

Madill City County Library Policies

Services

Eligibility

Since the Madill City-County Library is a tax supported institution, anyone residing or paying property taxes in Marshall County is eligible to register to borrow library materials. Positive identification and address verification are required to register. There is no minimum age for obtaining a borrower's card, but juveniles under the age of 16 must have a parent or legal guardian present to get a card. There is a \$1.50 charge to replace lost or stolen library cards.

Forms

Federal and state tax forms are available each year beginning in January. Applications for Social Security cards and Oklahoma voter's registration cards are available all the time.

Computers and Internet Access

The public is allowed access to the internet through 7 computers stations. Access requires registration (see Computer and Internet Acceptable Use Policy below) and sign in at the circulations desk. Time is limited to 2 hours per day for residents and 90 minutes per day for non-residents. All computers have Microsoft Office 2016. Cost of printing is .25 cents per side per page for black and white and .50 cents for color printer per side per page. WiFi is available, just ask at the front desk for the password.

Library Tours and Instruction

We welcome group tours to learn more about the library and its services. Advanced scheduling is required. Please contact the library at 580-795-2749 to schedule your tour.

Literacy

Literacy requests or needs are referred to the Community Education at Madill Public School. Contact Sherry Beard Watts at 580-795-7276.

Interlibrary Loan

If there is a book you want to read and we don't own it ask us to borrow it from another library through our interlibrary loan (ILL) service. For this service we charge \$3.00 per title to cover the cost of postage. You must be a patron in good standing and have had your library card at least 3 months.

Faxing

Madill Library offers fax services to the public at the cost of \$1.00 per page for faxes sent or received. We only fax within the continental United States.

Copies

Madill Library has a copier that the librarians will use to make the public copies. The cost is .25 cents per side per page, letter or legal size.

Genealogy

Genealogy request are referred to the Marshall County, Oklahoma Genealogy Historical Society. They are located at 400 West Overton in Madill. Phone 580-795-5060. The Madill Library will do obit lookups.

Oklahoma Department of Public Safety

Drivers Manuals are NOT available at the library. Check at your local tag office.

Computer and Internet Acceptable Use Policy

Computers provided as a courtesy.

Madill and Marshall County Library

Madill, Oklahoma

Revised July 2012

The Madill/Marshall County Library provides access to the Internet as one means of fulfilling its mission to “provide educational, informational and recreational materials and services”. All Internet resources accessible through the Library are provided equally to all users, with the understanding that it is the individual user’s responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Public Library resources and facilities. The Library follows the Oklahoma “harmful to minors” law cited in Statute 21 O.S. Supp. 2000, 1040.75-77. The Library also filters according to CIPA, Children’s Internet Protection Act.

Internet computers will NOT be used by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by local community standards would be obscene. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or prohibit use by persons who fail to comply with the Internet Acceptable Use Policy as stated or implied herein. Parents are responsible for their children’s use of the Library’s resources and facilities.

Rules of Conduct

1. Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local standards would be obscene.
2. Installation, downloading, or modification of software is prohibited. DO NOT SAVE TO HARD DRIVE!
3. Users will respect copyright laws and licensing agreements.
4. Users will not make any attempt to gain unauthorized access to restricted files or networks, or damage or modify computer equipment or software.

5. Users are responsible for any damage caused to Library equipment or software that is due to negligence or intentional abuse. Any problem or fault with the Library equipment must be reported immediately. In no event will the Library be held responsible for any damage to user information.
6. Printing is .25 cents per page per side for black and white and .50 per page per side for the color printing, regardless. Users who incur charges for printing or other authorized fees require prompt payment. Computer access can be denied to anyone owing fees.
7. Users must sign up to use the Internet on a next-available-terminal basis. Computers will be available from 9:30 a.m. to 6:00 p.m. on Monday, Tuesday, Thursday and Friday. Wednesday from 9:30 to 6:30 and Saturday 9:00 to 1:00.
8. Children 13 and younger must be accompanied at the computer by a person eighteen years old or older who has computer knowledge and is able to help them. Person helping may not leave the child or use another computer while sitting with child. No children under ten (10) will be allowed to access the computers.
9. Children between the ages of 10 and 17 must have on file, written authorization from parent or legal guardian, to be able to use the computer.
10. The Library staff will provide assistance, if needed: however, the Library's role is one of guidance rather than instruction.
11. It is best to leave small children elsewhere while using the computers. While in the Library they are your responsibility.
12. Users must have a valid Computer/Internet agreement on file with the Library and present their Library card to have computer access.
13. Use of another person's Library card for computer use is not permitted and could result in the loss of computer use for user and lender.
14. Access sessions will be limited to 30 minutes, or if no one is waiting an additional 30 minutes, up to a maximum of 2 hours per day.
15. Users must end their session and leave the terminal when asked to do so by authorized Library staff, even if they have not completed their session.
16. Users will respect the privacy of other users, and will refrain from attempting to view or read materials being used by others. The Oklahoma Privacy Act prohibits unauthorized disclosure, use or Publication of personal information regarding Library users, including minors.
17. The Library does not accept any responsibility for the accuracy or validity of information obtained from the various informational sources on the internet.
18. Do NOT change computers once started. Do NOT shut down computer when finished. DO restart the computer when finished.
19. Users have the right of confidentiality and privacy. However, security is technically difficult to achieve and the computer is located in a public area. As a result, the Library cannot guarantee privacy or confidentiality and cannot be held responsible.
20. Computers will be turned off during storms.

21. Games may NOT be played on computers. **Use of Filtered Search Engines**

The Madill/Marshall County Library supports the right and responsibility of parents to direct the use of Internet by their own children, and provides access to filtered search engines on Internet terminals. Filtered search engines (which are not under the control of the Library) may restrict access to sites that could be deemed objectionable, but may also limit access to sites that have legitimate research value. No filtering system is completely effective or efficient. Access to filtered search engines has been provided.

Anyone found bypassing the filter will have their computer privileges terminated.

Termination or Prohibition of User Access

When Library employees believe that the user has failed to comply with the Internet Acceptable Use Policy and/or Rules of Conduct, they are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions. A Library patron may be permanently barred from Internet access and from the Library.

No one else can use your Library Card to access computers, if you give your card to others for computer use you risk losing your computer access.