



Antlers Public Library

Circulation Policy

The Antlers Public Library supports the American Library Association's [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#). The following policies are in no way meant to jeopardize or inhibit these principles and statements.

Who may check out books?

Any individual who is a registered Antlers Public Library patron in good standing may check out books. The checkout period is two weeks. Patrons may borrow up to four items. New patrons, on their first checkout, are limited to two items. Any items not on hold for another patron may be renewed for an additional two weeks (for a total of four weeks).

How about videos and audio books?

Videos, books on CD, or any other circulating library materials are treated just like books, with the same rules, and are counted in the four-item maximum.

What if the item I want is checked out?

Any circulating item listed in the library catalog which is currently checked out may be put on hold. The librarian will contact you when the item is returned and hold the item behind the counter for two weeks. It is essential to have valid contact information on your library account. The library can make no guarantees when any item is returned. No more than four items may be placed on hold for a specific patron at any given time.

What about Ebooks?

The library maintains an annual membership with the Oklahoma Virtual Library Consortium through patron donations. Membership in the Consortium allows access to a shared pool of titles through Overdrive. Overdrive supports formats including downloads to PCs, Apple computers, Android, iPhones/iPads, and Kindle through its Libby app. Any registered library patron in good standing has access to the virtual library.

How do I become a registered APL patron?

Individuals who live, work, or attend school in Pushmataha County may apply for a free patron account. The library does not issue a physical card; an account on the library's computer system is the only record of patron privileges.

Individuals age 18 or over must show a valid photo ID and fill out an adult application to apply for a patron account. In addition, current proof of an address accessible by the postal service, such as a utility bill, piece of mail (in patron's name), etc., must be shown when the application is filled out. If the applicant lives outside of Pushmataha County but goes to school or works in the county, proof of such is required. In signing an application, the individual agrees to obey all the library's rules and regulations and give immediate notice of any contact information changes. New patrons will be allowed to check out up to two items the first time.

If the individual is under age 18, a parent or legal guardian must have a patron account first and then fill out a minor's application to apply for a student account. In signing an application, the parent or guardian agrees to ensure the minor follows the library's rules and regulations and to provide immediate notice of any contact information changes.

New student patrons may check out up to two items the first time. It is the responsibility of the minor's parent or guardian to oversee the items used or checked out from the library.

Can't come into the library? No problem. You can [sign up for a library card online](#). Once the online application is verified, you will have access to the virtual library until the other requirements for new accounts are met.

What if I don't live, work or go to school in Pushmataha County?

Individuals not meeting the above membership requirements may apply for patron privileges by paying a non-refundable fee of \$15 for an individual or \$25 per family. Non-resident cards expire one year after the issue date.

Will my information be kept private?

A patron's checkout history, including those of minors, will remain confidential and will not be disclosed by library staff members to anyone except:

- A person acting within the scope of their duties in the administration of the library;
- persons authorized to inspect such records, in writing, by the individual or group; or,
- by order of a court of law.

(State statute governing the confidentiality of library user's records, OS 65-1-105.) The Attorney General of Oklahoma interpreted this statute to include the use of the computer with the same exemptions.

Other information held by the library on adult patrons, such as name, address, and telephone number, is subject to the Oklahoma Open Records Act.

All registration information of minors collected will remain confidential and will not be disclosed by library staff members except under the same conditions as above. Staff may only provide the guardian listed as the responsible party with information concerning the minor's financial records, as guardians are responsible for materials

checked out by minors. (By necessity, any automatically generated correspondence directed to the contact on a minor's record will list titles.)

Any suspicious requests for records of minors that may be indicative of criminal intent shall be reported immediately to appropriate law enforcement. (OS 65-1-105 C, D)

How do I maintain a good standing?

A patron maintains a good standing by

1. abiding by all library rules and regulations,
2. returning all items on time and in good condition,
3. advising the library of any contact information changes, and
4. renewing their account annually.

If an item is returned damaged or if the item is not returned, the patron's account will be charged the item's retail cost. No new items may be checked out while an overdue item remains out or an outstanding fine is on the patron's account (or on the account of a minor with the patron's name listed as the responsible party).

It is considered library theft by the State of Oklahoma (OS 21-1739) if any person:

- a. removes materials from the library without checking them out,
- b. mutilates, destroys, alters, or otherwise damages any library materials, or
- c. fails to return any library materials within seven days after demand has been made for the return of the materials.

A person convicted of library theft is subject to fines and restitution.

Patron accounts are valid for one year. Expired accounts may be deleted any time after expiration.

What if the library doesn't have the book I want?

If the library does not own the item you need, you may request that the item be added to the library's collection using a [Title/Subject Request Form](#). The library purchases items based on its [Materials Selection Policy](#). Requesting a book in no way places a responsibility on the library to purchase such book.

An item may also be requested from another library through Interlibrary Loan.

Revisions approved February 2022.