- Audiobooks 10
- Hotspots 1

Hotspot Lending Policy¹

The hotspot lending program is a free service that allows Library cardholders to check out a hotspot device and connect to the internet from almost anywhere.

A hotspot is a small device you can use to connect a wireless enabled device, such as a laptop, smartphone or tablet, to the internet. Hotspots are portable, so you can connect your device to the internet almost anywhere you are, like at home, on the road, or around town. The hotspot device works anywhere [the hotspot carrier's a-T-Mobile](#) signal is available.

The hotspots can be connected to up to 10 devices at once (phones, tablets, laptops).

They connect to 4G LTE (high-speed) service, with unlimited data use.

Hotspot kit checkout guidelines:

- Have a current library card in good standing
- Age 18+
- One-week checkout period, renewable one time as long as no one is on hold/wait list for the device.
- Borrowers are limited to one device at a time
- Borrowers can be placed on hold/wait list for the next available device.
 - Due to high demand, once the borrower is notified that the hotspot is ready, the device needs to be picked up within 48 hours before the hold is canceled
- After the checkout period, devices will turn off and will need to be checked back in to resume connectivity
- Upon returning the device, borrowers will be asked to complete a survey. This helps the Library expand technology lending services.

What comes in the kit:

- ~~1 T10 Franklin Mobile~~ Hotspot
- ~~Franklin~~ Charger
- Welcome Start Guide
- ~~T10 Mobile~~ Hotspot Information Guide
- Copy of this policy

Lost or Damaged Hotspots

Lost or stolen hotspots will result in a non-negotiable \$65 replacement fee and suspension of all Library card privileges until the fee is paid or the device is returned in working order.

¹~~Added 6-1-2023~~

Lost chargers will result in a \$10 fee.

Damages to hotspots will be assessed on a case-by-case basis according to the Library's "Lost or Damaged Material" policy below.

Charges

All library materials will be loaned free of charge. Charges will only be assessed if materials are lost, damaged, or returned overdue.

Patrons wishing to borrow materials from another library through interlibrary loan (ILL) will be charged postage to send the material one way. Additional charges may be applied according to the ILL policy below.

Fines and Bills

Overdue charges for library materials are \$0.10 per day per item, excluding any days the Library is closed. The maximum fine for an overdue item is \$5.00 per item. Additional charges may apply if materials are lost or damaged with the maximum fee being the replacement cost of the material.

Overdue notices will be issued via [phone call](#), postal mail, text, or email in the following manner:

First Notice	7 Days following the due date
Second Notice	14 Days following the due date
Third Notice	21 Days following the due date

Ninety (90) days after the original due date any material not returned will be marked as “lost,” the patron account will be blocked, privileges associated with a library card will be suspended, and a bill will be issued for the replacement cost of the material. To reinstate privileges, patrons must return the material in question in usable condition and/or pay all fines and fees on their account.

Fees incurred due to lost or damaged items in the amount of \$5.00 or more will result in a blocked account and suspension of privileges associated with a library card. To reinstate privileges, patrons must pay fees to below \$5.00.

Fines and/or fees left unpaid for 90 days or more may result in a blocked account and suspension of privileges associated with a library card. To reinstate privileges, patrons must pay all fines and/or fees assessed 90 days or before, even if they are less than \$5.00.

All payments should be made to a member of the library staff during regular library hours to [ensure insure](#) the proper posting of payments and to receive a receipt for the payment.

Any money found in the book drop will be treated as a donation to the Library.

Checks may be mailed to Thomas J. Harrison Pryor Public Library, 505 E. Graham Ave., Pryor, OK 74361, and should include the library card number associated with the fines or fees being paid. Overpayments through mailed payments will be treated as a donation to the Library.

Lost or Damaged Material

If material is returned damaged so badly it is no longer usable or if material is lost, the borrower will be charged the replacement cost of the material or a fee as determined by the Library Director or her/his designee. Patrons who consistently return materials with damages may lose their borrowing privileges.

Materials returned containing insects or evidence of insect infestation will be considered damaged. These materials, depending on the severity of the infestation, must be quarantined or destroyed to protect the rest of the Library collection and prevent spread of insects to other areas. The Library Director and/or her/his designee will evaluate each incident and may discuss the situation with the responsible patron. The Library Director will consider the severity of the infestation, incident frequency, and the species of insect to determine if the responsible patron's borrowing privileges should be suspended. Privileges may be restored when the patron can assure the Library that no insects will be returned with future checkouts.

Under no circumstances should Library materials, including newspapers and magazines, be torn, clipped, or otherwise altered. The Library has a copier for public use (see the Copying and Printing policy below).

Interlibrary Loan (ILL)

Interlibrary loan allows patrons to access materials that are not in the Library's collection. Patrons requesting an ILL must have a valid library card and are limited to five (5) active requests at any given time.

The lending library has ultimate authority over all ILL materials. The lending library dictates the loan period, renewal, and replacement cost of their materials. The borrower is responsible for paying any costs or late fees on an ILL.

One-way postage will be charged to the patron's account on the day the ILL material arrives at the Library. Postage must be paid regardless of whether the ILL is picked up by the patron.

Once requested, delivery of an ILL varies depending on the material, location of the lending library, and availability. Rare or recently published materials are sometimes difficult or impossible to get through ILL.

Renewal requests should be made before the ILL is due so that overdue fines do not accrue while the lending library processes the request.

Because returning ILL materials to their lending library is vital to maintaining positive relationships with lending libraries, overdue fines for ILL materials will be \$1.00 per day, per item.

ILL materials not returned a week after their due date will be considered lost. In addition to the overdue fines described above, the borrower will be charged any other fines or fees for the lost ILL materials as determined by the lending library.

Local History and Genealogy Collection

The Library has a variety of resources available to patrons who wish to research Pryor and Mayes County history or their family genealogy. These resources include:

- Print documents and newspapers
- Microfilm images of newspapers and other material
- Digital resources
- Photographs
- Local history books

Patrons handling materials in the local history area of the library should take care not to damage materials. To prevent damage, patrons should wear gloves (when appropriate and available), wash hands frequently, and avoid using products (like lotions, hand sanitizers, etc.) that may leave residue on the materials.

The local history and genealogy collection does not check out, but is available during normal library hours. Some materials, due to their rarity and/or age may require staff supervision while being handled.

Patrons requesting Library staff to conduct extensive research on their behalf will be charged \$10.00 per research hour. This fee must be paid in full before any research information or documentation will be released. All research fees will be deposited in the “Genealogy Donations” donation account. ~~used to fund materials and/or databases for the Local History and Genealogy Collection.~~

Copying and Printing

Copyright Protection

The Library provides a copier for public use. Patrons printing and/or making copies in the Library are solely responsible for making sure they do not violate any copyright law of the United States. (Title 17, United States Code).

The Library is not responsible for and expressly prohibits the improper or illegal use of any copies of materials from its collection or on its copier. It is the patron's responsibility to guard against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions.

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement. The Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Printing Fees

Black and white prints and copies are \$0.15 per page.

Color prints and copies are \$0.50 per page.

Scanning Services

Patrons wishing to scan documents to a USB drive or to be emailed can do so free of charge.

Public Computer Use

Internet computers are available for patrons 6 years and older. Early literacy stations are available for patrons aged 2-5. Because they do not connect to the internet, patrons aged 2-5 may use the early literacy stations with or without a library card.

Internet computers are divided by age group -- Adults will use computers in the adult computer lab. Children and teens will use the computers or early literacy stations designated for them in the Youth Services Department. ~~Teens (12-17 years) will use the computers in the Teen Area of the Youth Services Department. Children (6-11 years) will use the computers in the main area of the Youth Services Department. Young children (5 years and under) will use the early literacy stations in the main area of the Youth Services Department.~~

~~Caregivers of children age 5 and under may request a laptop or tablet for use in the Youth Services Department.~~

All computers will automatically shut down 15 minutes before the Library closes.

In order to use an internet computer, patrons need to have a library card in good standing. Adults without a library card may show staff their photo ID to obtain a one-time guest pass. No child under 18 years of age without a library card will be allowed on an internet computer without consent from a parent or guardian.

Public computers are available on a first come, first served basis. If all computers are in use, patrons may request to be placed on the reservation list for the next available computer.

Patrons using public computers may download data to an external device, but should provide their own devices.

Patrons may not download or install software to Library computers.

Patrons must use headphones or earbuds when sound is playing on a computer or other device. Adult patrons must supply their own headphones or earbuds. Children and teens using public computers may borrow headphones from the Youth Services Desk.

The Library, to the best of its ability, will erase all patron data from public computers.

Internet Usage Guidelines

Unacceptable use of the Library's computers and/or wifi include, but is not limited to:

- Displaying, viewing, storing, printing, or sending any harassing material.
- Accessing sexually oriented web sites or storing or viewing sexually oriented images.
- Intentionally or recklessly introducing a virus or virus-like program onto a library computer or network.
- Using software in such a manner as to violate copyright laws.
- Participating in any illegal activities.
- Loading, downloading, or using any software that may be harmful to the Library's computers or network.
- Altering the default setting of the Library's computers.
- Using a library card or credentials that belong to someone else in order to use a library computer.

Patrons who fail to abide by these guidelines may be restricted from internet access and/or use of the Library's computers for a minimum of 30 days. General library privileges may be suspended depending on the severity of the violation.

Exam Proctoring

The Library offers exam proctoring for both written and computer-based exams. Patrons needing an exam proctored should schedule the time with library staff well in advance of the exam's due date. It is the patron's responsibility to remember their scheduled exam proctoring time. Library staff will not call patrons to remind them of upcoming exams.

Because exam proctoring requires a staff member to be scheduled off-desk, patrons requesting this service will be charged \$10 per scheduled hour whether the full scheduled time is used or not. Exam proctoring fees must be paid in full before the test may begin. All exam proctoring fees will be deposited in the "Genealogy Donations" donation account. ~~used toward the cost of the Library's database subscriptions.~~

Meeting Rooms²

The Library has two meeting rooms separated by a movable partition that are approximately 800 sq. ft. each or 1,600 sq. ft. combined.

The Library's meeting rooms are open for community non-profit use during normal library operating hours. The meeting rooms may not be used by individuals, businesses, or organizations for profit purposes. The meeting rooms may not be used for personal events unless approved by the Library Director.

The meeting rooms may be reserved outside of the Library's normal operating hours on a case-by-case basis according to staff availability and at the discretion of the Library Director. A fee of \$20 per room, per reservation hour will be required for meeting room reservations outside normal operating hours. This fee will be deposited into the Library's General Donations account.

The meeting rooms must be reserved prior to use. Individuals should contact Library staff before their event to check availability and make the reservation.

Light refreshments may be served. Users are responsible for meeting room setup and for restoring the room and its contents to its original state unless other arrangements are made at the time of the room's reservation.

Users may not charge admission or fees during their event without consent from the Library Director.

The Library does not endorse or advocate the viewpoints of meetings or meeting room users.

Open Meetings

While every effort will be made to ensure an uninterrupted event, meetings held in [the Library libraries](#) are open to the public.

Frequency of Use

Due to its limited availability, priority for meeting room reservations will be given to Library programming. Groups and organizations may schedule the meeting room on a first come, first served basis. No group will be allowed to reserve a room more than 12 times in a calendar year unless approved by the Library Director.

Meeting Room Occupancy Loads

One meeting room:

² ~~Updated 4/27/2023~~

Open floor or chairs only: 50 people
Tables and chairs: 30 people

Both rooms:
Open floor or chairs only: 100 people
Tables and chairs: 60 people

Study Rooms³

The Library has four study rooms that are approximately 112 sq. ft. each. The Library's study rooms are open for use by individuals and small groups during normal operating hours. They are available on a first come, first served basis, but may be reserved in advance.

Users wishing to reserve a study room should contact the Library to make arrangements. Reservations will be indicated with a small sign at the entrance of the study room. Patrons in a study room that has been reserved will be asked to move to a different area during the reservation period.

Privacy

While every effort will be made to ensure a successful atmosphere during study room use, the study rooms should not be considered a private space.

Frequency of Use

Study rooms are available on a first come, first served basis but may also be reserved in advance. Due to limited availability, no one will be allowed to reserve a study room more than 12 times in a calendar year unless approved by the Library Director.

Study Room Occupancy Loads

Each room can hold a maximum of 6 people

³ ~~Added 4/27/2023~~

Display Policy

~~The library assumes no liability for articles placed in any display cases. Non-profit organizations and/or educational institutions with instructional or recreational purpose displays may be considered at the discretion of the Library Director or her/his designee. All displays must be approved by the Library Director or her/his designee and are subject to removal/replacement at any time.~~

~~Non-profit organizations wishing to display promotional material at the Library must submit their material to Library staff for approval. Due to limited space, promotional material for other organizations may be taken down at any time.~~

All displays must be approved by the Library Director or her/his designee and are subject to removal/replacement at any time. The Library will prioritize displays by local organizations whose missions align with the Library's own.

While every effort will be made to keep displayed items safe, the Library assumes no liability for loss of or damages to displayed items. The Library will consider any item(s) left at the Library for 31 days or more after the display is taken down or replaced as a gift or donation to the Library.

Non-profit organizations wishing to display promotional material at the Library must submit their material to Library staff for approval. Due to limited space, Library staff will prioritize displaying promotional material for events and services that are free to the public. Promotional material may be taken down at any time.

The Library does not endorse or advocate the viewpoints of the organization creating the display or the views expressed in the display.

Library Programs

The Library will present programs and activities to entertain, educate, and/or enrich the lives of Library patrons. Staff may restrict participation in these programs and activities based on several factors. These restrictions may include, but are not limited to:

- A restriction on the total number of people in a program or activity
- A restriction on the age of people who may attend or participate in a program or activity
- A requirement for participants to pre-register and/or attend regularly

The purpose of the restrictions will be to permit the Library to conduct programming in a safe, orderly manner using the available resources. Restrictions on program participants will be kept to a minimum and will be applied equitably.

The Library Director may implement additional restrictions on Library programs and patrons in accordance with established Library policies and guidelines as deemed appropriate on a temporary basis.

Gifts and Donations

Gifts

Any ~~materials-items~~ donated to the Library become the property of the Library and the City of Pryor Creek. All donated materials must adhere to the Materials Selection Policy above before being added to the collection.

The Library staff ~~cannot will not~~ appraise or estimate the value of gifts donated to the Library.

Memorial Donations

Monetary donations may be earmarked by the donor for material purchase in memory of someone. Library staff will ask for title recommendations as well as information about the person to be honored so as to better select materials for that purpose.

If a specific title is requested by the donor, the title must adhere to the Materials Selection Policy above.

Once selected, a suitable bookplate will be placed in the memorial material and a letter of notification will be sent from the Library to the family, if possible.

Rules and Regulations for Patrons

The rules and regulations outlined below have been adopted for the safety and convenience of Library patrons and staff.

The following activities are not allowed:

- Violent behavior toward other patrons or Library staff.
 - Library staff will report to the appropriate authorities any behavior which endangers or threatens another person.
- Any behavior that disrupts other patrons, Library staff, normal Library operations, or damages Library materials or property.
- Leaving children unattended.
 - Children five years of age and younger must be accompanied by a responsible caregiver at all times.
 - Children eight years of age or younger may not be left in the building without a responsible caregiver under any circumstances.
 - Library staff are not responsible for the supervision and/or safety of unattended children.
- Bringing weapons into the building.
- Possession of alcoholic beverages or illegal substances.
- Intoxicated behavior.
- Excessive body odor or extremely unclean clothing.
 - Patrons whose bodily hygiene is offensive so as to constitute a disruption to other people shall be asked to leave the Library until they have bathed and washed their clothes.
- Smoking or use of other tobacco products including electronic cigarettes and/or vaping devices.
- Sleeping in the building or on Library grounds.
- Consuming food or drink at a public computer.
 - Food and drinks may be consumed in other parts of the Library at the discretion of Library staff.
- Bringing pets into the building. Service dogs are welcome.

Any person found to be in violation of any of the above rules and regulations may be asked to leave the Library. Failure to comply with a request to leave the premises will result in the filing of trespassing charges against the offender.

Appendix 1: Pryor Creek City Charter - Article VI, Section 59

Library, Park And Cemetery Boards, Powers.

The Mayor and Council may elect to place the operation of the City Library, the City Parks and the City Cemetery under the control of boards whose members shall be appointed by the Mayor with the consent and approval of the Council, and serve without pay. They shall have the custody and care of the departments under their control.

Boards so appointed shall employ all persons needed in the operation of their departments and fix their compensation.

Thirty (30) days prior to the beginning of each fiscal year said boards shall present to the City Council a detailed statement of the estimated needs and expenses for the ensuing year.

More information about the Pryor Creek City Charter can be found at http://pryorcreek.org/city/city_static/government

Appendix 2: Pryor Creek City Code - Title 7, Chapter 5

7-5-1: LIBRARY BOARD CREATED:

The library board of the city is composed of five (5) members, appointed by the mayor by and with the consent and confirmation of the city council. All appointments shall be for a term of three (3) years, except appointments to fill vacancies, which appointments shall be for the unexpired term for the member who is replaced. (1988 Code § 11-201; amd. 2000 Code)

7-5-2: DUTIES OF BOARD:

The library board shall serve as an advisory board for the purpose of assisting the mayor and council in the operations of the city libraries. The control of operations of the libraries shall remain in the mayor and city council. The library board shall have the duty and may consider and investigate any subject matter pertaining to the establishment, development, management, operation, and maintenance of all libraries owned and operated by the city and shall have the power and duty to recommend to the mayor and the city council plans, ordinances, rules or regulations pertaining to the establishment, development, management, operation, and maintenance of all such libraries. The library board shall have the power and duty to recommend for approval of the mayor and the city council, the purchase of books and other supplies necessary for the operation of the library. The library board shall have the power and duty to recommend to the mayor and city council the receipt of gifts of money, books or other property which may be used or held in trust for the purpose given. All gifts of money shall be properly accounted for, deposited and held, and expended according to state law. All expenses upon claims shall be itemized, filed and paid by the city clerk, upon approval of the city council, as required by state law. When said claims have been presented and payment authorized, they shall be delivered to the library board for delivery to the various claimants therefor. The library board may submit employment recommendations and job description recommendations to the city council for positions within the library. All employees of the library are employed by the city of Pryor Creek and are under the supervision of the mayor and city council and subject to disciplinary action by the same. (Ord. 2015-2, 7-21-2015)

7-5-3: CONTRACT WITH OTHER AGENCIES:

The library board, with the approval of the city council, may cooperate with or enter into any contract or other agreement, arrangement or understanding with the board of county commissioners of the county, the state library commission and any agency of the federal government for the purpose of maintaining the library or deriving benefits from either of the agencies. (Ord. 2003-14, 11-4-2003)

7-5-4: ORGANIZATION; OFFICERS:

At the first meeting of the library board, it shall organize by electing one of its members chairman, one of its member vice chairman and the librarian shall be ex officio member of the board and secretary-treasurer. (1988 Code § 11-204)

7-5-5: COMPENSATION:

The members of the library board shall serve without compensation. (1988 Code § 11-205)

More information about the Pryor Creek City Code can be found at

http://pryorcreek.org/city/city_static/government

Appendix 3: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

More information about the Library Bill of Rights can be found at <http://www.ala.org/advocacy/intfreedom/librarybill>

Appendix 4: Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers

and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
3. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
4. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
5. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
6. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
7. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
8. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to

be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

9. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
10. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
11. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
12. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
13. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*
14. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

More information about the Freedom to Read Statement can be found at <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Appendix 5: Materials Reconsideration Form

Your Name: _____ Your Pryor Library Card #: _____

Your Mailing Address: _____

Your Phone Number: _____ Your Email Address: _____

Whom do you represent?
Yourself _____ Other Organization (Please Specify): _____

Title of work in question: _____

Author: _____ Format (book, DVD, etc.): _____

Did you read/view/listen to the material in its entirety? _____
If not, to which parts did you read/view/listen?

Have you read our Materials Selection Policy? _____
Do you believe this material violates that policy? If so, in what way(s)? _____

What are your specific concerns or issues with this material? (use additional sheets if necessary)

What would you like the Library to do with this material?

Signature: _____ Date: _____

Appendix 6: Oklahoma Statutes - Title 65, Chapter A, Article 1

Section 1-105 Authorized Disclosure of Records

A. Any library which is in whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

B. The requirements of this section shall not prohibit middle and elementary school libraries from maintaining a system of records that identifies the individual or group to whom library materials have been loaned even if such system permits a determination, independent of any disclosure of such information by the library, that documents or materials have been loaned to an individual or group.

C. All registration information of minors collected by any library which is supported in whole or in part by public funds including but not limited to public, academic, school or special libraries shall not be disclosed to any person except:

1. Persons acting only within the legitimate scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual; or
3. By order of a court of law.

For purposes of this section, "registration information" includes any information required of a minor in order to become eligible to borrow books, utilize library services, and other materials.

D. Any suspicious requests for records of minors that may be indicative of criminal intent shall be reported immediately to appropriate law enforcement authorities.

More information about the Oklahoma Statutes governing libraries at <http://libraries.ok.gov/law-legislative-reference/library-laws/statutes-public-libraries/>