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Appendix A

Hotspot Agreement & Return Form

HOTSPOT CHECKOUT AGREEMENT

User Qualifications

- In order to borrow a hotspot, patrons must be 18 years of age or older and have a Miami Public Library card (in good standing).
- At the time of checkout, the borrowing patron must present his/her library card and state-issued ID. Address on library card must match address on state issued photo ID.

Conditions of Checkout and Use

- Only one hotspot may be checked out per household at one time.
- A hold may be placed on a hotspot, and the library card holder will have 48 hours after notification to pick it up.
- Checkout is for 7 days. There is no renewal.
- Internet service relies on cell tower technology and coverage. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower.
- User experience can vary based on location. The Library is not responsible for personal information shared over the internet or for information or websites accessed.
- The Library is not responsible for any liability, damages, or expense resulting from the use of the hotspot.
- User must agree to abide by the Library's *Computer Use Policy*.

Overdues, Lost/Damaged Items

- Fines for overdue hotspots are \$5.00 per library business day. Failure to return equipment when it is due or to pay for lost or damaged equipment may result in charges being filed and/or collection procedures and suspension of future electronic equipment checkouts.
- The user assumes full responsibility for the cost of repair or replacement in the event that the hotspot, power cord, or carrying case is lost, stolen, or damaged.
 - Hot Spot: \$50
 - Cord: \$20
 - Case: \$18

Return of Hotspots

- The hotspot, along with the power cord and carrying case, must be returned in person at the Library's check out desk and a staff member must verify that all parts are present and the hotspot is in basic working order before it will be checked in. The customer will receive a staff-signed receipt.
- Hotspots may be damaged or ruined if placed in the book drop. Hotspots returned in the book drop will result in a \$10 fine plus possible replacement costs and suspension of future hotspot checkouts.

I received a copy of this agreement and a copy of the Library's *Computer Use Policy* and I agree to abide by all policies in borrowing a hotspot from the Miami Public Library.

(Signature)

(Date)

This equipment has been made available through an Oklahoma Department of Libraries and Institute of Museum and Library Services Digital Inclusion grant.

Appendix B

Miami Public Library Meeting Room User Agreement (Revised 12/2021)

Name of group: _____

Name of contact person: _____

Phone number of contact person: _____

Email address for contact (optional): _____

Date of meeting: _____

Time of meeting: _____

How many total participants are expected: _____

Equipment requested for meeting:

- ____ Laptop
- ____ Projector
- ____ Big screen TV
- ____ Document camera

Room Needed:

- ☐ Large Meeting Room (up to 50 people)
 - ☐ Small Meeting Room (up to 15 people)
-

We agree to abide by the policies of the Miami Public Library regarding the use of the meeting room, computer lab, and library equipment. The Miami Public Library reserves the right to deny the use of its meeting rooms to any sponsoring group who knowingly violates any part of the Meeting Room Policy. Also, we acknowledge that typing our name below constitutes a legal signature.

Signed: _____
(above listed contact person)

Date: _____

Staff Use:

- ____ For Profit
- ____ Not For-Profit
- ____ Educational Use

- ____ Hours Needed
- ____ Donation Made: \$_____ (non-refundable)
- Note:

Staff Name: _____

Staff Signature: _____

Appendix C

PATRON BEHAVIOR AND LIBRARY USAGE POLICY

Warning Form

(2012)

Patron Name: _____

Date of discussion: _____

Staff concerns:

Briefly recap everything that has been documented by staff. Attach any staff documentation to library copy (but not patron copy)

Patron comments:

Deposition - Describe what the patron must do differently (i.e. quit making comments that make staff uncomfortable, quit yelling at staff, etc.)

Statement of consequence - If this does happen again you will be banned from using this facility for an indefinite period of time. Failure to comply will be considered trespassing and will result in notification of police.

This decision may be appealed through a written complaint to the City Manager and placed on the Library Board agenda for consideration.

Patron signature_____

Refusal to sign shall operate as an indefinite ban on using these facilities.

Witness signature_____

Library Director signature_____

Appendix D

Release of Information Form

Release of Information Form
(Revised 6/2012)

Oklahoma Statute Title 65 Section 1-105A

Disclosure of Records

Any library which is whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except:

1. Persons acting within the scope of their duties in the administration of the Library.
2. Persons authorized to inspect such records, in writing, by the individual or group; or
3. By order of a court of law.

I, _____ (please print your name) understand the statute listed above. I hereby give my permission, in writing, for the staff of the Miami Public Library to release the titles of any reserved materials on my account in the following manner(s):

Messages left on my home answering machine and with any person answering my home telephone.

Messages sent to the following email address: _____

Material pick-up on my behalf by: _____

Identification will be required at time of pick-up

Signature

Date

Staff use-

___ Note in Account

___ (R) after name

___ Email address entered for phone if requested

Staff Signature

Date

Appendix E

Request for Reconsideration of Library Materials

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

(Reviewed by Board of the Miami Public Library 08/2016)

Name	Today's Date
Address	
City, State	Zip Code
Daytime Telephone	Alternate Phone
Email Address	Library Card Number
Author	Call Number of Item
Title	
Format of Item (Please circle)	
Book DVD/Video Audiobook Magazine Other	

1. What do you find objectionable and/or offensive about this item? Please give specific examples.

4. Have you read any critical reviews of this item? If yes, please include source.

5. Do you recommend that the Library reclassify this item or remove it from the collection?

6. Do you have a recommendation for an alternative to this item?

Signature of Library User Submitting Reconsideration Form	Date
Signature of Staff Member Receiving Reconsideration Form	Date

The Miami Public Library thanks you for your interest in the Library's collection.

You will receive written notification of the decision regarding your request.

Appendix F

Non-Traditional Materials Lending Library: Liability Release Form

By signing this document, you will waive or give up certain legal rights, including the right to sue or claim compensation following an incident. **Please read carefully.**

Lending Agreement

- I accept full responsibility for the care of the materials I check out and agree to pay for any damage or loss of items at full retail replacement value.
- Late fees apply if not returned by the agreed date.
- I understand there will be a late fee charged, at a per day rate, per item until returned.
- I am responsible for checking equipment for safety or damage before using.
- I am familiar with the proper use of rental equipment and agree to use the equipment only for its intended purpose and return in good working condition.
- I acknowledge that Miami Public Library has **NOT** instructed on the proper use or handling of sporting equipment.
- I understand I am to return all non-traditional materials to the front desk and not the book drop

Fines

The borrower is responsible for replacing lost/damaged items at full retail replacement value. Please see a library staff member to find the cost of the materials you wish to check out.

I understand the terms and conditions of borrowing recreational equipment from the Miami Public Library and will be responsible for replacing any lost, damaged or stolen items.

Signature: _____

Date: _____

Waiver and Release of Liability

Miami Public Library holds the safety of participants in high regard. Participants and parents/guardians of minors taking part must recognize the inherent risk of injury when choosing to participate in recreational activities.

- I acknowledge that it is my responsibility to wear appropriate safety and protection gear while using any of the sports rental equipment. I am also responsible for obtaining any additional equipment for the safe and proper use for all recreation and sports equipment.
- I assume legal liability and waive all claims against the Miami Public Library and the City of Miami-for injuries, damages or loss I may sustain while participating in any activities associated with this rental agreement.
- I am aware that the physical exertion required to participate in any recreational activities associated with this rental agreement can activate or aggravate pre-existing injuries and conditions.
- I will not sue or otherwise hold responsible the Miami Public Library or the City of Miami for any loss, damages or injuries resulting from the use or misuse of the equipment.

I have read, understand and accept my obligations detailed above regarding the borrowing of equipment from Miami Public Library and the City of Miami.

Name: _____ Patron#: _____

Phone #: _____ Address: _____

Email: _____

Signature of Borrower: _____ Date: _____