

## OCPL BUDGET FY13 - November 16, 2012

Account Number	Line Item	Budgeted	Spent	Percent	Balance
10-206-30018	Travel	200	\$141	71%	59
10-206-30022-81	Bldg Maint - Walhalla	6,965	1,675	24%	5,290
10-206-30022-82	Bldg Maint - Seneca	3,600	2,003	56%	1,597
10-206-30022-83	Bldg Maint - Westminster	2,500	1,271	51%	1,229
10-206-30022-84	Bldg. Maint - Salem	2,020	1,039	51%	981
10-206-30024	Equip. Maintenance	6,800	5,029	74%	1,771
10-206-30037	Equipment Leased	8,000	3,169	40%	4,831
10-206-30041	Telecommunications	480	176	37%	304
10-206-30043-81	Electricity - Walhalla	26,100	9,361	36%	16,739
10-206-30043.82	Electricity - Seneca	20,000	5,409	27%	14,591
10-206-30043-83	Electricity - Westminster	14,000	4,532	32%	9,468
10-206-30043-84	Electricity - Salem	5,000	5,000	100%	0
10-206-30044-81	Water - Walhalla	1,400	439	31%	961
10-206-30044-82	Water - Seneca	900	308	34%	592
10-206-30044-83	Water - Westminster	600	233	39%	367
10-206-30056	Data Processing	27,500	27,494	100%	6
10-206-30068	Advertising	700	0	0%	700
10-206-30080	Dues	750	410	55%	340
10-206-30084	School, Training, Sem.	3,300	3,292	100%	8
10-206-30090	Honorarium	900	900	100%	0
10-206-40031	Sm Capital Equip (Loc)	2,800	1,136	41%	1,664
10-206-40032	Operational	11,200	8,092	72%	3,108
10-206-40032A	Youth Services	2,000	968	48%	1,032
10-206-40033	Postage	1,000	135	14%	865
10-206-40034	Food	500	133	27%	367
10-206-40101	Books (Local)	120,115	45,202	38%	74,913
10-206-40102	Periodicals (Local)	16,000	11,681	73%	4,319
10-206-40103	AV (Local)	10,100	4,357	43%	5,743
10-206-80206	Automobile Maint - Library	1,000	547	55%	453
10-206-81206	Gasoline - Library	2,540	1,228	48%	1,312
10-206-82206	Diesel - Library	2,495	448	18%	2,047
<b>TOTAL</b>		<b>301,465</b>	<b>145,808</b>	<b>48%</b>	<b>155,657</b>
12-206-50850-00000	Seneca Library Expense	21,514	0	0%	21,514
13-80-85-50206	Lib Const(Seneca)	1,021		0%	1,021
13-206-00805-90800	Dale Ayres (Westminster)	656	555	85%	101
13-206-60010	*Gifts, Donation (Loc)	29,202		0%	29,202
13-206-60206	Lottery	10,147	500.46	5%	9,646
240-206-30056-255	Data Processing (State)	23,573	7,031	30%	16,542
240-206-30084-255	Schools, Train.. (State)	3,000	1,267	42%	1,733
240-206-40031-255	Sm Capital (State)	2,000		0%	2,000
240-206-40032-255	Operational (State)	4,000		0%	4,000
240-206-40111-255	Books (State)	3,885	3,885	100%	0
240-206-40112-255	Periodicals (State)	18,315		0%	18,315
240-206-40113-255	AV (State)	10,000	1,997	20%	8,003
240-206-80206-00000	Vehicle Maint (BKM Gen)	9,500	9,246	97%	254
<b>TOTAL</b>		<b>74,273</b>	<b>23,426</b>	<b>32%</b>	<b>50,847</b>

	Sept 2011	Sept 2012	Change	Oct 2011	Oct 2012	Change
<b>Visits to Library</b>	23,956	24,507	2.3%	24,136	27,444	13.7%
Material Circulation - Adult	19,793	19,077	-3.6%	19,337	20,859	7.9%
Material Circulation - Youth	2,583	2,257	-12.6%	2,418	2,335	-3.4%
Material Circulation - Juvenile	10,244	8,364	-18.4%	10,115	10,040	-0.7%
<b>Total Material Circulation</b>	<b>32,620</b>	<b>29,698</b>	<b>-9.0%</b>	<b>31,870</b>	<b>33,234</b>	<b>4.3%</b>
<b>Internet Users</b>	<b>4,957</b>	<b>4,614</b>	<b>-6.9%</b>	<b>4,921</b>	<b>5,228</b>	<b>6.2%</b>
Internet Hours of Use	3,507	3,213	-8.4%	3,583	3,595	0.3%
<b>New Cards Issued</b>	<b>275</b>	<b>257</b>	<b>-6.5%</b>	<b>289</b>	<b>266</b>	<b>-8.0%</b>
Programs - Adult	18	14	-22.2%	9	17	88.9%
Programs Attendance - Adult	248	198	-20.2%	159	207	30.2%
Programs - Youth 12-18	4	2	-50.0%	3	2	-33.3%
Programs Att - Youth 12-18	32	24	-25.0%	231	38	-83.5%
Programs - Juvenile 6-11	6	2	-66.7%	6	5	-16.7%
Programs Att - Juv 6-11	55	61	10.9%	229	200	-12.7%
Programs - Children 0-5	17	24	41.2%	14	26	85.7%
Programs - Att - Children 0-5	367	328	-10.6%	283	260	-8.1%
Outreach Activities	6	3	-50.0%	4	3	-25.0%
Outreach Act. Attendance	329	237	-28.0%	692	400	-42.2%
Public Training Sessions	13	3	-76.9%	8	2	-75.0%
Public Training Participants	69	22	-68.1%	30	12	-60.0%
Public Training Hours	53	12	-77.4%	36	3	-91.7%
Staff Training Sessions	55	19	-65.5%	77	18	-76.6%
Staff Training Participants	25	20	-20.0%	174	32	-81.6%
Staff Training Hours	67	32	-52.3%	366	247	-32.7%
Number of Volunteers	34	10	-70.6%	31	13	-58.1%
Number of Vol Hours	504	549	8.9%	495	556	12.1%
Meeting Room Use	39	68	74.4%	39	58	48.7%
Meeting Room Attendance	323	623	92.9%	386	710	83.9%
Number of Web Site Hits	15,916	14,708	-7.6%	16,113	16,281	1.0%

Number of online PAC Hits	3,271	3,785	15.7%	3,295	3,526	7.0%
Wi-Fi Users	2,287		100.0%	2,666	3,088	15.8%
Wi-Fi Hours of Use						
E Book Downloads	351	806	129.6%	444	759	70.9%
Mango Adult Users	83	75	-9.6%	75	120	60.0%
Mango Children Users	3	2	-33.3%	4	7	75.0%
One Click Digital Downloads		619			716	
Interlibrary Loans	62	56	-9.7%	75	53	-29.3%
New Material Added	1,516	1,459	-3.8%	1,277	1,537	20.4%

# OCPL Director's Report

November, 2012

**1-Programs and Services:** Numerous programs were presented at OCPL libraries during September, October and November. For additional information about programs and services, we invite you to visit the OCPL website: [www.oconee.library.sc.us](http://www.oconee.library.sc.us) as well as OCPL's Facebook page: <http://www.facebook.com/OconeeCountyPublicLibrary>. I encourage Board members to investigate the new online catalog.

**2-Usage Statistics and narratives:** September – October, 2012 statistics and Bimonthly Reports are attached.

**3-Finance and Budget:** OCPL Budget July 1, 2012 – November 16, 2012 attached.

**4-Policies and Procedures:** Updated policies will again be on the agenda at the November 26, 2012 Board meeting.

**5-Personnel and Training:** Westminster staff member **Dena Canupp** resigned to accept another position; **Beverly Edwards** will transfer to the Westminster branch from Walhalla and the new Walhalla part time employee is **Lois Martin**. Her first day is Monday, November 26.

In-Service Day was held on Monday, October 29 to train the staff in the new web-based TLC (The Library Corporation) system.

Management Team meetings with key staff were held on Wednesday, October 10 and Wednesday, November 14. The Library Corporation sent three staff members to attend our November meeting. **Debbie Kaniaris**, Technical Services Librarian, has been the contact person for planning the implementation of the TLC hosted solution. Mrs. Kaniaris and the director spent the entire day of November 14 with the TLC team, visiting every branch to discuss the new system with branch staff.

**Blair Hinson** represented OCPL at TLC (The Library Corporation) University event in St. Petersburg, Florida September 30 through October 3.

**K'Lani Green**, Branch Services Librarian; **Stacie Powell**, Youth Services Librarian; **Debbie Kaniaris**, Technical Services Librarian; and the director attended the South Carolina Library Association Conference in Columbia. The Conference was held October 24, 25 and 26.

**Stacie Powell**, Youth Services Librarian, attended a Young Adult conference in St. Louis, Missouri November 2 - 4. Her expenses will be reimbursed from a LSTA grant from the South Carolina State Library.

- 6-Buildings & Grounds: New mini-blinds for Seneca Library have been installed. New lighting for the Waihalla Library was installed on Monday, November 12, 2012. Heidi Holmes, Waihalla Branch Manager, was present on this County holiday to supervise the installation by the outside contractor.
- 7-Technology: All libraries were closed to the public on Monday, October 29 after the library's data was transferred to The Library Corporation's server in West Virginia on Sunday, October 28. We are still receiving our internet connection through the library's Metro E telephone line. Activation of the County's fiber connection is now expected in late November.
- 8. Vehicles: The Bookmobile is once again serving the citizens of Oconee County. A more advanced mini has been purchased and activated for use by the bookmobile. The bookmobile accesses the library's database via Verizon cell tower connection. A static IP address was required by the new system and was purchased at a cost of \$500.46. Lottery funds were used to pay for this necessary purchase.
- 9. State Library: OCP's State Aid report was filed online by the deadline.
- 10. OCP's Friends of the Library were honored at a tea on Tuesday, October 23, 2012 at the Waihalla Library during Friends of the Library Week. Breakfast at Tiffany's was the theme and "Moon River," a song introduced in the movie by Audrey Hepburn was performed by the director.
- 11. Community Involvement: Participated in OCP's Geek the Library booth at Oktoberfest in Waihalla on Saturday, October 20. Attended Oconee Alliance meetings on Thursday, October 11 and Thursday, November 9. Attended Business Education Partnership meeting on Tuesday, November 13. Attended Oconee Chamber of Commerce Business After Hours event at the Hidden Cove event facility in Seneca.
- 12. Seneca Library study: Blair Hinson, Ellis Hughes and I are working on a marketing plan. We met at the Seneca Library on November 1 and November 15.
- 13. Other: The South Carolina Library Association Conference was held at the Doubletree by Hilton in Columbia October 24, 25, and 26. Good contacts were made with vendors and librarians from around the state, including Clemson University's Chris Vinson, who is willing to digitize local histories for OCP if we can secure permission from the owners of the copyrights. At John Adams' suggestion, we are trying to get permission to digitize Louise Bell's book on Seneca as our first project.



# Branch Services

Sept / Oct 2012

K'Lani Green, Branch Services Librarian

## Narrative

### Staff Development:

I attended *Lead the Change* seminar at the Richland County Public Library on September 13 with Stacie Powell and Heidi Holmes. It was sponsored by *Library Journal* and the presenter was consultant David Bendekovic. The seminar was very engaging and focused on leadership. Bendekovic was an astute teacher while Melanie Huggins, RCPL's director, along with Todd Stephens, Spartanburg County Library director, and Beverly James, director of Greenville County Library shared valuable insight throughout the workshop. It was also worthwhile networking with library professionals from other systems and talking about our experiences.

October 24-26, Phillip and I were at the South Carolina Library Association annual conference in Columbia (Stacie and Debbie Kaniaris were there Oct. 24.) This was another great opportunity to learn and network; I reunited with several friends from other libraries in the state. My favorite session was "Managing Change in the Workplace", led by consultant Merry Taylor. Taylor was entertaining in her informative session. Other attended sessions included "Health and Medical Information: What Can We Tell the Patron?", "Making the Most Rather than Making Do", and "Stand Up and Shout! Sit Down and Negotiate." I attended the luncheon with guest speaker, military correspondent David Axe during the second general session and the concluding awards brunch with guest speaker, author Patricia Martin and both were great presenters.

October 29 was staff in-service day. The main focus was training on the new library system. Blair and I introduced the LSTA staff development grant, explained the background of the project, touched on initial thoughts of what staff should expect, and detailed what we aim to accomplish with the grant.

### Community Outreach:

The library had a booth at the Apple Festival in Westminster in September. Heidi and I worked together on September 6 and on the next day, Blair and I along with Phillip and Barbara and Ellen of the Friends were there. This was in support of the "Geek the Library" advocacy campaign.

The library had a presence at Oktoberfest in Waihalla. Stacie and I worked together on October 19; we were joined by one of Waihalla's dedicated volunteers, Lois Martin. We handed out many bags filled with library information, with Lois being a real go-getter on that task.

### Programs:

Author Mark Powell held a reading of his latest novel *The Dark Corner* at the Waihalla Library on October 11. He answered questions at the end of program, discussing his writing process, his inspiration behind his book, and tips to aspiring authors among other topics. There were 22 in attendance and many were friends and family of Mark. Stacie helped me in coordinating the program.

On October 22, I did a program on kicking off National Novel Writing Month. I talked about the writing challenge of drafting a 50,000-word novel during November and discussed tips and resources on novel writing. Attendance was small (there were three) but we had a good time speaking about our joy of writing. Two programs for National Novel Writing Month are planned in November.

### Manager's Project:

The LSTA staff development grant officially started in October and Phillip, Blair, and I held a conference call with Providence Associates September 27 to talk about the start of the project. Laura Isenstein gave us questions and readings beforehand to prepare for the conversation. A major adjustment that came out of the discussion is the grant was initially focused on just cultivating essential skills for the 21<sup>st</sup> century in staff but now it has expanded to developing those core skills in the community and how the library will play a role in that task. During October, we assembled information on our current training efforts and shared with Laura to support her consultation. Our second assignment during October was a leadership assessment and selection of priority skills for development. On October 22, we had another conference call; we briefly talked about what we would cover at in-service regarding the grant and the current direction of the project.

# **Outreach Services**

**Sep/Oct 2012**

**Brenda Lee,  
Bookmobile Manager**

**Collections:** Manager continues to order books based upon patron requests and needs; Uses volunteers to help with office work and keep collections looking fresh; Walhalla, Seneca and Salem circulated many dvds and new books while the bookmobile was out of commission.

**Donations:** Two books were donated to the bookmobile by local author, Joella White. Added to collection if needed; continue to deliver appropriate donated magazines to Lakeview Assisted Living; At least 150 CD cases were donated by patron to be used in Tech Services

**Displays:** Book Sale Dates; Vote For Books Posters and ballots

**Public Relations:** Had website updated of return to routes; made numerous calls to alert patrons of return to individual stops for return date of October 15.

**Staff Development:** Attended Team Management meeting in September; Attended Staff In-Service Day; Filled in at the Salem Branch for other staff to attend seminars and take vacation time

**Volunteers & Community Outreach:** Molly Wempe continues to make home deliveries. Sarah Holmes continued to help out with Bookmobile duties as needed, allowing others to have some time off throughout September. She has been hired part-time at the Anderson County Library but is thankfully is still available to volunteer some with me!

**Manager's Projects:** With the help of Sarah Holmes and Jean Snellings, inventory of the bookmobile was completed before the bookmobile was restocked. Patrons were extremely pleased upon returning to stops, as was staff (ME!).

**Issues:** Working out the kinks with the LS2 Circulation and using a Verizon Jetpack while out on route. Things are looking good!

# **Seneca Library**

## **Sept/October 2012**

### **Blair Hinson, Manager**

#### **Narrative**

**Collection:** As part of our new policies and procedures, we will be moving to a more consistent and comprehensive weeding system. We have added quite a few donations this time around. We were able to move our audio CDs out onto the floor as well.

**Displays:** Displays for the cycle included a new fall display by Lynn Owens, a volunteer. We also had displays on Constitution Week, Halloween, a "fall for these Books" display, one for Banned Books week and for the 2012 Election season called "Elect to Read."

**Staff Development:** All staff attended the fall in-service at Walhalla in October where we learned about LS2 Staff and all of the new features of the TLC hosted solution. Manager Blair Hinson also attended TLCU, The Library Corporation's user conference, in St. Petersburg, Florida, in preparation for our switch to the Hosted Solution and implementation of LS2 Staff/PAC/Kids/Mobile.

**Community Outreach:** We continue to improve our delivery of press releases, etc. to try to get folks into the library. Seneca staffers have also participated in several of the Geek Your Library events to support our overall outreach efforts, like the SC Apple Festival and Oktoberfest in Walhalla. Manager Blair Hinson is also currently enrolled in Leadership Oconee County, and has made good contacts there for future projects, as well as attending an Oconee Alliance meeting in October.

**Programs:** Our kids programs included an Owl Craft and Story time, a Mad Science program, and Trick-or-Treating all day on Halloween. Our adult programs included two sessions of Let's Talk About It, a special movie night in September, and a class on IOS devices and e-books.

**Issues:** We are connected, but not yet on, the new fiber optic broadband network. This has created some real slowness in our new LS2 Staff and other computer operations. Our main issue right now is that we have just really outgrown our branch. We have need of more computers, more spaces for collaboration and study, and more OUTLETS! We received our new blinds from Budget Blinds of Anderson. Sadly, we also had a window broken (crack) in the back part of the library that took more than a week to get repaired.

**Notes:**



# Technical Services

Sept/ Oct 2012

Debbie Kaniaris, Librarian

I attended Business Education Partnership meetings on September 11<sup>th</sup> and October 9<sup>th</sup>. I attended the SCLA Common Ground convention on October 24<sup>th</sup>. One session was on "Saying no to childhood illiteracy: how a public library reading readiness program can make a difference." This dealt with a doctoral student and his experiences with Richland County Library. The afternoon was spent at vendor showcases and poster sessions. One poster was about library programs that give at Lexington County Public Library. Lexington had so many programs: helping animals, support our troops, Project Linus, blood drive, hunger drive, holiday giving, etc. Many of these programs were run by teen volunteers.

There was a big push in October in the Technical Services Department to catch up with discards before transferring our database to TLC in Inwood, West Virginia. On October 29<sup>th</sup>, the new LS2 Staff was installed. For in service, we had a two hour TLC webinar on how to use this new system and then spent the afternoon practicing.

# Walhalla Library

## Sep./Oct. 2012

### Heidi Holmes, Manager

Narrative

**Print Collections:** The Walhalla library branch manager continues to order materials based on professional reviews, patron requests, and "best sellers" lists.

**Overdrive Collection:** New Overdrive Patrons decreased by 50% from the previous period (July/August 2012) with 66 new registrations. Overdrive circulation decreased by 9% with 1,565 check-outs for September and October. A total of 77 new titles were purchased and added to the OCPPL Overdrive collection during this period.

**DVD Collection:** Shelving from the manager's office was relocated to accommodate Walhalla's growing DVD collection. A "Who Needs Redbox" campaign was started, informing patrons of all the newly released DVDs that OCPPL carries.

**Donations:** The Walhalla Branch still receives a steady amount of donated materials from the public. The ones that are not selected to be added to the collection are sent to the Friends for their book sales.

**Displays:** In September, our book display focused on "The Classics". In October we had a great display promoting awareness for October's National Domestic Violence Awareness month. Other October displays included "The Holidays are Coming" and "All About Fall."

**Public Relations:** Several press releases sent out by Blair Hinson regarding upcoming programs at the Walhalla Branch were picked-up by local media. On September 12, The Journal printed a cover story and photo regarding the Grandparents' Day outreach that Stacie Powell and Heidi Holmes did at Inn at Seneca.

**Staff Development:** Christie Johnson, Assistant Branch Manager, provided training to all Walhalla staff regarding the usage of the South Carolina Room. All Walhalla circulation staff participated in a webinar to become better acquainted with Mango. Heidi Holmes attended *Lead the Change* seminar at the Richland County Public Library on September 13 with Stacie Powell and K'Lani Green. (See Branch Services narrative for details). Heidi also attended the Association for Rural and Small Libraries conference in Raleigh with Meredith Wickham on September 27 and 28. This conference offered a wonderful opportunity for continuing education and networking. Attended seminars included adult programming on a limited budget, eBooks, building community partnerships, library advocacy, the future of libraries, and collection development. This was a wonderfully informative conference and well worth the time and money.

**Volunteers:** Both Aubrey Sawyer and Christy Doherty are long-time volunteers who continue to volunteer on a weekly basis. We have had a fabulously devoted volunteer named Lois Martin join us as well. A brunch was planned for the Friends of the Library on October 23 to honor them during National Friends of the Library Week. The theme was *Breakfast at Tiffany's* and was coordinated by Janice Lovinngood and Heidi Holmes along with assistance from OCPPL staff.

**Community Outreach and Collaboration:** The Geek the Library campaign continued to be implemented throughout OCPPL and at the Apple Festival in Westminster on September 7 and 8 and at Oktoberfest in Walhalla on October 19 and 20. These events were coordinated by Heidi Holmes with assistance from many different staff from throughout OCPPL. A donation of books was sent to Oconee County Detention Center in Walhalla.

**Programs:** We continue to provide *Tech Tuesday*, offering assistance to people needing help with their EReaders. In September we had 2 movie nights with a combined attendance of 16 and in October we had 2 movie nights with a combined attendance of 21. Other programs that we offered included Butterfly Gardening, Butterfly Migration, The History of Dulcimers, and "All Come Back Now 'Tis a Heath" sponsored by The Humanities Council. The total attendance for these programs was 52 participants.

**Manager's Projects:** Heidi continues to head up the Geek Your Library campaign, planning several outreach/community events. She is also responsible for ordering all of the eBooks.

**Facilities:** Basic upkeep and maintenance has taken place at the Walhalla branch library during the months of September and October. The sidewalks out front have been pressure washed.

**Issues:** There are no serious issues to report at this time.

## September

**Staff Development:** Staff continues to play in the online sandbox to prepare for the transition to LS2

**Displays, Programs, and Community Outreach:** On the 5<sup>th</sup> we had the first Cut-it-Out Coupon Club meeting. There were four people in attendance and they really seemed to enjoy the companionship. We had 13 attend for both FMN and for our first showing of Based on the Book series. For International Talk Like a Pirate Day we had 23 patrons take a guess at how many "gold nuggets" were in the jar (gold sixlets). The Mustache Bash was a success with 40 attendees. The biggest hit was the photo booth with the silly pictures the kids took. They were able to take a print home with them. I also got to go to Oakway Intermediate School's Literacy night. I saw about 200 people, registered two patrons for a card, and renewed a book using the bookmobiles mi-fi. I was also able to promote OverDrive to several people as well as the movie nights and other upcoming programs.

**Issues/Facilities:** Maintenance worked hard this month cleaning the building, keeping the lawn mowed, moving shelves, taking out shelves, and painting.

## October

**Staff Development:** On the 29<sup>th</sup> staff got together to train on the new LS2 upgrades.

**Programs, Displays, and community Outreach:** On the 2<sup>nd</sup> we had an Intro to Mango class. While only 2 attended it was a really good program because it got the word out and it was more one-on-one. We had two great kids programs this month. During the week of the 15<sup>th</sup> through 19<sup>th</sup> we had Superhero week. We started with 16 attending the showing of the movie Avengers and finished with a Superhero party with about 40 in attendance. We were able to coordinate with some of our local heroes. The Westminster Fire department came and read a story and brought a fire engine for the kids to look at. We also had a great turnout for the Owl-O-Ween party with about 50 kids and adults. I was also able to participate in the Oktoberfest in Walhalla. It was a nice fun way to get the word out. By talking to residents of Oconee County, you learn that a lot of people don't realize there are 4 branches. They don't know there is a branch in Salem. They do not realize that yes, you can use the same card at all 4 branches and the bookmobile. We will definitely keep marketing the library and all we have to offer. I have also made contact with Fair oak afterschool program. They have invited me to come there and do a program with their kids. Hopefully I can do something in December when we get back to full staff. We also had another candy guessing game and had 200 entries. We had one person who guessed exactly right with 144 M & Ms and took the candy home.

**Issues/Facilities:** Dena Canupp has resigned from her position as part-time circulation assistant. Her last day was October 24<sup>th</sup>. Filling her position will be Beverly Edwards who currently works at the Walhalla Library. As with any new system staff are dealing with computer issues and learning curves for the new LS2.

# Youth Services

Sept/Oct 2012

Stacie Powell, Youth Services Librarian

**Collection:** The Youth Services department is staying on top of orders for the Juvenile and Young Adult print, ebook, and audio/visual collections. Weeding in the Young Adult section at the Walhalla Library was conducted in October. Stacie Powell spent half a day in Salem weeding their Young Adult and Juvenile sections in October. These sections had been neglected for years. It freed up valuable space for us to add newer and more popular material.

**Displays:** We had a "Vote for Books" display in the Walhalla Library during the month of October to promote our vote for your favorite children's book campaign as part of the Presidential election this year.

**Staff Development:** YS staff are becoming familiar with the new LS2 circ software. The Youth Services department attended the bi-annual OCPL inservice day and learned a lot about our new LS2 software from The Library Corporation.

**Community Outreach:** The Youth Services Librarian operated an OCPL booth at West-Oak Middle School's Family Literacy Night in October. The Youth Services department partnered with the Salem Police department to put on a successful Crime Scene Investigation program for the youth at the Salem Library (See Salem's Branch report for more information). Stacie Powell and Heidi Holmes held a Grandparent's Day craft at the Inn at Seneca in September. The Youth Services Librarian worked the "Geek the Library" booth at the Oktoberfest and at the Apple Fest.

**Programs:** The Youth Services department continues to conduct early literacy story times ("Mother Goose on the Loose" and Toddler Time) for babies and toddlers five times a week at the Westminster, Walhalla, and Seneca branches. Meredith Wickham, Branch Manager of Salem, conducts her own story time at Salem on Tuesdays. In addition, the Youth Services department held a teen gaming program in September on an early-release date for the schools. We had 11 teenagers attend this program. We also held a Grandparent's Day program in September and conducted a Hispanic Heritage Month Library Scavenger hunt at the Walhalla Library in October. Stacie Powell assisted Leah Price and Meredith Wickham with the "Vote for Books" campaign and the CSI: Salem program. Both programs were very successful.

**Professional Development:** Stacie Powell attended the "Lead the Change" seminar at the Richland County Public Library on September 13 with Heidi Holmes and K'Lani Green. Stacie Powell attended a Youth Services exchange on Sept. 13<sup>th</sup> and a Summer Reading Program wrap-up program on Sept. 25<sup>th</sup> at the State Library in Columbia. During the month of October, Stacie Powell presented a poster session at the South Carolina Library Association conference in Columbia. The presentation was about OCPL's "HOLA" program.

**Issues:** Inventory is due at the beginning of January and I am hoping that it will afford me the opportunity to clean and organize the Youth Services area upstairs. This task is long overdue and will be a major undertaking. I would like to have it complete before I start planning the Summer Reading program for 2013 soon.

*Old Business*

*11/26/12*

STATE OF SOUTH CAROLINA

AGREEMENT

COUNTY OF OCONEE

This Agreement made by and between the Oconee County Public Library, by and through its Board of Trustees, hereinafter referred to as "Library", and, The Cherokee Museum, by and through its Board of Directors, hereinafter referred to as "Museum", entered into this \_\_\_\_\_ day of November, 2012.

Whereas, the Library is owner and possessor of the copyright to that document known as the map of "Cherokee Indian Towns of Oconee County" as prepared by Margaret Seaborn, and,

Whereas, the Museum is desirous of revising said document/map with updated information, printing new maps and selling same at the Museum.

NOW, THEREFORE, it is agreed:

1. Library shall retain all rights to said map in its present configuration and any revisions as may be made thereto. Museum shall have no ownership or other interest in said map, in its original version or any revision thereto, in any manner or fashion whatsoever.
2. Museum may revise said map with updated information.
3. Museum may print and sell the revised map at the museum at a price it shall determine. Library will not be entitled to any proceeds of said sales at the Museum
4. Library shall receive 10% of any printing of the revised map, without any cost to the Library. Library shall be entitled to sell copies of the revised map at Library facilities at a price it shall determine. Museum shall not be entitled to any proceeds of sales by the Library.
5. Should Museum close or cease to do business or dissolve its charter, all revised maps in possession of Museum shall revert to Library ownership.

Witness the hands and seals of the authorized officers of the Parties hereto.

Oconee County Public Library  
Board of Trustees

Cherokee Museum  
Board of Directors

\_\_\_\_\_  
R. Daniel Day, Chairman

\_\_\_\_\_  
~~John Adams, Secretary~~

*Bill Caster*

*See next page  
from  
previous  
meetings*

OCPL owns the copyright to Margaret Seaborn's "Cherokee Indian Towns of Oconee County, South Carolina" map. Luther Lyle visited me last Wednesday and inquired whether the Board would give permission for the Cherokee Museum to issue a revised version of the map with corrections of the locations of several towns and the addition of features such as the Cherokee Boundary line. The Cherokee Museum would have the revised map printed at Museum expense and sell the map, with proceeds to benefit the Museum.

OCPL currently sells the original map for \$10 to the public. We have approximately 90 maps remaining of the original printing from 1976.

Mr. Lyle would like the Board to consider this request at the October 8 Board meeting.

new #

Events and Projects Conducted and/or Supported by the  
Oconee County Friends of the Library in the Past Year:

1. Monthly Book Sales-50% of income is given bi-annually to the OCPL
2. "Read to Me"-a program which supplies a tote bag of reading related materials (including a new board book) to new mothers at Oconee Medical Center to encourage them to begin reading to their children starting in infancy
3. Youth Programs for pre-school, elementary and high school students
4. Adult Summer Reading Program
5. Movie License(s) (for 4 library branches)
6. "Let's Talk About It" (LTAI) book discussion series, jointly supported with the SC Humanities Council
7. Purchased items on the Librarians' "Wish Lists"
8. OC Leadership Course for Stacie Powell, 2011-2012 *Blair this year*
9. Annual Friends of the Library Meeting in March with speaker, refreshments and door prizes
10. Quarterly FOL Newsletter, *Friends to Friends*, mailed to members and available on line or at the libraries
11. Discount for FOL members at Booksmith book store
12. Book Bucks for use at the Book Sales
13. Attend Newcomers meetings to inform new neighbors about the local libraries and about Friends of the Library
14. Attend Library Board of Trustees and community meetings relevant to the Library and FOL interests
15. Presidential Volunteer Service Awards for Friend's many hours of volunteer work on behalf of the libraries
16. Hosted 2012 State Meeting of FOSCL
17. Pay for background checks on all library volunteers
18. Donate books to the Vets Hospital & the Detention Center.

Oconee County

~~12-2012~~

# 2012 Wish List Purchased by O.C. Friends of the Library

## Bookmobile

READ dog tag key chains	\$ 83.00	
Poster	\$ 20.03	
<b>TOTAL</b>		<b>\$ 103.03</b>

## Westminster

6 Six Foot Folding Tables	\$267.12	
Outdoor Double-Sided Sign	\$194.95	
<b>TOTAL</b>		<b>\$ 462.07</b>

## Youth Services

2 Fabric Light Weight Floor Rockers	\$197.99	
32-pocket Display	\$315.00	
Tax + S&H	\$143.41	
<b>TOTAL</b>		<b>\$ 656.40</b>

## Seneca

2 Three piece pub sets	\$529.98	
End of Range Display Panel	\$174.25	
Value Sorter Literature Organizer	\$164.82	
Hot and Cold Water Rental	\$ 317.00	Estimate for year
<b>TOTAL</b>		<b>\$1186.05</b>

## Walhalla

Sign Frame 3 inserts	\$158.39	
Pole and Base for above	\$154.39	
Tax +S&H	\$ 56.96	
<b>TOTAL</b>		<b>\$ 369.74</b>

## Salem

72' Steel Storage Cabinet	\$246.53	
Compact Magazine Spinner	\$582.39	
End of Range DVD Spinner	\$788.52	
Cork Bulletin Board with AL Frame	\$106.74	
Magnetic Flannel & Dry Erase Board	\$222.52	
<b>TOTAL</b>		<b>\$1946.70</b>

## **TOTAL**

**\$**

**\$4723.99**



*this is new form for consideration*



**QUESTIONNAIRE FOR BOARD / COMMISSION**

**PLEASE PRINT**

[For all yes/no questions please circle appropriate answer.]

Initial Appointment Request  Reappointment Request

Date Received: \_\_\_\_\_  
 Questionnaires will be maintained on file for one year only.  
 If you wish your Questionnaire to continue to be considered you will need to contact the Clerk in Council to extend the date.  
 Once a candidate is appointed they will be removed from consideration for any other Board/Commission.

Area of Interest or Expertise for which you wish considered for appointment / reappointment for a Board or Commission:

Areas of Interest (please check one or more)	Board/Commissions Applicable to Interests
Aeronautics	Aeronautics Commission
Public Safety, Health & Welfare	Anderson-Oconee Behavior Health Services Commission Emergency Services Commission
Regulatory	Building Codes Appeal Board Parks, Recreation & Tourism Commission Board of Zoning Appeals
Planning Activities	Appalachian Council of Governments Board of Directors Board of Zoning Appeals Capital Project Advisory Committee Conservation Bank Board Economic Development Commission Planning Commission Scenic Highway Committee
Education	Arts & Historical Commission Library Board
Tourism & Recreation	Arts & Historical Commission Parks, Recreation & Tourism Commission Scenic Highway Committee

Requirements for each Board/Commission may be view in the Oconee County Code of Ordinances on the county website [www.oconee.org/council](http://www.oconee.org/council)

**Required Information**

Name: \_\_\_\_\_  
                     [First]                                  [Middle]                                  [Last]  
 Home Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Legal Resident of Oconee County? Yes / No      County Council District #: 1   2   3   4   5 and At Large

Occupation: \_\_\_\_\_ Present Employer: \_\_\_\_\_

Please Circle which best describes the level of education you last completed:  
 Some High School    High School Graduate/GED    Some College    College Graduate    Professional Degree

Do you currently serve on any other state, county, city or community boards or commissions? Yes / No If yes, list below: \_\_\_\_\_

Do you have any interest in any business that is, or will do business with the Oconee County? Yes / No If yes, list below: \_\_\_\_\_

Do you have any conflict of interest or reason to routinely abstain from a vote? Yes / No If yes, list below: \_\_\_\_\_

Are you currently serving as an appointed or elected official in any other jurisdiction? Yes / No If yes, list below: \_\_\_\_\_

Summary of Qualifications or Experience that you feel would be beneficial to Oconee County (please either write on back of form or attach document for inclusion with this Questionnaire)

(Please return completed form to Clerk to Council, 413 S. Pine Street, Walhalla, SC 29691)

# Oconee County Library System S. C. Public Library Annual Report FY2012

CURRENT YEAR                      PREVIOUS YEAR

## Section A: GENERAL INFORMATION

### GENERAL INFORMATION

Enter/edit information for the library system and the headquarters library in Section A. Outlet (branch library and Bookmobile) data is reported and edited in Section J of this survey.

	Name of Survey Respondent	Philip Cheney	<i>Sue Baldwin</i>
	Respondent Phone Number	(864) 638-4136	<i>(864) 638-4133</i>
	Email of Respondent	pcheney@oconeesc.com	<i>sbaldwin@oconeesc.com</i>
A1	Legal Name of Library System	Oconee County Public Library	<i>Oconee County Public Library</i>
A2	Street Address of Headquarters Library	501 W S Broad St	<i>501 W S Broad St</i>
A3	City	Walhalla	<i>Walhalla</i>
A4	Zip Code	29691-2105	<i>29691-2105</i>
A5	Mailing Address	501 W S Broad St	<i>501 W S Broad St</i>
A6	City	Walhalla	<i>Walhalla</i>
A7	Zip Code	29691-2105	<i>29691-2105</i>
A8	Telephone	(864) 638-4133	<i>(864) 638-4133</i>
A9	Fax	(864) 638-4132	<i>(864) 638-4132</i>
A10	URL for the Library System's website	www.oconee.lib.sc.us	<i>www.oconee.lib.sc.us</i>
A11	County	OCONEE	<i>OCONEE</i>
A12	Name of Library Director	Philip Cheney	<i>Sue Baldwin</i>
A13	E-mail of Director	pcheney@oconeesc.com	<i>sbaldwin@oconeesc.com</i>
A14	Home phone of Director	(864) 231-9720	<i>(864) 557-1792</i>
A15	Date director appointed (mm/yyyy)	01/2012	<i>04/2009</i>
A16	Square footage of Headquarters Library (Enter as a whole number; enter -1 if unknown)	22,500	<i>22,500</i>
NUMBER OF SERVICE OUTLETS			
A17	Number of Central (Headquarters) Libraries	1	<i>1</i>
A18	Number of Branch Libraries	3	<i>3</i>
A19	Number of Bookmobiles	1	<i>1</i>
PUBLIC SERVICE HOURS			
Report number of hours and weeks open to the public for service for the entire year.			
A20	<u>Headquarters Library</u> total service hours	2757.50	<i>2757.50</i>
A21	<u>Headquarters Library</u> weekend and evening service hours	804.00	<i>804.00</i>
A22	<u>Headquarters Library</u> total weeks open	51.00	<i>51.00</i>
A23	SYSTEM TOTAL Annual weekend and evening public service hours (HQ library, Branches, and Bookmobile) - Survey calculates this total.	2,301.00	<i>2,451.50</i>
A24	SYSTEM TOTAL Annual service hours - Survey calculates this total.	10,345.75	<i>10,214.00</i>

## Section B: LIBRARY BOARD, PERSONNEL AND FRIENDS G

### LIBRARY BOARD

B1	Number of Trustees Constituting a Full Board	9	9
B2	Number of Regular Board Meetings Held in FY2012	6	6

### FRIENDS OF THE LIBRARY

B3	Is There a System-Wide Friends Organization?	Yes	Yes
B4	Enter the <u>total number of Friends groups</u> existing, including the system-wide group if there is one, the group for the central library facility if there is one, and each individual branch group.	1	1
B5	How many Friends members in ALL groups? (system-wide <u>plus</u> any other groups)	312	300

### LIBRARY PERSONNEL

Note: Enter number of library staff as of the last day (June 30) of the fiscal year covered by the survey. Enter the number of full time and part time staff, and calculate the number of FTE paid staff positions in each category. Refer to survey instructions for how to calculate FTE.

#### Librarians with ALA-MLS Degrees

B6	Full Time	6	5
B7	Part Time	0	0
B8	FTE MLS LIBRARIANS	6	5

#### Staff designated as Librarians who have a Masters Degree other than an MLS

B9	Full Time	1	1
B10	Part Time	0	0
B11	FTE OTHER MA LIBRARIANS	1	1

#### Staff designated as Librarians who have a BA/BS Degree

B12	Full Time	2	1
B13	Part Time	0	0
B14	FTE BA/BS LIBRARIANS	2	1

#### Staff designated as Librarians who have less than BA/BS Degree

B15	Full Time	0	1
B16	Part Time	0	0
B17	FTE NON-DEGREED LIBRARIANS	0	1
B18	TOTAL LIBRARIANS (B8 + B11 + B14 + B17)	9.00	8.00

#### All other staff

B19	Full Time	10	10
B20	Part Time	14	13
B21	FTE Other Staff	16	16

#### Total Staff

B22	Full Time (B6 + B9 + B12 + B15 + B19)	19	18
B23	Part Time (B7 + B10 + B13 + B16 + B20)	14	13
B24	TOTAL FTE Staff (B8 + B11 + B14 + B17 + B21)	25.00	24.00
B25	Annual Gross Salary for Beginning Librarian (as of July 1, 2012)	\$39,171	\$39,171
B26	Annual Gross Salary for Library Director (as of July 1, 2012)	\$52,000	\$58,466

## Section C: LIBRARY REVENUE BY SOURCES

**REVENUE: LOCAL GOVERNMENT SOURCES**

## County Government

C1	Millage (Enter in this format: 9.99; or enter 0)	0	0
C2	County Operating Revenue	\$1,315,880	\$1,313,058
C3	County Capital Funds	\$0	\$0

## Municipal Government / Other Local Jurisdiction

C4	Municipal or Other Jurisdiction - Operating Revenue	\$0	\$0
C5	Municipal or Other Jurisdiction - Capital Revenue	\$0	\$0
C6	TOTAL LOCAL REVENUE FOR OPERATING (C2 + C4)	\$1,315,880	\$1,313,058
C7	TOTAL LOCAL CAPITAL REVENUE (C3 + C5)	\$0	\$0

**REVENUE: STATE GOVERNMENT SOURCES**

C8	State Aid	\$60,000	\$63,814
C9	Lottery	\$10,059	\$0
C10	Other State Operating (do not include SFSF)	\$0	\$0
C11	TOTAL STATE REVENUE FOR OPERATING (C8 + C9 + C10)	\$70,059	\$63,814
C12	State Capital Revenue	\$0	\$0

**REVENUE: FEDERAL GOVERNMENT SOURCES**

C13	LSTA Funds (total of all sub-grants to library)	\$9,365	\$5,600
C14	Other Federal Funds for Operating	\$0	\$19,355
C15	TOTAL FEDERAL REVENUE FOR OPERATING (C13 + C14)	\$9,365	\$24,955
C16	Federal Capital Revenue	\$0	\$0

**REVENUE: OTHER SOURCES**

C17	Other Revenue for Operating	\$29,381	\$20,528
C18	Other Revenue for Capital	\$0	\$0

**TOTALS**

C19	Total Revenue for Operating (C6 + C11 + C15 + C17)	\$1,424,685	\$1,422,355
C20	Total Revenue for Capital Outlay (C7 + C12 + C16 + C18)	\$0	\$0
C21	TOTAL Operating and Capital Revenue (C19 + C20)	\$1,424,685	\$1,422,355

**Section D: OPERATING EXPENDITURES****OPERATING EXPENDITURES**

## Staff Expenditures

D1	Salary and Wages	\$727,274	\$692,206
D2	Employee Benefits	\$308,571	\$289,822
D3	Total Staff Expenditures (D1 + D2)	\$1,035,845	\$982,028

## Collection Expenditures

D4	Print Materials	\$146,370	\$161,559
D5	Electronic Materials	\$16,747	\$19,355
D6	Audiovisual Materials	\$18,875	\$27,185

D7	Other Materials	\$0	\$0
D8	Total Collection Expenditures (D4 + D5 + D6 + D7)	\$181,992	\$208,099
Other Operating Expenditures			
D9	Digitization (Support, fees, supplies, equipment for digitization activities)	\$0	\$0
D10	Furniture and Equipment, including Electronic Equipment	\$23,254	\$26,885
D11	Plant Operation and Maintenance	\$84,727	\$81,135
D12	All Other Operating Expenses	\$100,514	\$97,820
D13	Total Other Expenditures (D9 + D10 + D11 + D12)	\$208,495	\$205,840
D14	Total Operating Expenditures (D3 + D8 + D13)	\$1,426,332	\$1,395,967

### Section E: CAPITAL EXPENDITURES

#### Capital Expenditures

E1	Building(s)	\$0	\$0
E2	Bookmobile / Vehicles	\$21,257	\$0
E3	Furniture and Other Equipment	\$0	\$0
E4	Other Capital Expenditures	\$0	\$0
E5	Total Capital Expenditures (E1 + E2 + E3 + E4)	\$21,257	\$0
TOTAL OPERATING AND CAPITAL EXPENDITURES			
E6	Grand Total Operating and Capital Expenditures (D14 + E5)	\$1,447,589	\$1,395,967

### Section F: LIBRARY COLLECTIONS

#### Library Collections (Materials for Public Use) - Totals as of 6/30/2012

##### Books/Serials/Volumes - Physical print format

F1	Number added	12,678	11,860
F2	Number weeded	13,617	20,529
F3	TOTAL	176,925	169,192

##### Current Print Serial Subscriptions (physical format, newspaper and periodicals)

F4	Number added	5	11
F5	Number weeded	57	18
F6	TOTAL	220	272

##### Audio materials (physical units containing music, spoken word, etc. on CD, cassette tape, etc.)

F7	Number of physical units added	664	666
F8	Number of physical units weeded	1,024	843
F9	TOTAL	6,116	6,299

##### Video materials (physical units containing movies, TV shows, etc. on film, DVD, etc.)

F10	Number of physical units added	1,564	1,082
F11	Number of physical units weeded	660	1,471
F12	TOTAL physical units held	4,989	3,696

**ELECTRONIC DOWNLOADABLE MATERIALS - See Survey Instructions for definitions and examples, which have been revised from previous years.**

F13-F16 Downloadable Materials

F13	Downloadable audio titles for electronic playback (listening)	2,875	3,497
F14	Downloadable video titles for electronic playback (watching)	0	0
F15	Electronic books (E-books) for reading on computer or electronic reading device	886	0
F16	TOTAL downloadable titles available	3,761	3,497

#### **DATABASES AND SUBSCRIPTIONS**

Note: Do not include DISCUS databases in your responses.

F17	Current number of subscriptions/contracts/licensing arrangements for databases of electronic materials purchased or subscribed to by the library alone.	1	0
F18	Current number of subscriptions/contracts/licensing arrangements for databases of electronic materials (such as periodical article databases) subscribed to or purchased AS PART OF A CONSORTIAL ARRANGEMENT	0	0
F19	Current number of E-subscriptions (electronic serial subscription to an individual serial title) purchased locally (not DISCUS)	0	1
F20	Number of DISCUS databases licensed by State Library (Total supplied: 36)	36	36
F21	Total Licensed databases (F17 + F18 + F20)	37	36

#### **Section G: LIBRARY USERS, VISITS, COMPUTER AND INTERNET USAGE**

##### Registered Borrowers

G1	Adult	41,763	33,720
G2	Juvenile	7,382	7,509
G3	TOTAL (G1 + G2)	49,145	41,229

##### Library Visits

G4	Annual Physical Library Visits (gate count)	280,821	271,797
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##### Population

G5	Population of the Legal Service Area (Use 2010 Census figure)	74,273	74,273
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##### Computers and Internet Usage

G6	Number of uses (sessions) of Public Internet Computers Per Year	57,095	58,859
G7	Number of Internet Computers Used by General Public	33	36
G8	Staff Computers (Total number in use)	29	29

#### **Section H: REFERENCE, CIRCULATION, PROGRAMMING & OUTREACH**

##### Reference

H1	TOTAL Annual Reference Transactions	23,556	29,176
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##### TOTAL Circulation Transactions

##### Juvenile Circulation

H2	Print	128,059	133,091
H3	Non-Print	25,738	22,687
H4	TOTAL (H2 + H3)	153,797	155,778

Adult Circulation		
H5 Print	184,058	193,317
H6 Non-Print	52,102	41,390
H7 TOTAL (H5 + H6)	236,160	234,707
Total Circulation		
H8 TOTAL Circulation (H4 + H7)	389,957	390,485
Interlibrary Loans		
H9 Provided to another library	0	0
H10 Received from another library	623	652
Programs		
Children (Birth to age 11)		
H11 Number of programs (in library AND outside the library)	319	208
H12 Attendance	6,461	4,334
Young Adult (ages 12-18, including 18-year-olds)		
H13 Number of programs (in library AND outside the library)	23	26
H14 Attendance	465	171
Adults		
H15 Number of programs (in library AND outside the library)	88	51
H16 Attendance	1,440	797
TOTAL Programs and Attendance		
H17 Number of programs (H11 + H13 + H15)	430	285
H18 Attendance (H12 + H14 + H16)	8,366	5,302
H19 Outreach Activities (services/programs provided away from the library)	98	45

## Section I: TRAINING

### Staff and Public Training

#### Public Training

I1 Number of Sessions	59	85
I2 Number Trained	410	899
I3 Hours of Training	286	379

#### Staff Training

I4 Number of Sessions	380	555
I5 Number Trained	485	594
I6 Hours of Training	1,386	1,744

## Section J: OUTLET DATA

Data has been entered for each outlet from existing State Library data and previous surveys. Review the information for each library outlet and revise as needed. Some fields are locked in the survey and cannot be changed by the user; call the State Library to revise these fields if needed. Each Bookmobile is considered a branch (outlet); address is the location Bookmobile resides when not in operation.

J1 *Outlet Name	SALEM BRANCH LIBRARY	SALEM BRANCH LIBRARY
J2 *Street Address	5 PARK AVENUE SALEM	5 PARK AVENUE SALEM

J3	*City		
J4	*Zip	29676	29676
J5	*County	OCONEE	OCONEE
J6	*Phone Number (including area code)	(864) 944-0912	(864) 944-0912
J7	*Outlet Type	BR	BR
J8	*Metropolitan Status Code	NO	NO
J9	*Size (Square Footage) of Outlet	1,025	1,025
J10	Name of Outlet Manager	Meredith Wickham	Tony Moore
J11	*Public service hours this outlet was open (FY12 total)	2060.00	2043.00
J12	Weekend and evening public service hours (FY12 total)	45.00	141.00
J13	*Number of weeks this outlet was open in FY12	51	51
J1	*Outlet Name	SENECA BRANCH LIBRARY	SENECA BRANCH LIBRARY
J2	*Street Address	300 EAST SOUTH SECOND STREET	300 EAST SOUTH SECOND STREET
J3	*City	SENECA	SENECA
J4	*Zip	29678	29678
J5	*County	OCONEE	OCONEE
J6	*Phone Number (including area code)	(864) 882-4855	(864) 882-4855
J7	*Outlet Type	BR	BR
J8	*Metropolitan Status Code	NO	NO
J9	*Size (Square Footage) of Outlet	9,000	9,000
J10	Name of Outlet Manager	Blair Hinson	Blair Hinson
J11	*Public service hours this outlet was open (FY12 total)	2868.00	2808.00
J12	Weekend and evening public service hours (FY12 total)	929.00	969.00
J13	*Number of weeks this outlet was open in FY12	51	51
J1	*Outlet Name	WESTMINSTER BRANCH LIBRARY	WESTMINSTER BRANCH LIBRARY
J2	*Street Address	112 WEST NORTH AVENUE	112 WEST NORTH AVENUE
J3	*City	WESTMINSTER	WESTMINSTER
J4	*Zip	29693	29693
J5	*County	OCONEE	OCONEE
J6	*Phone Number (including area code)	(864) 647-3215	(864) 647-3215
J7	*Outlet Type	BR	BR
J8	*Metropolitan Status Code	NO	NO
J9	*Size (Square Footage) of Outlet	5,050	5,050
J10	Name of Outlet Manager	Leah Price	Bobbie Cole
J11	*Public service hours this outlet was open (FY12 total)	2270.50	2207.50
J12	Weekend and evening public service hours (FY12 total)	523.00	537.50
J13	*Number of weeks this outlet was open in FY12	51	51
J1	*Outlet Name	Oconee County Library Bookmobile	Oconee County Library Bookmobile
J2	*Street Address	501 W. South Broad St.	501 W. South Broad St.



J3	*City	Walhalla	<i>Walhalla</i>
J4	*Zip	29691	<i>29691</i>
J5	*County	OCONEE	<i>OCONEE</i>
J6	*Phone Number (including area code)	(864) 638-4133	<i>(864) 638-4133</i>
J7	*Outlet Type	BS	<i>BS</i>
J8	*Metropolitan Status Code	NO	<i>NO</i>
J9	*Size (Square Footage) of Outlet	136.5	<i>136.5</i>
J10	Name of Outlet Manager	Brenda Lee	<i>Brenda Lee</i>
J11	*Public service hours this outlet was open (FY12 total)	389.75	<i>398.00</i>
J12	Weekend and evening public service hours (FY12 total)	.0	<i>.0</i>
J13	*Number of weeks this outlet was open in FY12	45	<i>46</i>

April 29, 2003  
(Revisions submitted 11/26/2012)

APPROVED BY THE LIBRARY BOARD OF TRUSTEES

## POLICY MANUAL

OCONEE COUNTY LIBRARY SYSTEM  
WALTHAM, SOUTH CAROLINA

~~\_\_\_\_\_~~  
Blaine H

## I. OCONEE COUNTY LIBRARY HISTORY

### Part I

#### **A HISTORY**

By Nettie Keys

(1995)

Located in the westernmost section of South Carolina and one of the State's last counties to be settled, Oconee was not one of the last to develop library services. To its credit, Oconee County has been one of the more progressive of South Carolina's counties in respect to the library services made available to its citizens.

In response to a public petition, the State Legislature, on May 3, 1948, authorized establishment of an Oconee County Library as part of the State Department of Education. The statute provided for a three-member Oconee Library Commission, to be appointed by the Governor's Office, with the County Superintendent of Education to be one of the members and Commission Chairman.

The first library was opened on October 18, 1948, in the old courthouse annex in the county seat at Walhalla. At the same time the headquarters library was opened, a bookmobile took to the road to serve rural Oconee County. Community stops were made throughout the entire rural area, and books were made available by the bookmobile to the county schools until the State required the schools to maintain libraries of their own. Branch libraries were established in other towns: Westminster on June 1, 1950; Salem on January 25, 1952; and Seneca on April 6, 1953. Oconee even pioneered small-community branches, but these were not a long-term success.

In 1953, the Main Library in Walhalla moved from the former Grand Jury room to larger space in a building on South Spring Street. Two years later the building was given to the Library by the Chicopee Manufacturing Corporation. Oconee also jointly operated, along with Pickens County, the branch library in Clemson from 1963 to 1967.

Seneca became the first branch to have a building specifically erected for library service in Oconee County. Funds for the building were made possible, including furnishings and land, by three sources. The Federal Services and Construction Act provided a grant for half the cost, the Appalachian Regional Advisory Commission put in 14%, and the remainder came from the City of Seneca. In addition to the Seneca Branch, dedicated on October 20, 1968, three other new library facilities were dedicated within two years of each other - in Westminster on September 7, 1979, in Walhalla on October 21, 1979, and in Salem on May 27, 1981.

In July of 1983 the County took over the upkeep of the Seneca Library including the property the library is on. An addition was added to the library at this time which doubled the size of the building.

Two of the library facilities have been named for individuals in recognition of their contributions. The Walhalla building is officially named the Sarah Mills Norton Library, honoring her service since the 1940s to the Oconee system and to South Carolina libraries in general. The Salem Branch officially is named the Christina Wigington Library, acknowledging her leadership in bringing and up-grading library service to Salem.

The Oconee County Library has emphasized far-reaching and first quality service to the communities it services at both the youth and adult levels. Since 1953 the system has maintained a reading program for children. Modern equipment has been added as the years have passed, including copying machines, audio-visual equipment and microfilm reader-printers.

It was in recognition of its exceptional service to the County's citizens that the Book of the Month Club in 1962 awarded the Oconee County Library System its \$1,000 Dorothy Canfield Fisher Award to be used for the purchase of books. Also, one of the few county libraries in the State to have a publications program, the Oconee County Library published the "*German Colony*

*Protocol.*” This book is a translation of the German manuscript ledger that deals with the settlement of Walhalla covering transactions from 1848 to 1888. The maps in the publication were prepared from original sources. The library also has a collection of maps, both photographic and photocopies, since 1730 relative to the Oconee area.

In June 1963, the State Legislature changed the law which served as the basis for the Oconee County Library System, separating it from the Department of Education. The system’s governing body was changed to a Board of Trustees, with its membership to be appointed by the Oconee County Legislative Delegation.

The Home Rule Act passed in 1975, established County Councils for the first time, transferring to them from the counties legislative delegations the responsibility for county government including taxing and budgetary authority. County Councils were empowered to appoint nine-member Library Boards which were authorized to set policy for their library systems and to hire library staff, subject to budgets approved by the County Council. Library staff for the first time were also put on the same basis as other county employees in terms of personnel policies.

In 1981 the Oconee County Library System ranked number one in circulation per capita of all counties of South Carolina and continued to hold this ranking until 1987.

In November of 1985 a steering committee to organize The Friends of the Oconee Library System was established. A Friends group had operated in the early 1970s to build support for the Main Library building, but interest faded when the new building was completed. The Oconee County Friends is a non-profit organization dedicated to supporting and promoting library services in every area of the county.

In fiscal year 1988-89 the County Council approved funds covering the first phase for automating the library system through computerization. In December 1988 the first steps were taken in the project when the system closed for two weeks for inventory. In February 1991, the Oconee County Library took a major step into the future with the automation of its catalog and circulation functions. Now patrons may use the libraries in new ways. Also many are able to access the catalog and databases from their home computers and terminals. In the future, library users will have access through networking to larger collections than exist in the local libraries.

The future is bright for the Oconee County Library System.

Compiled from:

“So Good and Necessary a Work”: The Public Library in South Carolina, 1698-1980.  
Compiled and edited by Estellene P. Walker. South Carolina State Library, 1981.

Oconee County Library Celebrating our 40<sup>th</sup> Anniversary.  
Oconee County Friends of the Library, 1988.

**Part II**  
**1991 to 2003**  
By John Hewell  
(2003)

During 1991, in addition to fully automating the circulation system, the library enhanced its services by instituting a daily courier service among the branches. This allowed patrons to receive a requested book at their branch within two days. The summer reading program at Seneca increased the number of sessions offered.

In the following years, the library expanded many services to better serve patrons. The Westminster branch began opening a full day on Wednesdays and its staff was increased by the addition of a part-time page. All branches received fax machines and the computerized catalog system became available to patrons with home computers and dial up modems. A grant allowed the creation of a Reference/Adult Services position.

In 1994, the Friends of the Library began a monthly book sale which has grown over the years to become the major fundraiser for the organization. The Walhalla reference desk was staffed eight hours a day during the week, and all branches received answering machines to inform patrons of the hours of operation when the libraries were closed. Later, the Seneca branch began a full day of service on Saturdays. The Summer Reading Program was enhanced by the creation of a part-time assistant position for two months during the summer. The Gates Foundation donated computers to allow all branches to offer Internet connected computers to patrons at no cost.

In 1998, the Library celebrated its 50<sup>th</sup> Anniversary of service. A history book, entitled *Oconee County Library 50 Years 1948-1998*, was published.

At the close of the decade of the 1990's a new Bookmobile was purchased and was placed into service four days a week. The Salem branch staff was increased by a part time Page and a full time Cataloger/Bookmobile assistant position was created.

At the dawn of the new millennium, the Library began a series of projects which helped focus on the future of library services. The Board instituted a Long Range Planning Study which resulted in an eight-point long-range plan. The plan calls for new facilities for the Seneca and Salem branches, upgraded facilities for the Walhalla and Westminster branches, and a new branch for the Oakway/Fair Play area. The Board then authorized a detailed study of facility needs which presented square-footage, staffing and equipment requirements. This study is being incorporated into the County Capital Improvements Plan.

In 2001, an Oconee County Library web site was created. The ten-year old software system, which supported the circulation, cataloging and public access terminals, was replaced with a state of the art web-based software system. Patrons were now able to access their account, request materials, and renew items from home on their own computers.

Compiled from:

*Oconee County Library 50 Years 1948-1998.*

The mission of the Oconee County Public Library system is to connect our diverse communities with information resources that enrich, enlighten and entertain.

A. MISSION STATEMENT

II. PURPOSE

## **B. LONG RANGE PLANS**

(Through 2021)

1. **Buildings**  
Oakway/Fair Play: New facility in this area.  
  
Salem: New or renovation of another facility with adequate space and more parking.  
  
Seneca: Expansion and renovation of the facility as soon as funds allow, with more parking, and space for Friends of the Library book sales.  
  
Walhalla: Renovation of existing building, moving some staff offices to the basement and freeing up more space for materials.  
  
Westminster: Expansion of facility with adequate space and more parking.
2. **Staff**  
Add more full time positions to adequately staff all branches.
3. **Materials**  
Increase materials holdings to include various formats, including e-books and DVDs.
4. **Programs**  
Provide more pertinent programming for children and adults.
5. **Security**  
Provide a security system for all branches to provide protection for materials.
6. **Technology**  
Take steps needed to keep our system up-to-date and current with appropriate technological advances.
7. **Mission**  
Keep our Mission Statement updated to reflect the needs and services necessary for our library system for Oconee County.
8. **Publicity**  
Increase publicity to allow the public more information concerning library activities and services. Create a community relations committee.

### C. GOALS AND OBJECTIVES

#### The Library:

- Features current, high-demand, high-interest materials in a variety of formats (including public Internet access) for persons of all ages;
- Assists students of all ages in meeting educational objectives established in their formal courses of study;
- Provides timely, accurate, and useful information for community residents, businesses, and organizations;
- Is a central focal point for community activities, meetings, and services, including in-library as well as outreach services;
- Is a clearing house for current information on community organizations, issues, and services; and
- Supports individuals of all ages pursuing learning or recreational interests.

In the coming fiscal year, the Library is requesting a new building for the Seneca Library.

#### We would like to have:

- A building that embodies a commitment to public service through the provision of a well-designed structure that does not sacrifice functionality or aesthetics;
- A cost-effective building in terms of operations and layout;
- A building that is responsive to changing service needs, for example, providing space and receptacles for connecting a user's laptop computer;
- A building that is warm, welcoming, and easy to navigate;
- A library that will be an important information, cultural, and educational resource; and
- A building that addresses the dramatic changes in information technologies that have occurred during the past three decades, especially library information technologies and digitization of text.

#### We would like to have available:

- Many computers for users to use;
- A state-of-the-art multi-purpose Meeting Room that is large enough for larger groups to be able to use comfortably, with kitchen facilities;
- A large Program Room for children and youth;
- Group study rooms where students could work together on assignments, or a small group of residents could meet;
- Small tutoring rooms for privacy in tutoring students, or use as a quiet study area;
- Computer labs where 20 or more learners can take classes on hardware and software usage; and
- Storytime areas for children's programs.



### III. SERVICES

#### A. CIRCULATION OF MATERIALS

##### 1. LIBRARY CARDS:

In order to receive a library card, a person must complete an application and supply identification as described below.

**RESIDENT CARD:** To be eligible for a library card, a person must be a resident of Oconee county, own property in the county or be regularly employed in the county. Employment verification is required for those who live outside Oconee county but are regularly employed in the county. Resident cards must be validated every three years.

In order to receive a card, one of the following *must* be presented:

- Valid South Carolina Driver's License showing the current address
- Valid South Carolina Highway Department I.D. card showing the current address

-OR-

-Valid picture ID and one of the following recent forms showing current address:

- utility bill
- voter registration card
- payroll check
- rental or lease agreement
- other official document

**NON-RESIDENT CARD:** Non-residents who do not meet the criteria above may secure one library card per family for a \$50.00 annual fee. The card is valid for one year. Students who live outside Oconee County but go to school in the county will be treated as any other non-resident and must pay the non-resident fee for a library card.

***RECIPROCAL BORROWING WITH PICKENS AND ANDERSON COUNTIES:***

The Oconee County Library System will offer residents of Pickens and Anderson Counties borrowing privileges for all circulating materials at all its service points provided that residents of Oconee County are afforded the same borrowing privileges in all that county's public library service points. In providing this privilege, it is understood that these out-of-county residents will agree to abide by all borrowing rules of the Oconee County Library System, just as Oconee County residents will be required to abide by the rules of the Pickens County Library.

Following are the guidelines for Reciprocal Borrowing:

- No materials borrowed from one county's libraries may be returned to another county's libraries. (There is no courier service between counties.) If an item is returned to one of the Oconee County libraries, late fees will accrue to the maximum penalty until the items are picked up by the patron and returned to a branch library in Pickens County.

- Residents of Pickens and Anderson Counties are entitled to free and unrestricted borrower cards provided that residents of Oconee County are given the same borrowing privileges in Pickens and Anderson County Library service points.
- Owning property in Pickens or Anderson County is not sufficient. The person must be a *resident* of the county.
- No item(s) may be checked out until confirmation has been received from the Pickens or Anderson County Library System indicating that the person is in good standing in Pickens or Anderson County, or whether they have a library card there.
- The following DIFFERENCES in procedures are necessary:
  - Staff must contact Pickens or Anderson County Library by phone (or email if necessary) to verify that the patron is in good standing.
- If the patron is in good standing in Pickens or Anderson, then the normal procedures for issuing library cards to patrons will be followed.
- If the patron is NOT in good standing, the patron will be informed of this and told that they must clear their account/record in Pickens or Anderson before they will be issued a free card from Oconee County Libraries, or they may pay the current out-of-county fee.
- The Oconee County Library is in no way responsible for any lost or damaged books that were checked out of the Pickens or Anderson County Libraries, and the same is true of Pickens or Anderson County.
- Note below the difference in responses to patrons who 1) are not in good standing, or 2) do not have a library card from the Pickens or Anderson Library.

#### *ISSUING RECIPROCAL LIBRARY CARDS:*

- We will follow our current registration procedures, including asking patron to fill out our library card application and getting proper identification with name and address. Parents must sign for children, just as we do for Oconee patrons.
- When verification of good standing is received, an Oconee card will be issued. In the patron's record, staff should make a note in the reciprocal borrower field.
- If the patron's record is NOT in good standing at Pickens or Anderson, they may *pay the normal out-of-county charges* to receive an Oconee County Library card.
- If the patron does not have a Pickens or Anderson County card, they may show correct identification that they are a resident of Pickens or Anderson County, and they may apply for an Oconee County card with *no out-of-county fees charged*.

***JUVENILE CARDS:*** If the applicant is less than 18 years of age, his or her parent or responsible party must meet the residency requirements and must accept responsibility for materials borrowed by the juvenile. ~~If they themselves do not have a library card, they must apply for one at the same time. No card will be issued if the parent or responsible party has a blocked account (excessive fines, long overdue or lost items on their own card(s)).~~ The parent or responsible party may choose to allow the juvenile to receive a restricted access card or an un-restricted access card. Restricted cards do not allow checkout of video material or use of public computers in the adult area of the library. Un-restricted cards allow all privileges, including the ability to check out video material and use of computers in the adult areas of the library. *Parents or legal guardians assume the responsibility of the selection of items to be checked out on a juvenile card. OCPL will not monitor nor accept responsibility for the selection of items being checked out on a juvenile card.*

**INSTITUTIONAL CARDS:** If an Oconee County business owner or supervisor of an institution which is not a public or private school wishes to have an institutional card, he/she must present a current business license and complete an application form. The institution will be responsible for all items checked out on the card.

**GENERAL:**

If the applicant can show verification of address at the time he/she applies, he/she will be given a card at that time.

A patron must present his/her own valid library card for any transaction unless a responsible party is designated on an application form.

Patrons are responsible for all materials checked out on their cards.

The library discourages a patron from allowing others to check out materials on his/her library card. However, if a patron presents another patron's library card to check out materials, staff members will assume that permission has been granted for the use of that card unless the card has been reported lost or stolen.

If a patron's card is lost or stolen, the patron should notify the library immediately in order to prevent unauthorized use of the card. Patron identification and \$2.00 is required for a new card. It is the responsibility of the patron to notify the library of an address or name change.

**Library cards must be presented each time a patron wishes to check out any material.**

**2. LOAN PERIODS:**

3 - Day Loans – Videocassettes and DVDs (see Outreach Policy for exception)

14 - Day Loans – New Fiction titles and Magazines (except for the most current issue which cannot be checked out)

28 - Day Loans - Most other books, audiocassettes, and CDs.

Reference materials do not circulate. This includes materials made reference temporarily due to heavy demand, as well as materials in the South Carolina Room. Some audiovisual equipment is allowed to be checked out overnight.

**3. VIDEOCASSETTES AND DVDs:**

Borrowers of videocassettes and DVDs must be at least 18 years of age, or have signed parental permission from ages 12 through 17. These materials circulate for a maximum of three days. Patrons may check out **three (3)** titles per adult card. A fine of \$1.00 per day up to a maximum of \$6.00 will be charged for each cassette or DVD that is overdue. They may be renewed following the same policy as other materials.

The library reserves the right to discontinue lending videos and/or DVDs to any patron who carelessly handles or fails to return them promptly.

**4. AUDIOCASSETTES/CDs:**

A limit of **five (5)** audiocassette and/or CD titles may be checked out at one time per card.

**5. MAGAZINES, PERIODICALS**

A patron may check out up to a maximum of **ten (10)** magazines or periodicals at one time per card, and they must not be the most current issue the library owns.

## 6. RETURNS:

Items checked out from any branch or bookmobile stop may be returned at any other branch or bookmobile stop. Book drops are available for convenience in returning library materials during hours when the library is not open. Use of the book drop *does not* cancel overdue fines. \*Reciprocal materials borrowed from one county's libraries *may not* be returned to another county's libraries. (There is no courier service between counties.) If such an item is returned to one of the Oconee County Public Libraries, late fees may accrue to the maximum penalty until the items are picked up by the patron and returned to a branch library in Anderson or Pickens counties.

## 7. RENEWALS:

Circulating items may be renewed in person, by phone <sup>in person</sup> or online. When renewing by phone, patrons must have their library card ID number ready to give. Patrons may also place requests from their home computer by using their library barcode number and a pin number which they may choose. A staff member must enter the pin number as part of the patron's record. Items with requests on them cannot be renewed.

## 8. DELINQUENCY:

A patron is Delinquent and unable to check out any material when the total of his/her fines or fees is over \$5.00, or with items having a status of "long overdue" on his/her record. A patron is declared Delinquent and their account is "blocked" until all such materials are either returned or otherwise paid for.

## 9. OVERDUE MATERIALS:

### 1. FINES

Overdue fines for most materials are \$.10 per day per item with a maximum of \$2.00 per item. Videos and DVDs are \$1.00 per day with a \$6.00 maximum per item. Audio-visual equipment is \$10.00 per day. Overdue fines for materials checked out through Inter-Library Loan are \$0.50 per day per item.

After 30 days, the replacement cost of the material is levied to the patron, however if it is returned, only the accumulated fines are charged.

Refunds cannot be given. Once a patron pays for an item, it is theirs. If they subsequently find an item for which they have previously paid lost fees, they may keep the item or donate it to the library.

### 2. NOTICES

Email is the only method of delivering courtesy notices. Overdue and lost fines are still due, even if a notice was not received by the patron.

### 3. LOST MATERIALS

Any material lost or damaged beyond repair, will be charged to the patron, according to the retail price listed in the copy record of the Library's materials database (OPAC). For those materials not listed in the database, the patron will be charged per the current market prices as determined by the Technical Services department. A schedule of these charges will be available in all of the branches.

**Oconee County Public Library may accept a new/other item in lieu of a lost or damaged book, as long as it is exactly the same item (format, publication date, etc.).**

#### 4. MISCELLANEOUS CHARGES

Photocopies, microfilm copies, and any other black and white copies run by or for the patron using Library equipment are charged \$.10 per page. Color copies are \$0.50 per page. Any fees other than postage, charged to our library for Inter-Library loans will be charged to the patron, including costs of borrowing census records, and any other costs charged by the lending locations. A fee of \$5.00 will be charged to persons requesting staff to make copies of obituaries, birth announcements, etc., and mail them back to the person doing genealogical research. Earbuds, Flash or USB drives, promotional DVDs are available for the current

#### 10. CLAIMS RETURNED:

When a patron receives a notice for an item that he/she says has been returned, the patron will be asked to search for the item, and the library will also check its records and search the stacks in each location for the missing item. If the item is not located within 60 days, the patron is charged the current retail price of that item or according to the schedule in Section 9.3 of this policy. After receipt of payment, the patron's record is cleared. **Once a lost item has been paid for by the patron, no refunds will be given for found materials.**

The patron will not be held responsible for *uncataloged* paperbacks.

#### 11. REQUESTS/HOLDS:

If the material the patron wishes is not on the shelf, the patron may place a reserve on that item. When the item becomes available, the patron will be notified by phone or email. If the material needed is available in another branch location, the item will be transferred from that location to the most convenient location for the patron. We cannot guarantee when an item may arrive at the receiving branch, or whether the item will be available, even if it shows as "available" in the catalog. After notification, the item will be held for *3 days*. If the item on reserve has not been picked up within the 3 day period, it will be returned into circulation.

There is no limit to the number of reserves/holds an individual may file, however the Branch Manager may limit the number that may be requested at any one time. Reserves are accepted in person or by phone. Patrons may also place requests from their home computer by using their library barcode number and a pin number.

Revised: 10/20/2009 (amended 11/26/2012 bh, pending Board approval)

Revised 11/26/2012

## **B. MATERIALS SELECTION POLICY**

### **1. AUTHORITY AND RESPONSIBILITY:**

The authority and responsibility for the selection of library materials are delegated by the Board of Trustees to the Library Director, and under his/her direction, to other staff who are qualified for this activity. Suggestions from library patrons and staff are welcome and are given consideration within the framework of policies determined by the Board of Trustees.

### **2. CRITERIA FOR SELECTION:**

The Oconee County Library strives to maintain a balanced, current, and representative collection selected for the general cultural, informational, and recreational needs of the people of Oconee County. The collection is purchased and organized to provide access to ideas and information representing diverse views and modes of expression. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. Material will be judged as a whole rather than on isolated passages, illustrations or other individual elements. Materials may include a variety of formats, including both print and non-print.

Some of the following criteria must be met in selecting material for inclusion in the library's collection:

1. Interest of community
2. Contemporary significance or permanent value
3. Relation of work to existing collection
4. Popular demand
5. Need for balance
6. Favorable review in professionally recognized periodicals
7. Favorable review by staff
8. Appearance in bibliography or index
9. Authority of author, editor, or publisher
10. Special features (plates, index, bibliography, illustrations, etc.)
11. Cost of the item based on whether the item is a good value, is unusually expensive, is too costly for the quality/demand of the item.
12. Shelving space available.

The Library does not advocate particular beliefs or views, nor is the selection of any material equivalent to endorsement of the viewpoint of the author expressed therein.

### **3. GIFTS/DONATIONS:**

Donated materials must meet the same general standards of merit and relevance that apply to all materials selection. It is understood that all gifts are given freely without conditions attached, and all donated materials will be kept or disposed of as seen fit by Library Staff, including giving the items to the Friends of the Library for sale in their book sales.

When the Library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor as much as possible. Selection of specific titles, however, will be made by the library staff in accordance with the needs and selection policies of the Library.

Special collections and memorial collections will normally not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection. A gift plate may be placed in/on the item as a memorial identification.

4. **WEEDING:**

An up-to-date, attractive, and useful collection will be maintained by retaining or replacing essential materials, and removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance, or no longer in demand.

5. **RECONSIDERATION OF MATERIALS:**

The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself/herself and for his/her children, he/she cannot limit access to the materials by others.

Children are not limited to using juvenile materials, although juvenile collections are grouped to facilitate access.

The responsibility of the Library is to serve all the community, not to promote or censor any particular political, moral, philosophical, or religious conviction or opinion. The criteria for Materials Selection (#2 above) will be followed in considering materials for reconsideration.

Citizen requests for reconsideration shall be made in writing on forms provided by the library. The Library Director will give a written response. Appeals are directed to the Board for final decision.

6. **TEXTBOOKS:**

Textbooks may be purchased for the collection when they supply information in areas in which they may be the best, or the most suitable source of information on the subject. Providing textbooks and curriculum material is generally held to be the responsibility of the schools.

## C. REFERENCE SERVICES POLICY

### 1. GENERAL:

Reference services are provided at all branches. The main reference collection is housed at the central headquarters branch in Walhalla. Other branches have some basic reference sources but these are limited.

### 2. GENEALOGY:

Patrons of the Oconee County Library System conducting genealogical research will be given limited assistance.

*Because OCPL lacks sufficient staff to do research, any letters, phone calls, and e-mails from persons requesting extensive research will be denied. Names and addresses of local persons who do research for a fee will be provided if such a person is known. If the information sought is easily accessible, such as a photocopy of an obituary, there will be a \$5.00 processing charge to cover paper and postage.*

The OCPL does not allow any items in the genealogical collection to be loaned through ILL.

### 3. COPYRIGHT POLICY:

The library provides copying machines for public use. Staff will explain how to operate the copier, but making copies is the responsibility of the user.

The Library follows U.S. Code Title 17, Section 201.14, as set forth below:

#### WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." 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.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

### 4. REFERENCE SEARCHES:

Extensive searches by the reference librarians for information shall not be conducted for any persons, whether by phone or in person. Reference Librarians will be happy to assist by showing such patrons where information they are requesting may be found, but will not do the research for them.

The OCPL cannot provide legal, medical, or appraisal services. Patrons will be shown resources in these collections and receive instruction in their use, but must understand that there is no substitute for a consultation with a qualified professional in that particular field.

A fee of \$5.00 will be charged for requests which require staff to search for material, make copies, and mail the material to the person making the request.



## **D. OUTREACH POLICY**

### **1. PURPOSE:**

The purpose of OCPL Outreach Services is to provide minimum library services to Oconee County residents for whom traditional library service isn't appropriate. The Outreach Program will serve residents whose physical disabilities, distance from the library, socioeconomic status, institutionalization, limited literacy in English, and/or educational deprivation may preclude their benefitting from public library services to the same extent as other members of the community benefit from these services.

### **2. OUTREACH SERVICES WILL PROVIDE:**

1. Bookmobile Services through a series of regularly scheduled stops throughout the County. Stops will be no closer than 1.5 miles to the main or any branch library.
2. Assistance to persons who meet the requirements of the South Carolina State Library's Talking Book Program to enroll and receive large print and audiobooks, recorded magazines, Braille materials and assistive equipment ~~from the South Carolina State Library.~~
3. Home delivery of materials on a regular basis to residents who can receive library services in no other way.

NOTE: Borrowing privileges and responsibilities, and additional services, provided to patrons by Outreach Services will be the same as for patrons at other branches except as defined in this section.

### **3. TYPES OF BOOKMOBILE STOPS:**

1. Community stops: Stops in a public location, such as a fire station or business parking lot where the public can see the Bookmobile from the road and can access the Bookmobile easily.
2. Institutional stops: Stops not generally open to the public, such as a day care, senior citizens, or assisted living facility. Persons checking out material at an institutional stop must use their own library card or the institution must obtain a library card and be responsible for all items checked out on its card.
3. Apartment stops: Stops in an apartment complex.

Bookmobile stops will be publicized and any changes in schedules (~~barring unforeseen mechanical or personnel issues~~) will be publicized one month in advance of a change.

Bookmobile stops will be monitored for activity (use). If activity remains at or slips to a low level, a replacement stop will be substituted. All stops must be approved by the Library Director.

### **4. COLLECTION:**

Outreach Services will own and maintain a collection of items. Outreach Services may rotate its collection with other branches on a regular basis to keep a fresh selection for Bookmobile and Home Delivery patrons.

Items checked out by Outreach Services will follow the same checkout policies as other branches with the exception that Bookmobile video material may be checked out for two (2) weeks with no renewals and Home delivery items will be checked out for four (4) weeks.

5. **STAFFING:**

1. The Bookmobile will be staffed by two persons when making stops. One of the persons may be a volunteer.

2. Home Delivery will be staffed by two persons, both of whom may be volunteers. Exceptions may include partner agencies as opportunities for expanding or altering the program of service develop.

## E. MEETING ROOM

The Oconee County Library System makes its meeting rooms available to local community groups or organizations devoted to educational, cultural or community welfare activities under non-profit and non-sectarian sponsorship whose purpose is not illegal, subject to the following regulations.

1. Meetings, programs and exhibits must be open to the public except for organized clubs, which may restrict their meetings to members only.
2. Behavior of all participants using a meeting room must be in accordance with OCPL Code of Conduct. The Library reserves the right to monitor the meeting and revoke the privileges of any group that violates the Code of Conduct.
3. There will be no fee for the use of the room.
4. Any group using the facility will be responsible for maintaining order and for seeing that the rooms are neat and clean at the conclusion of the meeting.
5. If the Library determines that special clean-up is required, a fee may be charged.
6. Groups are liable for any damage to the building, furniture or equipment.
7. Reservations and cancellations shall be made in advance. Any group may be asked to re-schedule a meeting if the Library Director determines that such re-scheduling is necessary in the Library's interest.
8. No admission may be charged and no donations or collections other than organizational dues may be taken. Tuition and fees may be charged for educational courses that are approved by the Library.
9. *Meeting Rooms will be available for public use only during regular operating hours of the respective branches.*
10. Children and youth groups must be adequately supervised by adults and must conform to the OCPL Library System Code of Conduct.
11. The Library will not be responsible for the security of an exhibit or other items. The Library will not provide porter service to load and unload materials or equipment.
12. Light refreshments, but no alcoholic beverages, may be served. No kitchen facilities are available for use. All trash and garbage shall be removed from Library property.
13. No smoking or other tobacco use is allowed in any part of the Library.
14. Facilities and equipment may vary with each location. Any request for available equipment must be made at the time the room is booked.
15. Use of the meeting rooms for book signings by authors with sale of that author's books will be permitted at the discretion of the Library Board and/or the Library Director. Any that are sponsored by the Friends of the Library will be allowed.

Use of the meeting room is assigned on a first come/first served basis. The Director will resolve problems developing from this, with priority as follows:

1. Users and groups directly related to the Library and the operation of the Library;
2. Departments or agencies of the municipal or county governments;
3. Community organizations formed for educational, cultural, and civic purposes as may be approved by the Director;

Granting permission to use Library facilities does not constitute an endorsement of the group or organization by the Oconee County Library System, its Board of Trustees, or the County Council of Oconee County, South Carolina.

## **F. DISPLAYS, EXHIBITS, AND DISTRIBUTION OF LITERATURE POLICY**

The Oconee County Library System, an educational and cultural institution, and as part of its public service and information mission, welcomes exhibits, displays, brochures, notices, etc., for items of civic, cultural, recreational, and educational nature subject to the following policies. Materials may be provided by the Library or other non-profit organizations, community groups, individuals, educational institutions, or governmental agencies.

**Displays and exhibits** are subject to the following conditions:

1. No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited without permission from the Library Director, Branch Manager, or designated staff person.
2. No outside organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of a candidate for public office, or which advocates an affirmative or negative vote for or against any proposition, whether political or otherwise. Political or religious editorializing or recruiting is forbidden.
3. No organization or individual shall be permitted to place in the library any box, receptacle, or canister which solicits donations. Any displays, etc., will have listed only the name of the person or group providing the display. If items are for sale, the public must deal directly with the person or group providing the display, not the Library.
4. Displays or distribution of materials will be permitted only in designated areas of the library.
5. Exhibit or display space will not be approved for those exhibits which are, or may be reasonably construed to be, patently offensive to others.
6. The library makes reasonable efforts to protect materials on display or exhibit in the library, but assumes no responsibility for loss or damage to such material. The library carries insurance which partially protects some materials, but final determination of the validity of a claim rests with the insurance company.
7. Individuals exhibiting materials must sign a statement provided by the Library releasing the Library of any responsibility beyond its normal coverage. The Library will require a complete inventory of each item of an exhibit, including title, dimensions, description and estimated cost by the owner.

### **Bulletin boards:**

Bulletin boards are to be used only for general announcements of the library, other community agencies, and generally not-for-profit groups. They should not be used to display notices regarding church events or sales, lost animals, for-profit services, yard sales, benefits, etc. They will have announcements such as job openings in the county, library information, and information by other agencies.

## **G. CONFIDENTIALITY OF LIBRARY RECORDS**

The Oconee County Public Library System recognizes that its circulation records and other records identifying the names of library users are confidential in nature and accepts the responsibility of safeguarding information about any individual's use of the library from improper disclosure. The following guidelines are prescribed for carrying out this responsibility.

1. All librarians and library employees are advised that circulation records and other records identifying the names of library users with specific materials shall be held to be confidential in nature. Such records shall not be made available to any agency of State, Federal, or local government except pursuant to such authority of, and pursuant to, Federal, State, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

2. The details of an individual's borrowing history will not be released to unauthorized persons. This rule will not prevent the library from maintaining records of delinquent borrowers. Such records will, however, be maintained in confidence.

3. Upon receipt of a process, order, or subpoena (as mentioned in Item 1), the library's officers will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

4. South Carolina Act 108 of 1985 provides that records related to registration and circulation of library materials which contain names of other personally identifying details regarding the users of public, private, school, college, university, and state institutional libraries and library systems, supported in whole or in part by public funds or expending public funds are confidential information.

5. The OCPL supports the President of the United States and congressional leaders in our nation's efforts to preserve and protect the many hard-fought freedoms we enjoy as Americans. While the library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information, OCPL will comply with law enforcement when supplied with legal subpoena or warrant.

6. If anyone in the library community has a computer upon which they reasonably believe an electronic trespass has occurred and desire an investigation of it, they should contact the Library Director. That person will, in turn, consult with the appropriate administrative and legal offices and, if necessary, make the appropriate contacts to federal law enforcement.

## H. INTERLIBRARY LOAN POLICY

An InterLibrary Loan is a transaction in which materials or photocopies of materials are made available by one library to another upon request. This service is a means of greatly expanding the range of library materials available to Library patrons without allocating large sums of limited book funds for seldom requested items.

### A. POLICY

The Oconee County Library System will borrow books and other library materials through InterLibrary Loan (ILL) for registered borrowers subject to the following:

1. Any fees over normal postage costs will be passed on to the borrower, including census records rental and any extra charges of lending institutions.
2. All lost, damaged, or overdue material costs will be the responsibility of the borrower.
3. Overdue ILL materials will be charged 50 cents per item per day, plus any late charges levied by the lending institution.
4. The number of requests will be limited to 3 titles per patron at a time, and these must be returned before more will be ordered. The patron may not have more than 3 ILL items checked out at one time.
5. Patrons must be in good standing with the library system and owe NO fines.
6. No books published or copyrighted in the past 12 months will be ordered.
7. No current best sellers will be ordered.
8. OCPL collections (including DISCUS, the Internet, digital resources, etc.) must be thoroughly searched before items are ordered through ILL.
9. The first search will be the State Library. After that, no more than 5 other sources will be searched, and those should be from those institutions in nearest proximity to OCPL.
10. In general, OCPL will lend only non-reference books on which there is not a request or reserve.
11. Videos that have been purchased with DHEC funds may be loaned for 28 days.
12. ILL services will be available only to adult library card holders.

## IV. PERSONNEL POLICY

As a County department, Library policy will follow all policies and procedures as outlined in the *Oconee County Personnel Policy and Procedure Manual*. The Oconee County Public Library Board of Trustees has adopted the following additional information to supplement the County Ordinance as needed for clarification of County Policy as it applies to library workers, and when no County Policy exists for library-specific situations.

### A. RECRUITMENT:

The County Human Resources Department will recruit employees as outlined in Ordinance 2005-04, however, the Library Director may also list professional positions with library-oriented sources, such as professional periodicals and library school job lines, for which no fees are charged. Any applications received in this manner must meet all other county personnel requirements and procedures.

### B. APPOINTMENT:

The Library Director will make decisions as to the appointment of any positions among all staff positions in the library system following established guidelines of the county Human Resources department. When the position is for a particular branch or area, the Director may elect to have that Branch Manager or Librarian become involved in the process.

### C. STAFFING :

The Oconee County Library System will strive to meet the standards set forth for staffing by the State Library. Branch Managers, particularly of the larger branches, should have a Bachelor's Degree, and if possible, a Master's Degree.

### D. HOURS OF WORK AND HOLIDAYS:

1. Hours: Full time staff will work 37.5 hours per week, including possible evenings and weekends. When staff is scheduled to work on a Saturday or Sunday, their work schedule will be reduced or adjusted at another time during that same week as approved by the Branch Manager or the Library Director. Part time staffers work various numbers of hours as determined by the Director. Part time staffers should be available for any hours that the library is open. ~~No one shall be scheduled for more than 7.5 hours a day.~~

2. Holidays: Regular holidays are established by the County. ~~(See Oconee County Personnel Policy and Procedure Manual, Policy 4.7, Mar 2005)~~ These are as follows:

New Year's Day, Martin Luther King, Jr. Day, President's Day, Confederate Memorial Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day, and the day after Christmas.

The library is also closed on the following days, but these are not *paid* holidays:

- Easter Sunday and the preceding Saturday
- Saturdays and Sundays preceding Memorial and Labor Day
- Saturdays and Sundays of Thanksgiving Weekend
- Christmas weekends which fall within or immediately preceding or following days designated by the County as holidays
- New Year's weekends which fall within or immediately preceding or following days designated by the County as holidays

\*Any deviations from the above must be approved in advance by the Library Board

All branches will close at 6:00 PM on the evening prior to a major holiday, i.e. New Year's Eve, Christmas Eve and other days as determined by the Library Board, or Library Director. Full time employees will adjust their schedules as necessary to fulfill their 37.5 hours for that week.

**E. LEAVES:**

All leave time must be requested at least 48 hours in advance, except in an emergency, and signed by all designated persons before the leave is approved.

1. Vacation: In working out vacation leaves, the requirements of scheduling at the branch will be considered first. The desires of the staff will be taken into account as far as possible. Normally this will be done on a first come, first served basis. In the event of a conflict in requests, the Branch Manager or Director will make a determination.
2. Sick Leave: *Geonee County Personnel Policy and Procedure Manual, Policy 4-3, Mar 2005.* Staff should be sure to have their time sheets adjusted accordingly as soon as they return.
3. Leave Without Pay: *Geonee County Personnel Policy and Procedure Manual, Policy 4-3, Mar 2005.* Written requests must be made by the employee to the Director, and be approved by the County Supervisor before becoming effective. Requests will be reviewed in accordance with State and Federal law, and will consider on an individual basis the purpose and length of the leave, the frequency and purposes of other absences, and the needs of the library.

**F. PROFESSIONAL STAFF:**

Professional staff is defined as members of the staff with advanced degrees in library science, e.g. MLS or MLIS.

They will meet regularly with the Director for reporting, planning, etc.

A monthly schedule of activities for the professional staff member will be turned in to the Director at the beginning of each month if requested.

The Library will pay for dues in professional organizations for professional staff at the discretion of the Director.

**G. EVALUATIONS:**

Full-time staff members are formally evaluated annually by the Library Director or their immediate supervisor, however this may be done more often if warranted. The Branch Manager may evaluate part-time staff members annually, and this may be done more often if warranted.

**H. PERSONNEL RECORDS:**

The County Human Resources Department maintains the official personnel records. Staff members wishing to view them must follow procedures as set up by the County.

**I. IN-SERVICE TRAINING, WORKSHOPS, CONFERENCES:**

An employee may be granted time away with pay to attend workshops, meetings, conferences, etc., as a duty assignment. The determination of need for any employee to attend such as conference shall be the responsibility of the Director. A formal request using the appropriate form must be completed by the employee at least two weeks in advance and signed



by the Director and the County Supervisor before attendance at such workshops, etc., is approved. Within 5 days of attendance at such workshops, a written report must be turned in to the Director.

**J. ABSENTEEISM AND TARDINESS:**

Every employee of OCLS is essential to the overall accomplishment of the library's objectives. When staff members do not meet their attendance obligations an unnecessary burden is placed on other employees, and library service is compromised. Each employee has a responsibility to be present for each scheduled workday at the correct time. Excessive and unexcused absenteeism and/or tardiness may be cause for corrective action.

Non-medical emergency situations may be made up at the discretion of the Director. These emergency situations may not be used in lieu of sick leave.

**K. ATTITUDE AND DRESS:**

Staff members are the library's ambassadors of good will. Patrons should always be treated in a courteous, helpful and obliging manner. Staff is expected to use good judgment in dealing with patrons. They are also expected to cooperate with other staff members with a positive and optimistic attitude.

Clothing is understandably a means of expressing one's personality and style. However, appearance is also a reflection of professional attitude. In order to maintain a workplace environment conducive to professional relations with the public, staff members should always appear clean, well groomed, and suitably dressed for work. Appropriate attire for a public institution precludes extremes of fashion as well as careless or unkempt dress. T-shirts with slogans, messages, or advertisements are considered inappropriate. The exception for T-shirts would be when they are provided for special library events, such as for the Summer Reading Program, "Geek the Library" campaign, etc. Shorts should not be worn, nor should tank tops (unless covered by another shirt) or other revealing clothing. ~~Flip-flops are not to be worn. Casual Fridays and Saturdays may be permitted by the Director, and jeans may be worn on those days.~~

Inappropriate clothing will be determined by the Director and/or the Branch Manager, or acting supervisor in their absence. If an employee reports for work in clothing determined to be inappropriate, the employee must use a meal break or vacation leave in order to return home to change clothes. In the case of an hourly employee, the absence required will be without pay.

## V. COMMUNITY RELATIONS

### A. SCHOOL RELATIONSHIPS:

The Oconee County Library System strives to cooperate as much as possible with the schools. The Youth Services Librarian meets with the public school media specialists during the school year as a way of receiving and disseminating information pertinent to libraries.

Pre-schools and day care groups are welcome to visit the library for story times. Group visits must be by appointment with the Youth Services Librarian or branch representative.

Public and private school groups may also schedule tours and/or programs by appointment and as staff time allows. Each location will keep an appointment calendar to record group visits.

The library will put materials on reserve for "Two Week In-library Use Only" if requested by teachers giving one week notice. The books on reserve will be coded "Reference" and will be kept on reserve for a maximum of two weeks.

### B. VOLUNTEERS:

The Oconee County Library System welcomes volunteers. Volunteers will work under the supervision and at the pleasure of the Branch Manager, Bookmobile Manager, and/or the Director.

The Friends of the Library elect a Volunteer Coordinator who assists in recruitment and placing of volunteers. However, each library branch may recruit its own volunteers. SUPERSEDED in part, but not rescinded 3/22/2010. However, volunteer program is under examination for other possible improvements, so this will be revisited later.

### C. CHILD SAFETY:

Children under twelve (12) years of age must be accompanied at all times by an older responsible person. The child's parent will be contacted if the child is left unattended. The library reserves the right to turn over to the proper authorities minors (under age 18) left unattended for extended periods of time or left after library hours.

## VI. CODE OF CONDUCT

The library, as a public service organization, exists to serve all members of the community. The purpose of the public library is to meet the informational needs of the community, to promote the enjoyment of learning, to strengthen life-long learning, and promote literacy.

The Oconee County Library System has a responsibility to maintain a safe, pleasant, and orderly environment for those using its resources. No person shall engage in inappropriate conduct on the premises of the Oconee County Public Library or when participating in library programs.

The Board of Trustees of the Oconee County Library System has adopted the following policy in order to provide an atmosphere conducive to serving the needs of the public:

1. All patrons are expected to behave in a manner consistent with the rights of others to have a safe and studious atmosphere in the Library.
2. Shoes and shirts are required apparel inside the library.
3. The following shall be deemed unacceptable behavior. This list provides examples only and is not exhaustive or inclusive:
  - sleeping
  - excessive and disruptive conversations
  - eating or drinking in a public area of the library
  - monopolizing unreasonable numbers of library materials at any given time
  - unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity
  - violating Internet and computer policies--see OCPL Wireless and Access to Computer/Internet Resources Policies
  - bathing, shaving, or laundering clothes in public restrooms
  - congregating or parking in unauthorized groups
  - excessive staring at patrons or staff
  - making unwanted sexual advances towards others or inappropriate touching
  - preventing staff from normal, reasonable clean-up or reshelving activities, especially 10 minutes before closing
  - smoking
  - disrupting employees so as to interfere with their work
  - photographing other users of the library without their permission
  - bringing any animal into the library, except working animals which assist the disabled
  - inappropriate use of cell phones or other communication devices
  - other activities which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities
4. Any persons violating the following rules will be **immediately removed from the building**. Such behavior shall also be reported to the police and subsequently prosecuted under appropriate statutes:
 

Stealing, defacing or damaging library property; abusive, indecent, profane or drunken conversation and/or being in a state of intoxication or under the influence of drugs; committing any crime, misdemeanor, or violation of a municipal or county ordinance not covered under the above list, on the premises of the library; knowingly entering non-public areas of library or other breach of library security.

UNATTENDED MINORS: Children under twelve (12) years of age must be accompanied at all times by an older responsible person. The child's parent will be contacted if the child is left unattended. The library reserves the right to turn over to the proper authorities minors (under age 18) left unattended for extended periods of time or left after library hours.

INAPPROPRIATE USE OF CHILDREN'S SERVICES: If an adult in Children's Services is not involved in appropriate use of children's library materials and is observed by staff to be spending an unnecessary and unusual amount of time in Children's Services, such person shall be asked to use other areas of the library. If the person does not comply or repeats, consequences will follow those under # 4 above.

Librarians and staff are in charge of the facilities and have the authority to enforce these standards of behavior. Further, this Code of Conduct cannot be all-inclusive; therefore, the librarians and staff may find it necessary on occasion to impose additional sensible requirements.

Rev. 9/26/11

## VII. TECHNOLOGY POLICY

The Oconee County Library is committed to its patrons' right to access information. Because of this commitment the Library wishes to make available to our public information resources of all formats. The Library recognizes the impact of technology, specifically electronic communication and information, upon the lives of the residents of Oconee County. The Library strives to provide access to, provide instruction in the use of, identify, retrieve, and organize technology in its various formats.

To that end and within the confines of its budget, the Library strives to make available electronic information resources that will meet our public's need. It is not possible to meet all requests or to grant access to everyone.

Public-use computers are available in each of the County Library's fixed service points. Use is limited to library-supplied software. Internet access to our catalog and other selected resources is available as well.

Information regarding home access to any licensed databases made available to the public will be given to any library cardholder, preferably in person. Delivery of the access and password information by telephone is acceptable, so long as the person's status as a library cardholder can be confirmed. We will not give this information to patrons without a library card, nor will we deliver this information via Internet e-mail or other public lists. Only basic search assistance and connection troubleshooting will be given by library staff over the telephone, and must be during normal hours of library operation.

### A. TECHNOLOGY STRATEGIC PLAN

The technology strategy for the Oconee County Library System is to meet the following objectives.

- Use technology to provide the most appropriate information delivery system.
- Use technology to control cost and improve the efficiency of library operations.
- Maintain flexibility to adapt new and changing technology to meet the public's needs.
- Evaluate emerging technology for effective responsiveness to the public's needs.
- Use technology to connect to relevant sources outside the library.
- Train staff and educate the public on how to use technology to retrieve the information needed.
- Provide equitable access to electronic information databases.

### B. USE OF INTERNET IN OCPL LIBRARIES

#### 1. SERVICE OBJECTIVES

The Mission Statement of OCPL is "The Oconee County Public Library connects our diverse communities with information resources that enrich, enlighten, and entertain."

In order to fulfill that mission, OCPL provides access to an extensive range of informational, educational, and recreational resources through its public computers and wireless Internet connection.

## **2. RIGHTS AND RESPONSIBILITIES OF USERS OF OCPL PUBLIC COMPUTERS AND THE INTERNET**

The following Computer Acceptable Use Agreement must be accepted electronically by anyone using OCPL public computers.

### **Oconee County Public Library (OCPL) Computer Acceptable use Agreement**

I understand and accept that:

1. in order to use OCPL computers I must present my own valid OCPL library card, owe no more than \$5.00 in fines, and have no long overdue books/items.
2. I will abide by the policies and rules stated below.
3. if I do not abide by the policies and rules, I may be barred from using OCPL computers and may be subject to legal action.
4. OCPL staff can help me with a specific computer/Internet problem but OCPL staff cannot spend excessive time providing me with help.
5. as a parent or legal guardian of a minor child, my child may use the OCPL computers and that I am responsible to see that my child abides by the policies and rules stated below.
  - I understand that some material on the Internet may be objectionable, but I accept the responsibility and agree to allow my child, aged 12 through 17 to use OCPL computers. I agree to allow my child under age 12 to use OCPL computers only if I or another adult accompanies them. I understand that if my child does not abide by the policies and rules he/she may be barred from using the OCPL computers.
6. information on the Internet may be current and accurate, or it may be out-of-date, unreliable, or unavailable at times. I understand that materials on the Internet may contain items that are illegal, inaccurate, defamatory, and potentially offensive and/or disturbing to some people. I understand that OCPL cannot be held liable for the content of any Internet site.
7. OCPL cannot be held liable for equipment failures.

### **Internet Safety Policy:**

While the OCPL reaffirms the right of youths and adults to access information, in order to comply with CIPA (the Children's Internet Protection Act) [Pub. L. No. 106-554 and 47 USC 254(h)], the Oconee County Public Library employs technological

protective measures (commonly known as “Internet filters”) to filter incoming Internet access on both public wired terminals AND our wireless (WI-FI) network.

- To the extent practical, “filters” will be used to block access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- To the extent practical, steps shall be taken to promote the safety and security of users of the OCPL online computer network when using electronic mail, chat rooms, instant messages, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes (a) unauthorized access, including so-called “hacking,” and other unlawful activities, and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### **Policies:**

- Users will have a daily maximum of three (3) 45 minute sessions on OCPL computers. The only exception is for users who are taking a test or filling out a job application and the institution will not allow for interruptions in the process.
- Users who do not abide by the policies and rules will be warned twice. At the third offense, they will be barred from using OCPL computers for three months.
  - First offense – verbal warning and note placed on user’s record.
  - Second offense – verbal warning and note placed on user’s record. If user is under age 18, their parent/guardian will be notified.
  - Third offense – user will be blocked from using OCPL computers. If user is under age 18, their parent/guardian will be notified.
- Computers in Children’s areas are to be used by children under age 12 only.
- Users may not establish email or other accounts which are stored on OCPL computers.
- Non-residents of Oconee County may be issued a daily guest pass upon presentation of a valid photo identity card.
- OCPL computer system uses filtering software as required by the South Carolina Legislature in Budget Proviso 72.95. According to the Proviso a patron may request an unfiltered library computer. The request must be made one business day in advance in order for the IT Department to disable the filtering software. (See “Internet Safety Policy” above.)
- All computers will be shut down ½ hour before closing time (15 minutes before closing time at the Salem Branch Library).
- Black and white printing is 10 cents a page and color printing is 50 cents a page.

#### **Rules:**

- The following actions will not be allowed:

- Sending or displaying obscene or disruptive messages, files, or images
- Using obscene language
- Changing or adding files to the OCPL computer system
- Harassing, insulting, or attacking others
- Violating copyright laws, or software license agreements
- Using personal software or downloading or installing software on OCPL computer system.
- Bypassing or demonstrating to others how to bypass filtering software.
- No more than two users may use one computer at the same time.

### 3. RIGHTS AND RESPONSIBILITIES OF USERS OF OCPL WIRELESS INTERNET NETWORK

Use of OCPL's Wireless Network specifically, but without limitation, constitutes the users agreement to the following Policy:

#### **OCPL WIRELESS INTERNET ACCESS ACCEPTABLE USE POLICY**

The Oconee County Public Library ("OCPL") offers unfiltered wireless access (Wi-Fi) for library patrons to use with their own personal notebooks, laptops, and other mobile devices. Handouts are available at the circulation desk with basic information about the service.

Wireless access is available to both library patrons and visitors. A library card is not currently required. There are no age requirements or restrictions: however, parents or guardians of children under 18 years of age should take responsibility in supervising their children's proper and safe use of the Internet.

- Wireless users are subject to existing library policies concerning computer/Internet use and public behavior where applicable. Use of OCPL's public wireless networks constitutes the user's agreement to and acceptance of all such policies, including these. The OCPL reserves the right to restrict or terminate access of any user to any OCPL network at any time for any reason, or no reason. OCPL will not be liable for any risk or liability for any such termination. Use of OCPL's Networks specifically, but without limitation, constitutes the users agreement to such policies.
- All OCPL wireless access points are accessible only during normal library hours.
- OCPL's public wireless networks are filtered according to state and Federal regulations (See "Internet Safety Policy" above). However, users are



responsible for safeguarding their own personal devices. Use of the wireless connection is done at the patron's own risk. The Library is not responsible for ensuring your privacy or the safety of your data or hardware while connected to our wireless network.

- Access to the wireless network is on a first-come, first-served basis. During high-use periods, access may be slow or unavailable. There are a limited number of electrical outlets available within the Library branches. Patrons are encouraged to bring back-up batteries for mobile device use.
- The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Patron specifically agrees to release the County of Oconee and the Oconee County Public Library from all liabilities associated with the viewing of, use of, or exposure to any information while using the wireless network, or associated with the use of the wireless network, generally.
- Library staff are available to provide general information or handouts for connecting your device to the wireless network, but **cannot** troubleshoot problems related to your wireless device or assist in setting up wireless internet on your computer. Nor can Library staff make any changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.
- Printing access is **not available** via the wireless connection. If you need to print, please save your work to a USB flash drive, or email files to yourself, then login to a wired library workstation and send jobs to the public printer (printing costs \$0.10 a page for black ink, and \$0.50 per page for color prints).
- Parents or guardians, not the Library or its staff, are solely responsible for the internet information selected and /or accessed by their children. The OCPL and its staff will not monitor nor enforce such access.
- The Library does not actively monitor your connection; however, users who are discovered, by staff or other patrons, to be viewing inappropriate content or performing illegal activities, may be asked to cease using the wireless network or leave the building, and may be reported to the proper authorities.

bh 05/07/2012 OCPL Policy Manual

#### 4. USE OF COMPUTER RESOURCES BY STAFF

Access to computer resources provided by the Oconee County Library imposes certain responsibilities and obligations on employees and is subject to local, state, and federal laws. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

The following guidelines apply to hardware, software, and network access.

1. Employees will use only legal, library-supplied software.
2. Personal use will be on the employee's own time.
3. Personal use will not interfere with the work-related activity of the employee or of other staff;
4. Employees may not use the library's resources for any monetary gain or commercial venture;
5. Employees may not allow family or friends to use library computer resources that are not available to the public;
6. Employees will not use resources for any illegal activities, and will honor copyright restrictions;
7. Employees will pay for any personal copies or printouts;
8. Employees will maintain and secure appropriate passwords;
9. Employees acknowledge that the library retains ownership of all hardware and software associated with use of computer resources;
10. The use of computer games for personal interest is not permitted on library time.
11. Employees may not listen to Internet radio stations on county computers.
12. *Employees must also abide by the Oconee County Computer/ Internet/E-mail Policy.*

Because computer resources contribute to the efficiency and effectiveness of our work, the Library provides access and training in use to the staff.

Employees who abuse computer facilities are subject to disciplinary action up to and including dismissal.

# **OCPL Library Board Meetings**

## **2013 Schedule**

### **Monday, January 28, 2013**

5:30 p.m. Seneca Library 300 E. South Second St.  
Seneca, SC 29678

### **Monday, March 25, 2013**

5:30 p.m. Walhalla Library 501 W. South Broad St.  
Walhalla, SC 29691

### **Monday, May 20, 2013**

5:30 p.m. Westminster Library 112 W. North Ave.  
Westminster, SC 29693

### **Monday, July 22, 2013**

5:30 p.m. Salem Town Hall 5 Park Avenue Salem, SC  
29676

### **Monday, September 23, 2013**

5:30 p.m. Seneca Library 300 E. South Second St.  
Seneca, SC 29678

### **Monday, November 25, 20123**

5:30 p.m. Walhalla Library 501 W. South Broad St.  
Walhalla, SC 29691