

**St. Joseph Public Library
Public Services Policy**

The St. Joseph Public Library is a public space open to anyone, with or without a library card. All branches of SJPL provide access to library collections, public restrooms, public service computers, and free WiFi internet. All locations are ADA compliant. All policies noted are available on the SJPL website at <https://sjpl.lib.mo.us/policies/>.

Patron Behavior

All patrons are expected to conduct themselves appropriately while on library property or attending a library program. *302 – Behavior Policy* details appropriate and inappropriate behaviors. *304 – Harassment & Discrimination Policy*, *342 – Weapons Policy*, and *303 – Filming and Photography Policy* outline SJPL’s intention to create a positive environment for staff and patrons. SJPL follows ADA guidelines regarding service animals, as dictated in *322 – Pets & Service Animal Policy*. In an effort to protect patron privacy and open library access, SJPL adheres to *326 – Public Assembly, Petitioning and Distribution of Literature on Library District Property Policy* and *332 – Social Media Policy*. For public health or safety reasons, a patron’s use of library materials or facilities may be restricted, as dictated in *334 – Suspension of Privileges for Health & Safety Reasons Policy*.

Policies for Minors

At SJPL, minors are anyone age 17 years and younger. The safety and security of minors is taken seriously by the staff at SJPL, but the responsibility to supervise a minor using the library rests with the minor’s parent or legal guardian. Minors under the age of 9 must be accompanied by a parent, legal guardian, or designated caregiver at all times, as stated in *338 – Unattended Minors Policy*. All minors must have a signed informed consent form on file to access library public service computers, as found in *310F – Internet Consent Form*. *316 – Restricting Access to Online Materials for Minors* dictates how the library protects minors from accessing pornographic material on library public service computers.

Library Materials, Programs, and Displays

The library is committed to providing the community with a variety of materials and resources. *301- Display Policy* and *325 – Programming Policy* outline the kinds of displays and programs a patron may see at SJPL. Patrons can check out many of the materials in our collection with a library card. The responsibilities of a library card holder are stated in *314 – Library Card Policy*. Institutions are also able to request library cards using form *308F – Institutional Letter & Card Application*. Some materials may be restricted for in-library-use only or have reproduction restrictions. A patron should see *340 – Use of Photographs and Photographic Reproductions Owned by the St. Joseph Public Library* for more information. Materials that cannot be obtained at SJPL or consortium libraries might be available through interlibrary loan, see *306 – Interlibrary Loan Policy*. For library card holders who are unable to leave their homes, SJPL offers library by mail, which can be applied for using the form *312F – Library by Mail Application*.

Library Services

Many of the services at the library are provided to patrons free of charge. Public service computers with internet access are available for patron use at all branches, and use is contingent upon adherence to *328 – Public Computers and Internet Policy*. Meeting spaces may be available for reservation at SJPL locations. The requirements and expectations to use those spaces are outlined in *318 – Meeting Room Policy*. Proctoring services may be available and are outlined in *324 – Proctoring Guidelines*.

Additional resources may be available at specific branches. Notary service is available by appointment at the Downtown and East Hills branches. At the Downtown branch, patrons can work with a staff member to create 3D designs and models. See *336 – 3D Printer Policy*.

While most services at the library are free, some of the services may have a discretionary fee. These fees help cover the costs of offering these services and are listed below:

- Black and white photocopies or prints are \$0.10 per page, except for printing from microfilm, which is \$0.25 per page.
- Color prints and photocopies are \$0.25 per page.
- Scanning: first four pages are free, then \$0.25 per page.
- Outgoing faxes are \$1.00 per page and SJPL does not assume responsibility for proper receipt of the fax. The library does not accept incoming faxes.
- Items can be submitted for lamination at the Downtown Library at \$1.00 per page.
- Research requests from people living outside the St. Joseph Public Library district are \$10.00 for thirty minutes of research, with a maximum research time limit of two hours for \$40.
- Replacement library cards are \$1.00 each.