

OCPL Director's Report

September, 2012

1-Programs and Services: Numerous programs were presented at OCPL libraries during July, August and September. For additional information about programs and services, we invite you to visit the OCPL website: www.oconee.library.sc.us as well as OCPL's Facebook page: <http://www.facebook.com/OconeeCountyPublicLibrary>

2-Usage Statistics and narratives: July – August, 2012 statistics and Bimonthly Reports are attached.

3-Finance and Budget: OCPL Budget July 1, 2012 – September 30, 2012 attached. Lottery funds in the amount of \$10,146.54 were received on Monday, September 24.

4-Policies and Procedures: Updated policies will be on the agenda at the October 8, 2012 Board meeting.

5-Personnel and Training: Blair Hinson, Seneca Branch Manager, began the Leadership Oconee County course in August. Christie Johnson and Dan Polk completed Customer Service Representative training. Tiffany Tarrer of the Walhalla Library staff was transferred to the Seneca Library. Jennifer Addis was selected as the new part-time staff member for the Walhalla Library. Debbie Kaniaris has continued working with TLC (The Library Corporation) on training materials for staff. Hosted Solution goes live at the end of October and In-Service Day will be Monday, October 29. Management Team meetings with key staff were held on Wednesday, August 15 and Wednesday, September 12. K'Lani Green, Stacie Powell and Heidi Holmes attended a one-day meeting in Columbia on Thursday, September 13: Lead the Change brought together library leaders and staff at every level for a motivating and informative day designed to energize, inspire and enlighten. Attendees learned how today's top libraries are leading change and transforming their communities. Heidi Holmes, Walhalla Branch Manager and Meredith Wickham, Salem Branch Manager, attended the ARSL (Association for Rural and Small Libraries) Conference in Raleigh, NC September 26 through 28. Blair Hinson is representing OCPL at the TLC University event in St. Petersburg, Florida September 30 through October 3.

6-Buildings & Grounds: New blinds for Seneca Library are on order. New lighting for the Walhalla Library is on order.

7-Technology: With assurance from the IT department that we will be connected to the Internet via fiber, TLC Hosted Solution is set to become a reality October 28 and 29, 2012. All libraries will be closed to the public on Monday, October 29 after the data is transferred to the server in West Virginia on Sunday, October 28. The Walhalla Library will be closed on Sunday, October 28.

8- Vehicles. A 2012 Dodge Caravan, ordered in late April, was received on Monday, August 20. The existing minivan, a 1999 Dodge Caravan purchased used in 2007, is still being used by the library. Youth Services' staff and other library staff members now have a vehicle to use for travel to programs and outreach events.

The new GenSet for OCPL's Bookmobile has been received and has been installed by the Cummins facility in Spartanburg. The bookmobile was picked up on Friday, September 28 by Vehicle Maintenance and brought back to Oconee County. It has been off the road due to the failure of the original equipment GenSet.

9. State Library: We have received the packet for the Library Services and Technology Act (LSTA) grant. Funds may be expended after October 1, 2012. We discussed plans for the grant with Laura Isenstein and David Warren of Providence Associates on Thursday, September 27. OCP's six titles on Oconee County history are now available on the State Library's Digital Collections' website. Attended the Library Director's meeting on Friday, September 21 at the State Library.

10. Friends of the Library: We worked with the Friends in planning for the regional meeting of the Friends of South Carolina Libraries' organization on Saturday, September 22 at the Walthalla Library. Heidi Holmes, Walthalla Branch Manager, and I were present for the event.

11. Community Involvement: Presentation at Oconee Heritage Center on the history of the banjo Tuesday, July 10. On Friday, July 27 portrayed Confederate veteran Alexander "Uncle Dock" Clinkscates at the Oconee Heritage Center's Night at the Museum. Participated in OCP's Geek the Library exhibit at the Apple Festival in Westminster on Friday, September 7 and Saturday, September 8. Attended Westminster Rotary Club Luncheon event on Friday, September 7 with Leah Price, Westminster Library Branch Manager. Attended Oconee Alliance meetings on Thursday, August 9 and Thursday, September 13. Attended Business Education Partnership meetings on Tuesday, August 14 and Tuesday, September 11. Participated in Civil War remembrance concert at the Walthalla Civic Auditorium on Saturday, August 11 and a Salem Library-sponsored program on the Civil War held at the Salem Community Center on Monday, September 17. Attended Oconee Chamber of Commerce Business After Hours event at the Lunney House in Seneca on Wednesday, September 19. Attended Oconee Chamber's ribbon-cutting for new Seneca business, Rendezvous, on Tuesday, September 25 at 5:30 p.m.

12. Seneca Library study: David Warren's presentation to County Council on Tuesday, August 14 was followed by two work sessions at the Walthalla Library. Mr. Moulder called and said he wants to set up a meeting with the Library Board, County Council and City of Seneca officials to discuss the new Seneca Library.

13. Other. Attended the ribbon-cutting for the new Abbeville County Library on Sunday afternoon, September 30 in Abbeville, South Carolina. A Winn-Dixie grocery store (31,000 square feet) was purchased by Abbeville County and 8,000 square feet was converted into the new headquarters library. An additional 6,000 square feet is directly behind the converted space for future expansion.

Statistics	July 2011	July 2012	Change	Aug 2011	Aug 2012	Change
Visits to Library	25,669	28,248	10.0%	25,488	29,107	14.2%
Material Circulation - Adult	21,523	23,149	7.6%	22,742	22,284	-2.0%
Material Circulation - Youth	3,187	3,372	5.8%	2,904	2,949	1.5%
Material Circulation - Juvenile	13,385	13,210	-1.3%	11,442	10,815	-5.5%
Total Material Circulation	38,095	39,731	4.3%	37,088	36,048	-2.8%
Internet Uses	4,863	4,764	-2.0%	5,566	5,428	-2.5%
Internet Hours of Use	3,489	3,430	-1.7%	3,785	3,901	3.1%
New Cards Issued	356	354	-0.6%	311	295	-5.1%
Programs - Adult	8	6	-25.0%	3	8	166.7%
Programs Attendance - Adult	81	486	500.0%	32	145	353.1%
Programs - Youth 12-18	4	3	-25.0%	0	0	
Programs Att - Youth 12-18	32	27	-15.6%	0	0	
Programs - Juvenile 6-11	39	20	-48.7%	23	10	-56.5%
Programs Att - Juv 6-11	934	715	-23.4%	469	286	-39.0%
Programs - Children 0-5	16	21	31.3%	14	30	114.3%
Programs - Att - Children 0-5	339	197	-41.9%	271	450	66.1%
Outreach Activities	0	1		2	3	50.0%
Outreach Act. Attendance	0	350		22	7	-68.2%
Public Training Sessions	5	0	-100.0%	5	3	-40.0%
Public Training Participants	69	0	-100.0%	42	14	-66.7%
Public Training Hours	32	0	-100.0%	27	4	-85.2%
Staff Training Sessions	23	8	-65.2%	48	11	-77.1%
Staff Training Participants	39	6	-84.6%	58	8	-86.2%
Staff Training Hours	49	45	-8.2%	172	32	-81.7%

Number of Volunteers Added	45	23	-48.9%	36	1	-97.2%
Number of Vol Hours	496	388	-21.9%	707	292	-58.7%
Meeting Room Use	47	70	48.9%	35	69	97.1%
Meeting Room Attendance	456	722	58.3%	323	639	97.8%
Number of Web Site Hits	15,334	15,757	2.8%	17,699	16,521	-6.7%
Number of online PAC Hits	3,626	3,741	3.2%	3,524	3,826	8.6%
Wi-Fi Users	2,078	2,449	17.9%	2,347	2,769	18.0%
Wi-Fi Hours of Use						
OverDrive Downloads	233	876	276.0%	197	928	371.1%
Mango Adult Users	86	71	-17.4%	71	83	16.9%
Mango Children Users	11	6	-45.5%	6	3	-50.0%
One Click Digital Downloads		83			117	
Interlibrary Loans	56	43	-23.2%	82	68	-17.1%
New Material Added	1,788	1,248	-30.2%	1,544	1,349	-12.6%

Branch Services

July/August 2012

K'Lani Green, Librarian

Narrative

Staff Development:

Training is ongoing on the upcoming, new circulation system. I have watched the online tutorial videos and read a few sections of the training manual.

Programs:

I helped Stacie with the teen lock in program on August 2. I am planning upcoming programs I've scheduled for later months.

Manager's Projects:

I visited Salem, Seneca, and Westminster along with Philip the last two weeks of August to take stock off inventory for a more accurate account of the value of contents for insurance purposes. Photos were taken and a list was made for each branch's inventory. I am working on finalizing the lists for Salem, Seneca, and Westminster with the replacement costs of furnishings and equipment included.

We received the LSTA grant packet from the State Library on August 31. This is an ongoing project throughout the year and will be discussed in future bi-monthly reports.

Issues:

Philip and I met with Tabitha Harvey, the former county maintenance department manager, on July 27. The meeting was prompted by some branch managers voicing concerns to me regarding the cleaning of their buildings. Philip, Tabitha, and I agreed to hash out a cleaning duties checklist and I sent to Tabitha for her review and confirmation. So far it seems the cleaning has improved and the checklist is being adhered to.

A facility audit was completed by the branch managers at Salem, Seneca, and Westminster. I reviewed the audit with managers and we evaluated what we could do to fix some areas that need improving.

Branch visits were conducted early August while I was at the various locations doing evaluation and covering for staff shortage.

Outreach Services

Jul/Aug 2012

**Brenda Lee,
Bookmobile Manager**

Collections: Manager continues to order books based upon patron requests and needs; Use volunteers to help with office work and keep collections looking fresh

Donations: Added to collection if needed; continue to deliver appropriate donated magazines to Lakeview Assisted Living

Displays: Book Sale dates including special Saturday in July; Activity/Program calendars; Summer Reading-adults, teens, children and toddlers; family movie night fliers; Library Board of Trustees Meeting Agenda; Teen Game Night; Children's Dance Group; Trivia Night; Bingo!; Mat LaVore (magician/hypnotist); tickets for Julie & Julia

Public Relations: July 4th closing; gave out new schedules with dates for each stop; contacting patrons/stops to make them aware of nonoperation at this time; having the website updated as needed

Staff Development: Attended Well Aware presentation by Cindy Floyd for insurance purposes;
Attended Team Management meeting

Volunteers & Community Outreach: Sarah Holmes continues to help out with Bookmobile duties as needed, allowing others to have some time off

Manager's Projects: See issues below

Issues: The month of July was extremely hot on the bookmobile but I along with a volunteer continued to deliver. By August 2, the internal temperature reached 93 degrees and the generator was giving trouble. I drove to Motor Pool and had it checked. A decision was made that it was time for a new generator. I delivered minimal materials in the borrowed Jeep to help get us through the "down" time. Sarah and I unloaded all the materials left on the bookmobile into the basement where they are accessible. Keeping things moving along, especially best sellers, and finding a place to put the inventory is my greatest challenge right now. I am grateful and hopeful that this new generator will be what it takes to keep us on the road as scheduled!

OUTREACH: On July 4th, the Town of Salem hosted its annual Independence Day street fair and fireworks. The Salem Police Department estimates that over 1200 people were in attendance. The OCPL was there to take advantage of this outreach opportunity, with a table on the main street facing the antique cars. Enthusiastic library staff gave away promotional bags and "What do you geek?" stickers, postcards, and fliers explaining why the local public library is more essential now than ever. As we wandered through the crowded streets afterward, just prior to the fireworks display, I saw hundreds of "Geek the Library" bags hanging from portable chairs, popped on laps, dangling from wrists as people went through food lines at the last minute. Logo stickers gleamed from shirt pockets everywhere I looked. It was visually clear that the seeds of our message had been spread far and wide in this community that day.

ISSUES: On the evening of July 8th, lightning struck the flagpole outside the Salem Library. The resultant power surge destroyed the motherboard on our printer, fried the manager's computer hard drive, and blew an Ethernet connection box, severing the internet connection on our main circulation computer. It took us about 28 hours to get the latter back online, 10 days to restore print services, and over 2 weeks to get the manager's computer back from I.T.'s "technology hospital." However, it could have been worse. The branch's wiring was grounded back in the spring, and this act of foresight likely saved the library a lot of money and headaches.

MANAGER'S PROJECTS: My first priority upon becoming Branch Manager was to reorganize and restructure the office space behind the Circulation Desk. The chaotic workspace was lowering productivity, contributing to a feeling of overwhelm and frustration, and was a source of constant distraction. It was also difficult to navigate; it took longer than necessary to reach the copy machine, arrived holds, telephone, office supplies, forms, etc. This situation was especially critical because Salem Branch Library has no separate office space in which to retreat from the demands of the public. As of this writing, I have established individual work spaces for both Dan and myself, well apart from the main circulation computer. A set desk schedule allows each of us to spend part of the day interacting with patrons and yet reserves time to focus on our other responsibilities. There is more space to walk behind and around the desk, the top of the Circulation Desk, itself, is clear, and each of us has designated pieces of furniture in which to store our materials and equipment. We are both enjoying the changes. As an added bonus, visitors to the library now perceive and comment upon how much more professional and inviting the area looks.

PROGRAMS: The Back-to-School Bash and Ice-Cream Social, held in partnership with the Town of Salem, was a great success, with 30 attending the party and 36 enjoying the related Family Movie Night selection, *The Lorax*. Salem's Knit & Crochet Circle held its inaugural meeting with a total of five crafty ladies stitching together on August the 22nd. A passive program engaged 36 participants in guessing how many goldfish snack crackers were swimming in our "school" in a mason jar. Our first Canning Workshop was held on August 14th. All 12 participants showed up to claim their coveted spot in the steamy kitchen and take home a jar of spicy salsa or sweet marmalade and a brand new skillset.

PUBLIC RELATIONS: The press release for the OCPL's canning classes made it onto the radio and into the local paper next to a well-read column. Since the space for Salem's Canning Workshop was limited to a dozen participants, most people who called us were unfortunately too late to claim a spot. Many were disappointed, and some even upset, that the class was already filled the day they saw it in the newspaper. I took names and numbers in case of cancellations; that list quickly grew to 24 names. Then I arranged for the instructor to teach repeat workshops in September and October to which we will first invite those patrons on the cancellation list. Patron response to this move has been enthusiastic.

COLLECTION: Inventory began July 12th and is approximately 2/3 completed. We are discovering a lot of outdated, damaged, and moldy material for weeding along the way. Debbie Kanaris and Claire Giordano of the Technical Services department came to Salem on August 22 and helped us begin a significant weeding of our non-fiction section, which was long overdue. Our shelves were so overstuffed that we were using every top and bottom shelf and had books stacked horizontally on top of the shelved books in every section. We're still working on it, and it is a process that may take some time because this state of affairs certainly did not arise overnight, but already the situation is much improved.

DISPLAYS: Beginning July 20th, our display case has hosted an I-Spy display which doubles as a game for children. 74 participants have come up and claimed their sticker for playing. Participation has dropped off now that school has begun. A rainbow-hued crochet bunting was hung to draw interest in the kick-off of the Knit & Crochet Circle. The juvenile section endcap got a facelift with the sci-fi themed, pieced-paper "Reading is Out of This World!" Some of the displays here had not been changed in several years, and the new visuals are getting a lot of attention.

VOLUNTEERS: We've keenly felt the absence of our single volunteer since the end of July and are thrilled to have her back with us again as of August 27th. The time she contributes to doing routine shelving, straightening, and calling arrived holds is time that we can put toward the completion of the inventory. However, she leaves us again in just two weeks. Really, we will be able to recruit more volunteers in the future.

STAFF DEVELOPMENT: Dan Polk received his certificate for attending the 12-hour Customer Service course offered to Occoee County employees in August. He expressed interest in developing his skills in this area and has said that the portion of the class which focused on diffusing tense situations and dealing successfully with conflict was especially helpful, and that he enjoyed learning about time management as it relates to good customer service practices, as well.

Seneca Library

July/August 2012

Blair Hinson, Manager

Narrative

Collection: We added far more items than we deleted over the last two months and are in desperate need of a more systematic weeding. We moved our magazines out onto the main floor. We are seeking a better solution for our audio CDs as well.

Displays: Displays for the cycle included one on the SC Book Award books, Where's Waldo in support of our program, and staff picks for Summer Reading.

Staff Development: We were awarded an LSTA grant for improved staff training, which will start 1 October. Here in Seneca, part time staffer Maggie Kearns left us on July 20 with her nursing degree in hand and moving on to Virginia, and Tiffany Tarrer (formerly in Walhalla) took her place. We'll miss Maggie, but Tiffany is working out very well for us.

Community Outreach: We continue to improve our delivery of press releases, etc. to try to get folks into the library. Seneca staff have also participated in several of the Geek Your Library events to support our overall outreach efforts.

Programs: We had a couple of very successful summer reading programs, including the Bingo finale of Adult Summer Reading, as well as a Trivia Night. Our July movie was quite popular, with 35 in attendance. We had a successful canning demonstration in August, as well as a "Where's Waldo" Party for the kids.

Issues: 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! Fencing was put around the new HVAC units this summer. There are some other minor maintenance things that need addressing, like carpet, blinds, and some parts of the exterior façade.

Notes:

Technical Services

July/August 2012

Debbie Kanlaris, Librarian

I attended the Oconee Businee Education Partnership Meeting with Philip on August 14th. Fourteen "geek" bags were handed out. A geek t-shirt was also presented to Dr. Michael Lucas, School Superintendent.

Diane has been with the Technical Services Department for one year now. She has been trained on cataloging all formats.

This department remains busy with juggling the cataloging of new materials, and donated materials; mending damaged materials; discarding worn and dated items as well as our circulation desk duties.

Claire and I spent a day in Salem weeding and discarding materials in the adult non-fiction section. Outdated travel, computer and medical books were removed from the shelves.

Release #23 was installed from TLC. This brings the system up to date. A new date of October 29th has been scheduled for migrating to LSCircStaff. Roger Grubbs, from TLC, will be here on the 29th and 30th for the installation. TLC is working on putting together a training webinar for our staff in-service day on the 29th. We will also begin being hosted by TLC on that date. The new children's and adult PACs will be brought on line the following week. Staff training will begin again the beginning of October using TLC video's and playing in the "sandbox" for actual practice.

Catalog cleanup : Titles with no items attached have been deleted prior to August 31, 2012.

Walhalla Library

July/August 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.

Ebook Collections: New Ebook Patrons increased by over 47% from the previous period (May/June 2012) with 127 new registrations. Ebook circulation increased by more than 10% with 1,717 check-outs for July and August. A total of 99 new titles were purchased and added to the OCPL Ebook collection during this period.

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. We did receive a donation of roughly 300 DVDs that have been added to our collection and have been very popular with Walhalla patrons.

Displays: In July we had several displays promoting the summer reading theme of *Dream Big* and nighttime. In August we had a display promoting, "Back to School," and books based on TV.

Public Relations: Several press releases sent out by Blair Hinson regarding upcoming programs at the Walhalla Branch were picked-up by local media. On August 22, The Keowee Courier printed a cover story and photo regarding the donation to the Walhalla Branch of the new book, "The History of Bethel Presbyterian Church-1805-2005."

Staff Development: Christie Johnson, Assistant Branch Manager, completed a 3-part class on customer service. She will be formatting the information into a training and presenting it to the circulation staff of the Walhalla Library. On July 9, Leah Kelley joined the circulation department as a new Part-Time Circulation Assistant. On August 20, Jennifer Addis joined the circulation department as a new Part-Time Circulation Assistant.

Volunteers: Both Aubrey Sawyer and Christy Doherty are long-time volunteers who continue to volunteer on a weekly basis.

Community Outreach and Collaboration: The Geek the Library campaign continued to be implemented throughout OCPL and at the Salem July 4th celebration lead by Meredith Wickham and assisted by Heidi Holmes and several other employees. The Walhalla Library is now a member of The Greater Walhalla Area Chamber of Commerce.

Programs: We continue to provide *Tech Tuesday*, offering assistance to people needing help with their Ereaders. On July 12th, we had a program entitled, *18th Century Cherokee Towns*. This program was presented by Dr. Dave LaVere and described the history of Oconee County. This program was a success with 41 individuals in attendance. The program, *How to Sell Your Stuff Online*, was presented by Heidi Holmes and had 28 individuals in attendance. The program on August 7, *An Evening of Magic with Mat Lavore*, was a success with the meeting room at full capacity with 54 adults and young-adults in attendance. A jewelry making class was taught on August 21, with 15 in attendance.

Manager's Projects: Heidi continues to head up the Geek Your Library campaign, planning several outreach/community events in the next several months as well as distributing materials throughout the various branches and communities to promote this campaign and the library as a whole. 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 July and August.

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

Westminster Library Narrative: July/August

July

Staff Development: Staff are interested and curious to learn about LS2. They are spending time reading the manual and playing in the sandbox. There are still a lot of questions that cannot be answered because they deal with issues that we currently do not use/do but are offered in LS2.

Displays, Programs, and Community Outreach: The Geeky committee is busy planning areas that we can reach the public. Events that are coming up are the Apple Festival, Oktoberfest, and possibly trick or treating in the towns of Westminster and Seneca. The library has been a busy hive of activities with all the programs going on. We have had a great turnout for the children's programs with the most popular being Chad Crews, Ronald McDonald, and the movie Journey 2. We also had a romance book discussion that was fun but did not have a lot of participation. MGOL continues to grow and we are trying to develop a regular following. The Westminster Library will also start a series of films for adults that feature books that have been made into movies. The series will start in September with *The Lucky One*. Book displays for the month of July have included; Fourth of July, SC Authors, Summer Reads, Magic Books, Reading Wall of Stars for Summer Reading, Olympics, and Marilyn Monroe.

Issues/Facilities: Between the night of July 3 and opening on July 5 someone cut the ATT lines leading to the building which caused us to not have any computers all day on the 5th but ATT located the cut and were able to fix it and install a new box. A police report was filed.

August

Staff Development: Still training on LS2. We have also worked out some system wide consistency so that each branch is following the same procedures.

Programs, Displays, and community Outreach: We tried something new by showing a matinee of *Julie and Julia* for the 100th birthday of Julia Child. Four people attended which I think is great considering the time and the movie selection. Plus this was a "free" program because the library already owned the movie and it was covered under our family movie night license. We also had a great Saturday morning program with Pajamas and Pancakes. There were 33 in attendance which was just enough for everyone to have a seat at the tables. Displays for August included a Julie Child, SC authors, and Pirate display.

Issues/Facilities: Nothing at this time.

Youth Services

July/August 2012

Stacie Powell, Youth Services Librarian

Collection: With the start of the new fiscal year book orders and collection development have gotten back to a more normal pace. I have been placing book orders for the Easy, Juvenile, and Young Adult collection on a rotating weekly basis. My goal is to remain on budget and spend my allocated funds by the end of the next fiscal year without having to do mass orders as was necessary at the end of the last fiscal year. I have asked branches to assess their Holiday book collections and let me know what needs weeded and updated. All branches sent in old and dilapidated books to be weeded and new replacements have been ordered. We are approaching peak holiday season and this is always a popular section for the kids and their parents.

Displays: I made a teen display featuring QR codes for popular book previews (many book publishers release "movie-like" previews for up and coming books). The QR codes can be scanned using a smartphone and will take the user to the video. We have a "Back to School" display featuring books about going back to school - Tiffany Tarrer (now with the Seneca Branch) made this display shortly before she left Walhalla.

Staff Development: YS staff are becoming familiar with the new LS2 circ software.

Community Outreach: We formally wrapped up our HOLA grant project at the end of August. Tracy Pechthalt's last day was August 31st. It is the intention of OCPL and the Youth Services department to continue as best as possible the services Tracy started with this grant. However, due to the lack of having a fluent Spanish-speaking staff person on payroll with the library it will be difficult to sustain the level of service Tracy offered the Hispanic community. The Youth Services department will continue to offer programs and translated material to the Spanish-speaking community and will seek out volunteers from the community to help with translation and programming. I attended the August Oconee Alliance meeting with Philip. Dr. Lucas, SDOC Director, was the speaker. It was a very informative meeting as he discussed how the new "Common Core" curriculum standards will result in significant changes to how our schools are measured against others.

Programs: The Summer Reading program wrapped up at the end of July. We are still working on tabulating statistics which are being recorded electronically this year via a new service offered by the State Library. Final stats will be reported in the next bi-monthly report. At first blush, we had excellent turn out at all our programs and participation seemed normal. The Youth Services department has assisted Salem Branch Manager Meredith Wickham in establishing the Mother Goose on the Loose program at her branch. Meredith will start conducting this popular early literacy program in September. This means that ALL OCPL branches now have weekly MGOL programs.

Issues: Tracy Pechthalt's departure will come as somewhat of a shock to the people she has been helping as many of them began to depend on her for translation services, job hunting help, and citizenship classes. The Youth Services department is expecting heavy phone calls and visits from our Hispanic patrons concerning the help Tracy was providing. Tracy was very good at working one-on-one with many of her HOLA participants and it will be difficult for me to sustain that level of service on top of my current job demands. Hopefully I will be able to rely on volunteers from the Hispanic community to help out.

OCPL BUDGET FY13 - October 2, 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	1,669	24%	5,296
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	3,825	56%	2,975
10-206-30037	Equipment Leased	8,000	1,901	24%	6,099
10-206-30041	Telecommunications	480	76	16%	404
10-206-30043-81	Electricity - Walhalla	26,100	5,232	20%	20,868
10-206-30043.82	Electricity - Seneca	20,000	4,459	22%	15,541
10-206-30043-83	Electricity - Westminster	14,000	2,503	18%	11,497
10-206-30043-84	Electricity - Salem	5,000	5,000	100%	0
10-206-30044-81	Water - Walhalla	1,400	223	16%	1,177
10-206-30044-82	Water - Seneca	900	233	26%	667
10-206-30044-83	Water - Westminster	600	92	15%	508
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	2,084	63%	1,216
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	4,717	42%	6,483
10-206-40032A	Youth Services	2,000	697	35%	1,303
10-206-40033	Postage	1,000	62	6%	938
10-206-40034	Food	500	121	24%	379
10-206-40101	Books (Local)	120,115	31,112	26%	89,003
10-206-40102	Periodicals (Local)	16,000	11,294	71%	4,706
10-206-40103	AV (Local)	10,100	4,303	43%	5,797
10-206-80206	Automobile Maint - Library	1,000	131	13%	869
10-206-81206	Gasoline - Library	2,540	830	33%	1,710
10-206-82206	Diesel - Library	2,495	275	11%	2,220
TOTAL		301,465	115,232	38%	186,233
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)	28,535		0%	28,535
13-206-60206	Lottery	10,147		0%	10,147
240-206-30056-255	Data Processing (State)	23,573	4,570	19%	19,003
240-206-30084-255	Schools, Train.. (State)	3,000		0%	3,000
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	3,456	89%	429
240-206-40112-255	Periodicals (State)	18,315		0%	18,315
240-206-40113-255	AV (State)	10,000		0%	10,000
240-206-80206-00000	Vehicle Maint (BKM Gen)	9,500	9,401	99%	99
TOTAL		74,273	17,427	23%	56,846

State Aid Agreement and Library Budget Form for: Oconee County Public Library

Library Name

Proposed Budget: FY 2013 (July 1, 2012 - June 30, 2013)

Funding Category	*Local Funds	**State Aid	Total Budgeted	Percentages
¹ Personnel (65 - 70%)	\$1,046,140	\$0	\$1,046,140.00	73.57
² Information Resources (15 - 20%)	\$146,215	\$32,200	\$178,415.00	12.54
³ Other Operating Expenses (10 - 20%)	\$155,250	\$42,073	\$197,323.00	13.88
Total operating expenses	\$1,347,605	\$74,273	\$1,421,878.00	

Instructions: Enter allocations from adopted library operating budget, and calculate percentages as indicated. If completing online, the form will automatically calculate percentages and totals.

*This funding stream includes county and/or municipal taxes and other local appropriations, and projected fines and fees. Do not include capital funds, State Aid, state or federal grants, memorials, gifts, donations, or capital revenue.

**This funding stream includes only State Aid allocated to your library for FY2013 by the S.C. Legislature. Do not include other state grants, federal grants, or Education Lottery funds.

¹Personnel: Wages and benefits only

²Information Resources: Books, periodical subscriptions, microforms, electronic resources (E-books, databases, etc.), audiovisual materials, preservation supplies and equipment.

³Other Operating Expenses: May include continuing education for staff and trustees, library furniture and equipment, Bookmobile operations, contractual services, Library audit.

I hereby certify this Library to be in compliance with all S.C. statutes and regulations pertaining to State Aid.

Library Director

Philip M. Cheney

Print Name

Signature

I hereby certify this Library to be in compliance with all S.C. statutes and regulations pertaining to State Aid. This document has been approved by the Library Board in the presence of a quorum.

Library Board Chair

R. Daniel Day

Print Name

Signature

Oconee County, South Carolina
 Library (206)
 2012-2013 Budget

Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2013 Request	FY 2013 Admin Recom	FY 2013 Council Approved
Salary and Wages	708,147	692,036	729,886	739,697	727,582	727,582
Overtime	-	170	-	-	-	-
Fringe	114,500	123,508	120,103	138,799	136,510	136,510
Health Insurance	175,402	168,515	168,900	191,523	182,057	182,057
Total	1,003,049	992,229	1,018,889	1,070,019	1,046,159	1,046,159
New Positions						
Part-time Hispanic Outreach Specialist	-	-	-	21,816	-	-
Total				21,816		
Travel	61	335	200	200	200	200
Building/Grounds Maintenance	7,201	4,841	-	-	-	-
Building/Grounds Maintenance - Walhalla	-	7,952	9,968	9,968	9,968	9,968
Building/Grounds Maintenance - Seneca	-	3,565	5,177	5,600	5,600	5,600
Building/Grounds Maintenance - Westminster	-	2,469	4,115	2,500	2,500	2,500
Building/Grounds Maintenance - Salem	-	-	2,020	2,020	2,020	2,020
Equipment Maintenance	3,647	6,307	6,555	6,500	6,500	6,500
Equipment Rental	7,665	9,608	10,025	8,000	8,000	8,000
Telecommunications	1,200	1,212	3,530	480	480	480
Electricity	719	-	-	-	-	-
Electricity - Walhalla	-	28,179	25,000	26,100	26,100	26,100
Electricity - Seneca	-	21,471	20,000	20,000	20,000	20,000
Electricity - Westminster	-	3,825	13,000	14,000	14,000	14,000
Electricity - Salem	-	5,095	5,000	5,000	5,000	5,000
Water/Sewer/Garbage	-	152	-	-	-	-
Water/Sewer/Garbage - Walhalla	-	1,266	1,200	1,400	1,400	1,400
Water/Sewer/Garbage - Seneca	-	680	900	900	900	900
Water/Sewer/Garbage - Westminster	-	567	500	605	600	600
Data Processing	24,992	27,500	29,208	27,500	27,500	27,500
Advertising	983	959	985	700	700	700
Dues: Organizations	672	733	750	750	750	750
Staff Development	1,534	3,114	3,300	3,300	3,300	3,300
Commission Honoraria	835	900	900	900	900	900
Small Equipment	2,933	2,748	3,000	2,800	2,800	2,800
Operational	15,005	13,199	14,516	13,200	13,200	13,200

Handwritten signature and date:
 [Signature]
 2/23/12

Oconee County, South Carolina
 Library (208)
 2012-2013 Budget

Description	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2013 Request	FY 2013 Admin Recom	FY 2013 Council Approved
Postage	4,634	2,496	3,500	1,000	1,000	1,000
Food	124	131	125	500	500	500
Books	104,040	129,822	126,275	120,115	120,115	120,115
Periodicals	11,568	7,223	16,950	16,000	16,000	16,000
Audio Visual	10,036	10,100	10,100	10,100	10,100	10,100
Vehicle Maintenance	-	981	3,000	1,000	1,000	1,000
Gasoline	-	2,176	2,300	2,540	2,540	2,540
Diesel	-	2,047	1,500	2,495	2,495	2,495
Department Total	1,395,724	1,283,492	1,342,010	1,393,300	1,347,614	1,347,614

146.00
 155,250

OCPL BUDGET FY13 - October 2, 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	1,669	24%	5,296
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	3,825	56%	2,975
10-206-30037	Equipment Leased	8,000	1,901	24%	6,099
10-206-30041	Telecommunications	480	76	16%	404
10-206-30043-81	Electricity - Walhalla	26,100	5,232	20%	20,868
10-206-30043,82	Electricity - Seneca	20,000	4,459	22%	15,541
10-206-30043-83	Electricity - Westminster	14,000	2,503	18%	11,497
10-206-30043-84	Electricity - Salem	5,000	5,000	100%	0
10-206-30044-81	Water - Walhalla	1,400	223	16%	1,177
10-206-30044-82	Water - Seneca	900	233	26%	667
10-206-30044-83	Water - Westminster	600	92	15%	508
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	2,084	63%	1,216
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	4,717	42%	6,483
10-206-40032A	Youth Services	2,000	697	35%	1,303
10-206-40033	Postage	1,000	62	6%	938
10-206-40034	Food	500	121	24%	379
10-206-40101	Books (Local)	120,115	31,112	26%	89,003
10-206-40102	Periodicals (Local)	16,000	11,294	71%	4,706
10-206-40103	AV (Local)	10,100	4,303	43%	5,797
10-206-80206	Automobile Maint - Library	1,000	131	13%	869
10-206-81206	Gasoline - Library	2,540	830	33%	1,710
10-206-82206	Diesel - Library	2,495	275	11%	2,220
TOTAL		301,465	115,232	38%	186,233
12-206-50850-00000	Seneca Library Expense	21,514	0	0%	21,514
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240-206-40111-255	Books (State)	3,885	3,456	89%	429
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240-206-40113-255	AV (State)	10,000		0%	10,000
240-206-80206-00000	Vehicle Maint (BKM Gen)	9,500	9,401	99%	99
TOTAL		74,273	17,427	23%	56,846

32,200

-52,200
42,073

Request from Mr. Luther Lyle

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.

**OCONEE COUNTY LIBRARY SYSTEM
WALTHAM, SOUTH CAROLINA**

POLICY MANUAL

APPROVED BY THE LIBRARY BOARD OF TRUSTEES

April 29, 2003

(Revisions submitted 7/2012)

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 Estelle P. Walker. South Carolina State Library, 1981.

Oconee County Library Celebrating our 40th 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 50th 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.

II. PURPOSE

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

B. LONG RANGE PLANS

(Through 2021)

1. **Buildings**
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.

Oakway/Fair Play: New facility in this area.

Salem: New or renovation of another facility with adequate space and more parking.

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.

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 - whether by renovation and expansion or a new building.

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 borrowing 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:
 - o 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 person 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 legal guardian must meet the residency requirements and must accept responsibility for materials borrowed by the juvenile. The parent or legal guardian 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. OCLP will not monitor or 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.

12 hours

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. ~~DELETED PROVISION FOR MAILING CARDS AS PROOF OF CURRENT ADDRESS~~

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 15 years of age. 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 or by phone. 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. For those materials not listed in the database, the patron will be charged per the following schedule:

Adult		Young Adult/Children	
Reference	20.00	Picture Books	15.00
Biography	30.00	First Readers	12.00

Adult Fiction/Non-Fiction	25.00	Board Books	5.00
Large Print	25.00	Juvenile Paperbacks	5.00
Magazine	3.00	Magazine	3.00
AV Equipment	200.00	YA/Juvenile Fiction	15.00
Videocassettes	20.00	YA/Juvenile Non-Fiction	18.00
CD'S	28.00		
Adult Paperbacks	15.00	(These will be updated to reflect current market prices)	

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.

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

I. GENERAL:

Reference services are provided at all branches. The main reference collection is housed at the central headquarters branch in Wallhalla. 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 OCPPL 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.

II.

The OCPPL does not allow any items in the genealogical collection to be loaned through

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 OCPPL 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 Services 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 education deprivation may preclude their benefiting from public library services to the same extent as other members of the community benefit from these services.

2. Outreach Services will provide:

- a. Bookmobile services through a series of regularly scheduled stops throughout the county. Stops will be no closer than 1.5 miles to any main or branch library.
- b. Assistance to persons who meet the requirements of the SC State Library Talking Book Services to enroll and receive large print and audio books, recorded magazines, Braille materials and assistive equipment.
- c. 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 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:

- a. Community stops: Stops in a public location, such as a fire station or business parking lot, where the public can see the Bookmobile from a road and can access the Bookmobile easily.
- b. 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.
- c. Apartment stops: Stops in an apartment complex.

Bookmobile stops will be publicized and any changes in schedules will be publicized at least one month in advance of a change.

Bookmobile stops will be monitored for activity. 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:

Out reach 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 weeks with no renewals and Home Delivery items will be checked out for four weeks.

5. Staffing:

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

Revised 7/26/2010

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. Current best sellers will not be loaned through ILL.
11. Videos that have been purchased with DHEC funds may be loaned for 28 days.
12. OCPL will also issue a "day-care borrowing card" to any childcare center director who requests such a card. This card will only be used to check-out teacher-training videos borrowed from the State Library. When the day-care director or one of his/her staff wishes to borrow these videos, they must use this card. Payment for lost videos will be the responsibility of the childcare center.
13. ILL services will be available only to adult library card holders.

IV. PERSONNEL POLICY

The Oconee County Public Library Board has adopted the following additional policies 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 4-4, 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: *Oconee 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: *Oconee County Personnel Policy and Procedure Manual, Policy 4-1, 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 with consideration given to 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. 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 are permitted by the Director, and jeans may be worn on these 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. ~~SUPERCEDED~~, by new Policy revised 3/22/2010, however, volunteer program is under examination for other possible improvements, so this will be revisited later.

C. CHILD SAFETY:

~~Parents, guardians, and caregivers have the responsibility for the behavior, safety, care and supervision of their children while in the library.~~

~~Children under the age of 6 must be attended by an adult in any area of the library. Children between the ages of 6 and 11 must be attended by a caregiver of at least 13 years of age.~~

~~If parents, guardians, or caregivers cannot be located in the library, the police will be contacted.~~

~~SUPERCEDED by Code of Conduct Policy 9/27/2014~~

~~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.

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.

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.