

**POLICIES & PROCEDURES
FOR THE
SEMINOLE TRIBE OF FLORIDA**

**CENTER FOR
STUDENT SUCCESS AND SERVICES**

LIBRARY PROGRAM

February 1, 2017



The Seminole Tribe of Florida Tribal Council and the Seminole Tribe of Florida's Center for Student Success and Services have the right to interpret the content of these Policies and Procedures. Nothing contained in these Policies and Procedures confer any right, contractually or otherwise upon any third party. These Policies and Procedures may be amended at any time.

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LIBRARY PROGRAM POLICIES AND PROCEDURES

The Seminole Tribal Library Program maintains a comprehensive collection of print materials for all ages and reading levels and was created to serve the needs of the Seminole Tribe of Florida and its tribal members. The Library Program is a branch of the Seminole Tribe of Florida under the direction of the Center for Student Success and Services.

Description of the Seminole Tribal Library Program

The libraries are open to Tribal members, their spouses, members of the community, the public and employees of the Seminole Tribe of Florida.

General Collections

The Seminole Tribal Library Program maintains a comprehensive collection of circulating and non-circulating reference materials

Patrons with a valid Library card are allowed to borrow the following:

- All books which are not reserved as “reference” books
- All non-current (out of date) periodicals, excluding scholarly journals
- Any other circulating media such as DVDs which are not reserved as “reference” materials

Library Procedures

Library Cards

To receive a Library card patrons must:

- Must be a Tribal member, Tribal community member or an employee of the Seminole Tribe of Florida.
- Complete the Library application form in full
- Present current and valid government issued photo ID (student ID) or tribal member enrollment card
- Be at least six (6) years of age (*if no photo ID is available, parents/legal guardian’s photo ID is required*)

Note: Parent/legal guardian must sign the application form for their minor child(ren) and are responsible for their library material usage. There is no charge for issuing or renewing a card.

Borrowing & Return Policy

- Patrons can borrow a maximum of six (6) items at any given time
- All books can be borrowed for three (3) weeks. *(please see chart below for other material)*
- Books returned after three (3) weeks will be considered over-due
- Patrons may not borrow any additional materials if they have three (3) or more items over-due.
- Non-circulating ‘Special Collection’ items, such as photographs, recordings and hard to find works about the Seminole Tribe of Florida, are not available to be checked out or borrowed.
- Damaged or lost Library items must be replaced, or the cost (including processing fees) reimbursed to the Library.

Patrons are allowed to borrow Library material for a maximum amount of time based on the following classifications:

ITEM	Book, (Adult, Young Adult, Easy or Juvenile)	Videos	Books on Tape/CD	Compact Disc	DVD
MAXIMUM QUANTITY	6	2	2	2	2
MAXIMUM LOAN PERIOD	3 weeks	7 days	2 weeks	2 weeks	7 days

All borrowed Library materials may be returned to any of the four branches below:

BRIGHTON RESERVATION
Billy Osceola Memorial Library
5658 East Village Street
Okeechobee, FL 34974
PH: 863-763-3572 EXT#: 14615
Fax: 863-763-0679

BIG CYPRESS RESERVATION
Willie Frank Memorial Library
31000 Josie Billie Highway
Clewiston, Florida 33440
PH: 863-902-3200 EXT#: 13125
Fax: 863-902-322

HOLLYWOOD RESERVATION
Dorothy Scott Osceola Memorial Library
3100 Northwest 63rd Avenue
Hollywood, Florida 33024
PH: 954-989-6840 EXT#: 10521
Fax: 954-233-9536

IMMOKALEE RESERVATION
Diane Yzaguirre Memorial Library
295 Stockade Road
Immokalee, FL 34142
PH: 239-867-5300 EXT#: 16436
Fax: 239-658-1163

Internet Access

The Seminole Tribal Library Program has a computer lab at each location and provides filtered access to the Internet. The Libraries also provide access to the Florida Electronic Library (FEL) for research purposes.

It is each user's responsibility to use the Internet wisely. The Seminole Tribal Library Program and the Seminole Tribe of Florida reserve the right to monitor Internet usage for inappropriate or harmful material.

Programs

The Seminole Tribal Library Program conducts special programming throughout the year, which may include but is not limited to:

- Story times
- Poetry readings
- Book clubs
- Summer Reading Program
- Art classes

A monthly calendar of activities is available at all Library locations upon request.

Child Safety Policy

For the safety of the children, any child under the age of 5 years old must be accompanied by a 'caretaker' or chaperone that is responsible for the child, during their entire stay in the Library. Caretakers are considered to be the following:

- Parents
- Tutor
- Legal guardian
- Older sibling or family members [twelve years old or older]
- Designated Adult (Nanny/Babysitter, etc.)

Library Hours

- Library hours are from 8:00 a.m. till noon and from 1:00 p.m. till 5:00 p.m. Monday through Friday, with the exception of tribal holidays when the libraries are closed.
- All children must be picked up from the Library by closing time.
- Children will not be permitted to use the Library during regular school hours, except for pre-approved scheduled events.

TRIBAL LIBRARY PROGRAM CODE OF CONDUCT

While in the Library:

- ◆ Always use polite language
- ◆ Silence cell phones and other electronic devices
- ◆ Only Library Program personnel are permitted behind the Circulation desk, in the Library offices, or in the storage room
- ◆ Comply with all Library Policies & Procedures

NOT permitted in the Library:

- ◆ Loud noises, raised voices or shouting
- ◆ Smoking
- ◆ Littering
- ◆ Drugs
- ◆ Weapons
- ◆ Food and drinks (subject to Library event needs)
- ◆ Animals (only service animals will be allowed)
- ◆ Feet on furniture
- ◆ Damaging any Library facilities, equipment or materials
- ◆ Running, jumping or climbing
- ◆ Use of rollerblades, skateboards, hoverboards or other sports equipment and the like
- ◆ Blocking Library entrances, exits or aisles

Anyone violating the Library rules may be asked to leave.

PROCEDURES FOR UNACCOMPANIED MINORS AT THE LIBRARY AFTER CLOSING

Please note that all minors must be picked up from the Library by/before closing time.

Procedures

If minor is left at the Library at time of closing:

- Library staff will contact parent and/or legal guardian of the minor.
- Parent/Legal Guardian or designee is required to retrieve their child within half (1/2) hour of notification.
- If Library staff is unable to contact parent and/or legal guardian, and or if parent/legal guardian or designee is unable to retrieve their child within the allotted time of notification, SPD will be contacted.
- Custody of the minor will be transferred to the approved SPD representative.
- Parent/Legal Guardian will retrieve the minor from SPD
- Notify the Director, Center for Student Success and Services