

Access and Services

Free library service is available to residents of Hull and the surrounding area. Service will not be denied or abridged because of disability, religious, racial, social, economic, sexual, or political status.

A. Operations

A. HOURS

1. (Monday & Wednesday—12:00- 8:00 p.m.) (Tuesday & Thursday—9:00 a.m.- 5:30 p.m.) (Friday—12:00 p.m.- 5:00 p.m.) (Saturday—9:00 a.m.- 12:00 p.m.)
2. The Library will be closed on Sunday and the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. The Library will close at 4:00 p.m. on Thanksgiving Eve, Christmas Eve, and New Year's Eve.
3. If the Library needs to be closed for inclement weather, the announcement will be made on KSOU and KDCR as well as the Library's Facebook page.

B. PROCEDURES

1. Library cards
 - a. A library card is needed to check out materials.
 - b. Items checked out are shown to the patron via SLIP (Supply Library Information to Patron).
 - c. The patron is responsible for all materials borrowed on his/her card and for all library resource access for their account.
 - d. By signing up for a library card the user is agreeing to all library policies and procedures. The user also acknowledges that they (and their family if it is a family card) have access to all library resources and materials, including but not limited to books, movies, computer access, and library programs.
 - e. All library users ages 13 and under must have a parent/guardian present in order to sign up for a library account. Library users ages 14 and up are able to sign up for a library account at any time.
2. Check- out time periods
 - a. Books---two weeks
 - b. Periodicals---two weeks
 - c. Visual materials (movies)---four days
 - d. Visual materials (TV shows)---two weeks
 - e. Audio books---two weeks
 - f. There is no limit to the number of book and periodical check-outs, but visual materials are limited to three per family.
 - g. Library materials may be renewed a maximum of two times.
 - h. Library materials that have a reserve on them may not be renewed.
3. All materials may be renewed in person, by telephone, by online card catalog, by email, or by Facebook Messaging.
4. Reserves
 - a. Materials not immediately available may be reserved.

- b. The patron will be notified by telephone when materials become available. If the reserved item is not picked up within three days of notification, the material will return to circulation.
- 5. Inter-library Loan (Borrowing from other libraries)
 - a. The Library will request from other libraries for our patrons if the materials are not available in our collection. This is accomplished through SILO (State of Iowa Library Online).
 - b. Inter-library Loan requests that exceed three items per month will then be charged 50 cents per request.
 - c. Inter-library Loan overdue fees will be paid by the patron.
- 6. Overdue policies (Extended use charges)

Our Library's circulation policy, including any penalties for late returns, is designed to make the best possible use of the library's collection for the greatest number of individuals. The Library is much more interested in having materials returned than in collecting fines. A fine is an extended use charge that can be easily avoided by timely renewal.

 - a. A fine of 5 cents per day (excluding Sundays and holidays) is charged for all library materials except visual materials. The overdue charge on visual materials is \$0.50 per day. No fine shall exceed \$2.00 per item.
 - b. A cumulative fine of over \$5.00 must be paid in total or in part before additional items may be borrowed.
 - c. As of 2/22/2010 the library staff will give patrons with items that are overdue by more than one week a courtesy phone call as a reminder that their items are overdue and that they should be either renewed or returned.
- 7. Lost and damaged materials

When a patron loses library materials, he/she is required to pay for them. The charge for lost items will be the retail price for the item. The charge for damaged materials, depending upon the extent of the damages, will be set by the Library Director. Failure to pay for lost or damaged materials may mean suspended check-out privileges.
- 8. Fees
 - a. Photocopying---15 cents per sheet
---1.00 dollar per color sheet
 - b. FAX (Sending)
 - 1. First sheet---\$2.00
 - 2. Additional sheets---\$1.00 per sheet
 - c. Copies from computer printer---15 cents per sheet
---1.00 dollar per color sheet

COMPUTER AND INTERNET POLICIES

The Hull Public Library has eight computers available for public use. They all contain the online catalog. The library has one laser printer for library and patron use.

1. The computers will be open for public use during regular library hours.
2. Children age seven and older may use the computers without parental supervision. Internet may be accessed by children age nine and under if accompanied by a parent.
3. There is a printing charge of 15 cents per page for black and white printing and a charge of 1.00 dollar per page for color printing.
4. Software may be checked out from and returned to the circulation desk.
5. No food or drink is allowed near computers.
6. The library assumes no responsibility for the confidentiality of information saved to the hard drive of the computer. All communications stored on the hard drive are the property of the general public.
7. The library staff reserves the right to suspend a patron's computer privileges for inappropriate use of the computers or programs.
8. CD's may be purchased for 25 cents at the circulation desk.
9. Please see the attachment for Patron Guidelines for Internet Use and the Internet Access Agreement.

Hull, Iowa

Internet Access Policy and Computer Use

I. Introduction

Welcome to the Hull Public Library's Internet Access. To best utilize the availability of Internet resources and to insure fair accessibility for all library patrons, please follow these Internet Access Guidelines, which include our Internet policies, rules and procedures.

In response to advances in technology and the changing needs of the community, the Hull Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the Hull community. It is in response to this mission that the Hull Public Library offers public access to the Internet.

The Hull Public Library does not monitor and has no control over the information accessed through the Internet. The Library cannot be responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk. **A content filter is present on library computers to meet the federal guidelines of the "Child Internet Protection Act."**

Library policy provides Internet access equally to all library users. Users should be advised that because security is technically difficult to achieve, electronic transactions and files could become public. The library also affirms the responsibility of parents to determine and monitor their children's use of library materials and resources. Some information found on the Internet is of mature nature and not suitable for children. **PARENTS or GUARDIANS, not the library staff, are responsible for the information selected by children.**

Not all sources on the Internet provide accurate, complete or current information. You need to be a good information consumer, questioning the validity of the information you find.

II. Staff Assistance

Library staff cannot provide in-depth training concerning Internet access, computer jargon, or computer use. We may, however, be able to offer searching suggestions and answer questions.

Have fun exploring the Internet but please remember that many times you will find the specific information you need in our books, periodicals, CD-ROM databases, or other resources.

III. Guidelines

Special Note: Patrons using the computers and the Internet through the Hull Public Library must conform to the following guidelines:

1. Patrons that have a valid library card on file are allowed access to library computers and function. Guest cards are available at the front desk. Guests will need to sign a Computer Use User Agreement Form for computer access. Patrons younger than 18 must have his/her parent or guardian come to the library and sign the internet Access Form to be eligible for Internet Access.
2. **Children age seven** and older may use the computers to search and play games without parental supervision. Children nine and under must be accompanied by a parent or guardian when accessing the Internet.
3. Patrons must sign in at the desk to use the Internet. Visitors to Hull must register at the desk to receive permission to use the computers. Please check with the Librarian on duty before using the Internet.
4. Patrons may use the Internet for one hour at a time. If no one is waiting to use the computers patrons may sign up for additional time.
5. You may access your email on the library computers.
6. Only one patron may be on a computer at a time, unless it is a parent/guardian assisting a child **or it is students working together on a project**.
7. No food or drink is allowed in the library and therefore not by the computers.
8. Do not reset or restart the computers.
9. Do not add or delete programs or icons.
10. You may not bring your own software programs to use on the computers. This will help prevent computer viruses.
11. You may not download and run any programs from the Internet on the library computers.
12. Do not alter the computer's settings or system files.
13. Software owned or supplied by users may not be installed on library computers.
14. Users may not save their data on the hard drives of the library computers.
15. CD-R's are available to purchase from the librarian for .25 cents.

16. Information can be printed at a charge of **.15 cents per sheet for black and white and \$1.00 per sheet for color. This must be paid to the librarian before you print.**
17. You are responsible to pay the costs if you gain access to any service via the Internet, which has a cost involved or if you incur any other types of costs while using the Internet.
18. The Hull Public Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computer.
19. **Misuse of the computer or Internet access will result in the loss of your computer privileges.** Misuse includes sending, receiving, or displaying text or graphics, which may reasonably be construed as obscene. It also includes abusive language or pictures, software piracy, violation of copyright laws or unauthorized use, attempts to learn the password of other users, **any form of "hacking" or other unlawful activities**, and destruction or alteration of data belonging to other users. The length of the suspension is at the discretion of the library staff.

Policy updated on 1/29/2008

Policy updated on 8/17/2011

Policy updated on 10/15/2014

Policy updated on 10/18/2017

Hull Public Library eReader In- Library Checkout Policy

1. The library's eReader devices are available for checkout by request at the library desk. The checkout period for these devices is 2 hours. This checkout can be extended if no one is waiting to check out the device.
2. In order to check out an eReader device library patrons must have read and signed the library's eReader user agreement form.
3. Anyone under the age of 18 must have a parent (guardian) read and sign the user agreement as well before they can check out an eReader device.
4. In order to checkout an eReader device the library user must not have fines exceeding the library check-out cap or any long- overdue library materials checked out.
5. No more than two persons may use a device at one time and both must have user agreement forms on file.
6. Device users are not allowed to download files of any type to the eReader device that they have checked out.
7. Device users are responsible for any and all damages that might occur while the device is in their possession.
8. The library's eReader devices are not allowed to leave the main library area under any circumstances.
9. The library's eReader devices should not be left unattended in the library for any reason. Should any damage occur to the reader or should it be lost or stolen, the user who had the device checked out will be held responsible for replacement charges.

Hull Public Library Virtual Reality Device (Oculus Go) In- Library Checkout Policy

1. The library's Virtual Reality devices are available for checkout by request at the library desk. The checkout period for these devices is 1 hour. After 1 hour of non-device use a user may check out the Virtual Reality device one more time.
2. In order to check out a Virtual Reality device library patrons must have read and signed the library's Virtual Reality user agreement form.
3. Device users are not allowed to download files or applications (Apps) of any type to the Virtual Reality device that they have checked out. Requests for App downloads can be made to library staff. Library Staff will evaluate the request and decide whether or not to add the App to the Virtual Reality Device.
4. Device users are responsible for any and all damages that might occur while the device is in their possession.
5. The library's Virtual Reality devices are not allowed to leave the main library area under any circumstances. Virtual Reality device users must remain in the designated area.
6. The library's Virtual Reality devices should not be left unattended in the library for any reason. Should any damage occur to the reader or should it be lost or stolen, the user who had the device checked out will be held responsible for replacement charges.
7. Virtual Reality device users must be aged 13 or older, as specified by the device's user manual
8. Anyone with a history of seizures should consult with a doctor before using this device.
9. Before using a Virtual Reality device, patrons must sit down for a short training session with a staff member.

Adopted 8/8/2018