

# Wichita Public Library Policy Manual

## Reference Services

REF-001	Reference Service
REF-002	Equipment Available for Customer Use
REF-003	Public Computer Workstations
REF-004	Internet Access and Acceptable Use
REF-005	Digital Reproduction and Publication Use Fees
REF-005.1	Photographic Reproduction Fees
REF-005.2	Wichita Photo Archives: Digital Image Processing Fee and Commercial Use Fee Schedule
REF-006	Library Displays and Exhibits
REF-007	Handouts and Bulletin Boards
REF-008	Petitioning or Distribution of Literature in Libraries
REF-009	Meeting Room Facilities
REF-009.1	Technology Training Center Rental
REF-009.2	Videoconferencing Services
REF-010	Library Tours and Group Visits
REF-011	FamilySearch Center Affiliate Program

# Wichita Public Library Policy Manual

## **REF-001 Reference Service**

All requests for assistance will be treated as serious requests for information without regard to the reason for the need. Requests for opinions, evaluations and in-depth research by staff cannot be accommodated.

The number of requests received and the availability of staff and resources to answer them are used to set guidelines for the level of reference service available through the various points of access.

For policies on the circulation of reference materials, see CIR-008.

Date

11/16/2004

# Wichita Public Library Policy Manual

## **REF-002 General Equipment Available for Customer Use**

The Library makes certain equipment available for customer use: examples include, but are not limited to, computers, typewriters, microfilm and microfiche readers, and photocopiers. Not all equipment can be provided in all branches or sections. Unless otherwise noted, these machines are available on a first-come, first-serve basis.

While use of typewriters is free, customers may either provide their own paper or purchase paper at the nearest service desk (three sheets/\$0.10).

Photocopiers will charge \$0.20 for letter and legal-sized copies, \$0.40 for double-sided letter or legal-sized copies, and \$0.40 for 11" x 17" copies.

A \$0.25 fee will be charged for each page printed from the microfilm or microfiche printers.

See REF-003 for public computer workstation policies.

Date

11/16/2004

# Wichita Public Library Policy Manual

## **REF-003 Public Computer Workstations**

Use of public computer workstations is open to all customers with a valid Wichita Public Library card in good standing. (See CIR-008 for definition.) Access to Library computers or wireless service requires that customers have a Library card. E-cards are available for adult customers who wish to only have access to computers and electronic resources (see CIR-001). Parents and legal guardians may restrict minors from access to Internet resources available through the Library by completing a Parental Restriction Form.

Files left on computer hard drives will be deleted. Flash memory drives will be available at the desk for \$9.00 for customers who wish to save their files.

Customers may attach peripherals and storage devices to Library computers if no software insertion, special purpose browser plug-ins, or file storage on fixed disks is required.

There is a \$0.10 per page charge for any printouts made from any public computer workstation.

There is a \$1.00 charge for each same-day, one-hour advanced reservation for public computer workstations.

Customers may provide their own headphones/ear buds for audio use on PCs, or ear buds are available at service desks for a \$1.00 fee.

Customers may connect their personal computers to the Library network for wireless access, but not by network cable unless renting a meeting room (see REF-009). Some facilities may have electrical outlets conveniently located for customers to use for portable computing devices, but customers should ask for assistance before plugging in any devices. The Library is not responsible for any harm or data loss caused by electrical power fluctuations.

### Related Form

Parental Restriction Form

### Dates

11/16/2004, 7/17/2007, 1/19/2010, 9/21/2010, 2/15/2011

# Wichita Public Library Policy Manual

## **REF-004 Internet Access & Acceptable Use Policy**

Internet access is available on public workstations for all users of the Wichita Public Library as a resource to be used in the fulfillment of the Library's mission.

The Library will provide Internet access at no cost. Related services may be available for a fee (see REF-003).

The Library complies with state and federal laws. We have a particular awareness of Kansas laws relating to obscenity (K.S.A. 21-4301; 21-4301a, and 21-4301c) and federal laws on copyright (U.S. Code, Title 17). The Library complies with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA) (codified in pertinent part at 20 U.S.C. § 9134) regarding requirements to use technology protection measures. Technology protection is not reliable. The Library cannot be held responsible for prohibited information that might be displayed.

The Library will interrupt or terminate a customer's computer session if material displayed on the screen is not appropriate in a public environment. As all workstations are in view of other customers and staff, users are not permitted to display images containing gratuitous violence or obscenity as defined by Kansas law.

The Internet connects users to resources outside the Library. The Wichita Public Library has no control over these resources. The Library is responsible only for data in files created and maintained by its staff. Customers use the Internet at their own discretion.

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Parents are encouraged to monitor and supervise their children's access to the Internet.

The Library has no control over computer programs available through the Internet. Any loss of data, damage, or liability that may occur from customer use of programs obtained through library access is not the responsibility of the Wichita Public Library.

Inappropriate use of Internet access will result in cancellation of the individual's use of this service. Examples of inappropriate use include, but are not limited to, the following:

- Displaying or disseminating images containing gratuitous violence or obscenity as defined by Kansas law;
- Disclosure, use, or dissemination of personal information that could threaten the safety or security of a minor, any other person, or the Library;
- Attempting unauthorized access to restricted or confidential systems;
- Tampering with computer hardware or software;
- Violation of software license agreements and copyright laws;
- Violation of another user's privacy;
- Any illegal activity, unethical misrepresentation or any form of harassment;
- Use of library workstations for other than their intended purpose.

Illegal acts involving library computer resources may also subject a user to prosecution by local, state, or federal authorities.

## Wichita Public Library Policy Manual

Library computer stations are for designated use only. For better service and the security of all users, customers are not permitted to run programs of their own or programs downloaded from the Internet. Other uses that are unavailable in order to ensure security and support of our users include: Internet Relay Chat; instant messaging; Usenet newsgroup posting; devices that require software insertion; special purpose browser plug-ins and file storage on fixed disks.

The Library's staff will develop rules and procedures as necessary to insure equitable and reasonable use of public access workstations. The Library reserves the right to terminate a customer's computer session at any time.

The Library maintains subscriptions and links to excellent online information sources that serve all areas of education and research, for children and adults. Courses in use of electronic resources, Internet safety and computer security are also offered on an ongoing basis. We urge users to ask Library staff about these very effective, authoritative, and excellent online resources.

### Related Laws and Policies

K.S.A. 21-4301  
K.S.A. 21-4301a  
K.S.A. 21-4301c  
U.S. Code, Title 17  
CIPA  
NCIPA  
20 U.S.C. § 9134

### Related Form

Parental Restriction Form

### Date

9/17/1996, 10/15/1997, 2/19/2002, 6/15/2004, 9/21/2010

# Wichita Public Library Policy Manual

## **REF-005 Digital Reproduction and Publication Fees**

### **Services and Permissions**

As part of its public service mission, the Wichita Public Library provides reproductions of items from its photograph collection for personal, research or commercial use. Images contained in the Wichita Photo Archives may be downloaded and printed for personal use free of charge. (Regular printing fees will be charged if printed from the Library's public computer workstations; see REF-003.) High-resolution digital images for personal use or for publication and copies of Wichita Public Library photo holdings not contained in the Wichita Photo Archives may be obtained upon request. Fees to offset the cost of delivering these images will be charged. The Library reserves the right to choose the resolution and format and to limit quantities of items reproduced for its users. If an image is to be reproduced in any type of publication, CD-ROM, broadcast, exhibition, web site, etc., written permission is required and use fees may be assessed. Using a reproduction of an image from the Library's collections without the Library's official written permission is strictly prohibited.

### **Copyrighted Material**

The nature of historical archival collections means that copyright or other information about restrictions may be difficult or even impossible to determine. Whenever possible, the Library provides information about copyright owners and other restrictions in the catalog records, finding aids, special-program illustration captions and other texts that accompany collections. The Library provides such information as a service, but it is the customer's obligation to determine and satisfy copyright and other use restrictions when publishing or otherwise distributing materials found in the Library's collections. A reproduction and use agreement confirming the customer's knowledge of copyright obligations is required for all requests to reproduce or use Library images.

### **Use Agreements and Fees**

All customers wishing to obtain copies of Wichita Public Library photographs or to use Wichita Public Library photographs for other than personal or research purposes will be asked to complete a reproduction and use agreement specifying the intended use of the images and detailing the processing and use fees due to the Library in exchange for that use. Fees are charged for the non-exclusive use of images as outlined in the reproduction and use agreement. Subsequent use or reuse of the images will require completion of a new reproduction and use agreement. Use fees are assessed in addition to reproduction charges. The Library reserves the right to waive fees or to set requirements on an individual basis at its discretion.

### Date

8/19/2003, 11/16/2004, 2/20/2007

## Wichita Public Library Policy Manual

### REF-005.1 Photographic Reproduction Fees

Reproductions of images from the Wichita Public Library collections are available. Images may be delivered as laser prints, laser photocopies, photographic prints or slides with sepia toning also available. Fees for photographic reproductions are based on the costs charged by the Library's designated photo lab.

Format	Description	Fee
Laser Prints	Originals are scanned at up to 600 dpi and printed from a laser printer onto regular white bond paper. Printed image size varies according to size of original print. Same day service may be available for images already scanned. Images requiring scanning may take 1-2 days for processing.	\$0.10 per printout
Laser Photographs	Black and white or color laser photocopy of original print, copied on laser paper. Three-day service.	8.5" x 11" = \$2.50 11" x 17" = \$3.00
Photographic Prints, Economy Grade	Printed on resin-coated paper with your choice of gloss or semi-matte surfaces. Minimal dodging and burning; no dust spotting. Minimal exposure and color balancing with no exact color corrections or exact cropping included. Prints will have a 0.25" border. Two to three weeks for processing.	4" x 5" = \$8.00 5" x 7" = \$10.00 8" x 10" = \$13.00 11" x 14" = \$20.00 16" x 20" = \$28.00 20" x 24" = \$41.00 *All photographic prints made from negatives larger than 4" x 5" require processing at the premium level only.
Photographic Prints, Premium Grade	Best print quality suitable for publication. Extra time spent to achieve the best possible exposure and contrast balance on black and white prints. Single and double-weight papers available, with gloss or semi-matte finish. Prints have a 0.25" border. Two to three weeks for processing.	4" x 5" = \$12.00 5" x 7" = \$13.00 8" x 10" = \$20.00 11" x 14" = \$31.00 16" x 20" = \$45.00 20" x 24" = \$62.00 *All photographic prints made from negatives larger than 4" x 5" will require an additional 50% fee for setup on special equipment and processing at the premium level only.
Sepia Toning	Adds one to two days to processing time.	4" x 5" = \$1.00 5" x 7" = \$1.00 8" x 10" = \$2.00 11" x 14" = \$3.00 16" x 20" = \$5.00
Negatives	An additional fee will be charged if there is no existing negative of the image. Adds three to five days to processing time.	\$15.00 per image
Copy Slides	Two to three weeks for processing.	\$10.00 each

## Wichita Public Library Policy Manual

### Digital Reproduction Fees

Digital reproduction fees offset the cost of scanning and/or copying digital images from the Library's photograph collections. Payment of all digital reproduction fees must be made when submitting an order. If an order is arranged via e-mail or telephone, payment must arrive prior to the delivery of the digital image. Digital versions of images are generally provided at low resolution (less than 150 dpi), in .GIF, .TIF or .JPEG format. If a higher-resolution image is requested, other fees may apply. Digital photographs will be delivered to customers by burning images to a CD-ROM, or via e-mail. Scanning or photographing images with a customer's own equipment, faxing images or uploading digital images to third-party web pages are not available.

Description	Fee
Processing fee to save images to CD-ROM or to email to customer	\$10.00 per image plus \$1.00 per CD-ROM
Scanning services, per half-hour (charged when image has not already been scanned)	\$15.00 per half-hour

### Publication Use Fees

Use fees are charged for commercial use of Wichita Public Library images. No use fees are charged for non-commercial use in publications issued by non-profit societies or agencies in Kansas, or for scholarly use (publication in scholarly works with circulation less than 10,000 copies or university press publications with print runs of 5,000 copies or less). Additionally, no use fees are charged for the use of photographs in newspaper articles, newscasts or documentaries. Credit must be given to the Wichita Public Library, whether or not a use fee is charged. Publication use fees are assessed in addition to reproduction fees outlined above.

Description	Quantity	Fee
Books, videotapes, brochures and other printed materials	5,000 copies and under	\$20.00 per image
	5,001 – 15,000 copies	\$35.00 per image
	15,001 – 25,000 copies	\$50.00 per image
	25,001 – 50,000 copies	\$75.00 per image
	Over 50,000 copies	\$100.00 per image
Serials (magazines, journals)	Circulation of 5,000 or less	\$15.00 per image
	5,001 – 9,999	\$35.00 per image
	10,000 and up	\$50.00 per image
Commercial Decorative displays (e.g. restaurants)	Each image	\$25.00 per image
Book jacket	Each image	\$75.00 per image
Commercial films or television	Each image	\$100.00 per image
Filmstrip or slide show	Each image	\$2.00 per image
Resale/Advertising: Commercial Use	Each image	\$100.00 per image

## Wichita Public Library Policy Manual

Resale/Advertising: Nonprofit Use	Each image	\$5.00 per image for the first 5 images, \$10 per image for images 6 to 10 and with additional images priced at similar incremental rates
Webpage Use: Nonprofit use	Each image	\$5.00 per image
Webpage Use: Commercial use	Each image	\$50.00 per image

### Related Form

Reproduction and Use Agreement

### Date

8/19/2003, 11/16/2004, 2/20/2007

# Wichita Public Library Policy Manual

## **REF-005.2 Wichita Photo Archives: Digital Image Processing Fee and Commercial Use Fee Schedule**

All images contained in the Wichita Photo Archives may be downloaded and printed for personal use free of any charges. (Regular printing fees will be charged if printed from the Library's public computer workstations; see REF-003.) If, however, a customer wishes to obtain a high-resolution image downloaded to a CD-ROM for personal use or for publication, the following price schedule will apply. Individuals are encouraged to contact the institution owning the images for information concerning special fee schedules for educational and community-related projects.

### **Processing fee:**

Per image for pre-scanned images and creation of a CD-ROM (multiple images may be placed on same CD-ROM.) Price includes costs for CD-ROM \$10.00

### **Commercial Use fee for one-time use in addition to processing fee:**

Books, videotapes, brochures, and other printed materials:

Number of Copies	Fee
5,000 and under	\$20 per image
5,001 – 15,000	\$35 per image
15,001 – 25,000	\$50 per image
25,001 – 50,000	\$75 per image
Over 50,000	\$100 per image

Serials (magazines, newspapers):

Circulation of Serial	Fee
Under 5,000	\$15 per image
5,001 – 9,999	\$35 per image
10,000 and up	\$50 per image

Commercial Decorative Display (e.g. restaurants):	\$25 per image
Book jacket	\$75 per image
Commercial Films or Television	\$100 per image
Filmstrip or slide show	\$20 per image

### **Resale/Advertising**

Advertising	\$100 per image
Nonprofit Use	\$5 per image for the first five images \$10 per image for images 6 to 10 additional images at similar incremental rates

### **Webpage Use**

Nonprofit	\$5 per image
Commercial	\$50 per image

Images contained in the Wichita Photo Archives are not available for licensing.

### Related Form

Reproduction and Use Agreement

### Date

8/19/2003, 11/16/2004, 2/20/2007

# Wichita Public Library Policy Manual

## **REF-006 Library Displays and Exhibits**

All exhibits and displays will be Library sponsored. Exhibits and displays developed by staff will highlight Library programs, collections, and/or special materials purchased with grant or endowment funds.

Display or exhibition of materials does not indicate the Library's endorsement of the issues or events promoted by those materials.

While on display, materials in locked cases are unavailable for checkout. Rare exceptions may be granted at the discretion of the section or branch manager.

### Date

11/16/2004, rev. 11/15/2005

# Wichita Public Library Policy Manual

## **REF-007 Handouts and Bulletin Boards**

At its discretion the Library will provide reasonable space for announcements and notices of programs and activities sponsored by civic, cultural, and educational groups. Most material is displayed for no more than one month. When space is limited, preference is given to organizations and agencies in Wichita.

The Special Projects Librarian or his/her designee must approve material for display and distribution through the Wichita Public Library system. Material of specific interest to individual neighborhoods or areas of the city may be approved by Branch Managers.

The display of commercial and/or political advertising is prohibited by the policy of the City of Wichita (Administrative Regulation #79).

Distribution or posting of materials by the Library does not indicate the Library's endorsement of the issues or events promoted by those materials.

### Related City Administrative Regulations

City of Wichita AR #79

### Date

11/16/2004

# Wichita Public Library Policy Manual

## **REF-008 Petitioning or Distribution of Literature in Libraries**

Members of the public are not allowed to petition, solicit, distribute literature or materials, canvas or make similar appeals in libraries. Such activity will not be allowed on Library grounds if doing so impedes the safety of customers or staff, impedes access by the public to the building, or interferes with the use of the building, such as through excessive noise.

Date

11/16/2004

# Wichita Public Library Policy Manual

## REF-009 Meeting Room Facilities

The Wichita Public Library welcomes the use of its meeting room facilities for the civic, educational and public information meetings of interest to the citizens of Wichita. Meeting rooms are available on the terms and within the fee schedule established by the Library Board of Directors. All programs held in meeting rooms shall be open to the public. All programs held in Library facilities shall follow fire codes and not exceed the facilities' maximum capacity.

<b>MEETING ROOM</b>	<b>CAPACITY</b>	<b>FEE</b>
Central Auditorium - 3rd floor	150 chairs theater style *	\$25.00
Central Patio Room - 1st floor	40 chairs theater style *	\$15.00
Central – Technology Training Center	10 computer workstations plus instructor station	\$100/3 hr. session and up (see below for detailed fee schedule)
Central Board Room -3rd floor	14 chairs around a large table	\$10.00
Alford Branch	100 chairs theater style *	\$20.00
Angelou Branch	75 chairs theater style*	\$20.00
Evergreen Branch	75 chairs theater style *	\$20.00
Linwood Park Branch	20 chairs theater style *	\$15.00
Orchard Park Branch	20 chairs theater style *	\$15.00
Rockwell	75 chairs theater style *	\$20.00
Westlink	75 chairs theater style *	\$20.00

\* Tables also available

Internet access is available in meeting rooms at Central, Alford, and Evergreen with prior arrangement.

Meeting rooms are available to any group or individual, within the fee schedule established by the Library Board of Directors, with the following exceptions.

1. Groups or individuals whose intent is to use the room for monetary gain for the receipt or solicitation of contributions or donations. The Library Director may make exceptions for Library related events.
2. Groups or individuals whose purpose is illegal.
3. Groups or individuals whose conduct would interfere with the proper functioning of Library business.

The Director of Libraries is authorized to deny further use of meeting rooms to individuals or groups who disregard Library regulations. Programs may not disrupt the use of the Library by others. Persons attending the meeting are subject to all Library rules and regulations

If a question is raised as to the goals and activities of any group using the meeting rooms, the Library Board of Directors shall be the final authority in granting or refusing permission for the use of the rooms.

## Wichita Public Library Policy Manual

Granting permission to use the Library facilities does not constitute an endorsement by the Library Board of Directors or staff of the beliefs of the organization using the facility. All publicity concerning meetings should make it clear that the Library is not the sponsor. Neither the name nor address of the Wichita Public Library may be used as the official address of an organization except by Library-affiliated organizations and with the approval of the Director of Libraries.

No signage or notices promoting events in Library facilities may be displayed on Library property without the prior approval of the Special Projects Librarian, Director of Libraries, or Librarian-in-Charge.

### **Fees and Reservations**

Meeting rooms are available only during Library hours and must be vacated 15 minutes prior to closing time. Only Library activities will be held in meeting rooms on Sunday at Central.

Reservations are made on a first-come/first serve basis by calling the desired location. Reservations should be made in advance so an agreement form can be mailed, signed and returned with payment before the meeting. Reservations will be considered tentative until payment is received. Room reservations will be canceled if the meeting room agreement is not signed, received and fee paid at the location 5 working days after the reservation has been confirmed. A group may cancel a room reservation and receive a refund of the room fee if the location is notified 2 days prior to the day of the meeting. Groups who cancel after 2 days prior to the day of the meeting forfeit the room fee. A group may receive a refund if dangerous weather or other conditions necessitate the Library's unscheduled closing.

All reservations are subject to change, depending on the Library's need for the meeting room. The Library reserves the right to cancel a room reservation or substitute facilities if the scheduled room is needed for Library activities. Groups will be reimbursed if the necessary cancellation or substitution of space causes the group not to meet at the Library after the meeting room fee has been paid. Cancellation or substitution of facilities will occur only in an emergency.

Library organizations and Library-affiliated groups are not charged for the use of meeting rooms.

### **Responsibilities and Regulations**

The Central Library will be responsible for set up of rooms in that building. Groups meeting at the branches are responsible for room set-up and the restoration of the room to its original condition after a meeting.

Refreshments, except alcoholic beverages, may be served, if they are kept inside the meeting room. The group must provide all the necessary items, and take responsibility for cleanup of anything remaining. The group using the room is responsible for reasonable care of the room and is liable for damaged or stolen equipment or damage to facilities. The Library is not responsible for the equipment, supplies, materials or other items owned by the group or individuals in the Library.

No smoking is allowed in any part of the Library. The Wichita Public Library is not responsible for lost or stolen items.

## Wichita Public Library Policy Manual

Some audio-visual equipment is available for use in the meeting rooms. The Library does not provide staff to operate any equipment. Renters must make an appointment to be trained by appropriate staff. Arrangements should be made 48 hours prior to use of equipment. If the location of the meeting room does not own the needed equipment, staff will make arrangements with the Central Library for loan on an as-available basis.

### Related Form

Meeting Room Agreement

### Date

11/16/2004

# Wichita Public Library Policy Manual

## **REF-009.1 Technology Training Center Rental**

In addition to the policies that apply to the rental of meeting rooms (REF-009), the following policies apply to the rental of the Technology Training Center.

If a Technology Training Class rental must be cancelled because of technical failure, the session may be rescheduled at no extra charge.

No food or drinks are permitted in the Technology Training Center.

The policies and procedures as set forth in the Wichita Public Library Internet Access and Acceptable Use Policy (REF-004) shall apply to the use of the Technology Training Center. The Library's Acceptable Use Policy applies to all use of the libraries' computers. All data added during a TTC session will be removed after the session's completion.

### Technology Training Center Fee Schedule

- The TTC may be rented to outside groups for a rental fee of \$100.00 per three-hour session.
- The rental of the TTC, in addition to the services of a designated WPL instructor providing an existing program, will be \$250.00 per session.
- Program development or specialized programs with the addition of software may be available. Contact the Electronic Resource Manager for arrangement and a quote. A minimum of 2 weeks notice must be given if special software manipulation is necessary.

### Related Form

Meeting Room Agreement

### Date

11/16/2004

# Wichita Public Library Policy Manual

## **REF-009.2 Videoconferencing Services**

State of Kansas Enhanced Library Meeting Room (ELMeR) videoconference equipment is available for use in the Central Library. Policies that apply to the rental of meetings rooms (REF-009) and those set forth in the Wichita Public Library Internet Access and Acceptable Use Policy (REF-004) apply to all videoconferences in the Library.

Videoconferencing may be added to a meeting room reservation at an additional fee for which the Library will make setup and technical support available for the duration of a videoconference. Use is dependent on availability of meeting rooms and technical support staff.

Reservations for equipment use between 10am and 5pm on weekdays may be made at a rate of \$100.00 per two-hour session.

Reservations during evening and weekend library hours may be made at a rate of \$100.00 per hour.

Videoconferencing fees are due at the time that a meeting room is reserved.

No refunds will be made when a videoconferencing event ends earlier than its reserved time.

When videoconferences extend beyond the time of a reservation, additional fees shall be assessed at the rate of \$50.00 (weekday) or \$100.00 (evening/weekend) per hour.

Videoconference users are responsible for connection arrangements. An equipment test and orientation session may be requested before the conference. Sessions are to be scheduled through the Library's meeting room reservation staff. No fees shall apply to testing session.

If a videoconference must be cancelled because of technical failure, the session may be rescheduled at no extra charge.

Date

3/17/2009

# Wichita Public Library Policy Manual

## **REF-010 Library Tours and Group Visits**

Tours are available during regular business hours upon advance request. Tours must be booked 10 days in advance and groups must be between 5 and 30 people per guide, although rare exceptions may be made.

If a group has a specific need that is not covered under the three types of tours listed below, special arrangements can be made. Subject or interest specific tours or tours of individual branches may be arranged by calling individual locations.

The Central Library offers three types of tours.

- Tours for preschool through 3rd grade include a brief orientation to the Children's Room and a short program. It is recommended that arrangements for tours of the Children's Room be made as far in advance as possible.
- General Library tours for 4th grade through adult provide an overview of the Central Library's facilities and services. This type of tour does not provide user instruction on using the on-line catalog, special indexes, or finding specific kinds of information.
- Study groups and tours of specific reference sections for 6th grade and up provide detail on how to find information and go into depth in requested study areas.

Types of tours available in branches vary based on the size of the facility and the branch's materials and programs.

Schools may reserve the Board Room, Patio Room, or Auditorium at Central for use during a visit or tour at no charge if no room sets are needed.

See CIR-004 for information about issuing Library cards to tour groups or classrooms.

Date

11/16/2004

# Wichita Public Library Policy Manual

## **REF-011 FamilySearch Center Affiliate Program**

Under an agreement with the Genealogical Society of Utah (FamilySearch), the Wichita Public Library's Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center is a designated FamilySearch Center. Through this affiliation, users of the Special Collections Center have the opportunity to borrow microfilm and microfiche copies from the FamilySearch collection in Salt Lake City.

Library customers are permitted up to three loan requests from FamilySearch at any one time. Requests are managed and maintained in the Special Collections Center.

Fees for borrowing materials from FamilySearch are charged to the Library customers who request those items. Effective July 2008, fees for these loans are as follows:

- \$5.50 per microfilm roll for a 30 day loan and for each 30 day loan extension
- \$0.15 per microfiche card

Rolls of microfilm which have been borrowed and extended twice (on paid loan to the Library for 90 consecutive days) remain at the Library on an indefinite loan at no additional charge.

Records borrowed from FamilySearch are subject to copyright laws and may not be copied or used except as permitted thereunder.

### Contract

FamilySearch Center Agreement

### Date

11/18/2008