



Pioneer Library System Policies

Information Station Guidelines

PLS Responsibilities

1. The host site will be designated as an Information Station and listed in PLS publicity.
2. All residents of Cleveland, McClain, and Pottawatomie counties are eligible for free library cards. In addition, those who work, own property, or go to school in PLS counties are also eligible for free cards. Other exceptions are noted in the Circulation Policy.
3. Materials are delivered once a week to the site.
4. No PLS items are held in collections at the Information Station sites.
5. PLS will add circulation system software to local site computers that will enable staff or volunteers to access the library's system.
6. PLS Staff will train designated persons in the use of the PLS catalog and circulation systems.
7. PLS Staff will perform data entry for new customers being registered, and will mail out cards to them.
8. Pioneer Library System provides more than 350,000 items in the library's collections to card holders.
9. Online databases and indexes with full text of articles are available to all card holders.
10. The library homepage with its numerous web links and research sites is available to all site visitors.
11. The PLS Public Information Officer will distribute area-wide publicity to tell the public about the Information Station. Everyone will be encouraged to visit the site and use the service.
12. All library customers can place holds and pick up materials at the site during the hours established as "Open to the Public."
13. PLS staff will lead teacher & student orientations and present public trainings as mutually agreed upon.
14. PLS staff may present children's Summer Reading Programs or give program development support.

Site Provider Responsibilities:

1. The host location will provide staff and volunteers to be trained in the use of the circulation system and searching techniques for the library catalog.
2. When checking in and checking out materials to customers of the Information Station, the volunteers will follow standard PLS policies and procedures.
3. The host site must provide adequate computer access to the internet and establish a reliable internet connection with PLS.



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4. The site will provide public access to the Information Station for regular public access and weekly deliveries including some summer access (at least 44 weeks per year, at least 4 weeks during the summer).
5. The site will make the Information Station available to the public at least 8 hours per week and publicly post and maintain hours of operation on a regular basis.
6. A trained person must check in the materials when they arrive and check them out to the individuals when they take them out of the facility. The materials must be checked in promptly when being returned in the delivery.
7. The outgoing delivery must be prepared weekly.
8. Recognizing that most Information Stations are located in schools, the host site should realize that there will be annual work involved to register new students for PLS library cards. On an ongoing basis they will assist the public in registration (the forms are sent in to PLS). PLS staff members will do the actual data entry and mail out the cards to the customers.
9. The host site must provide a secure location for materials that are being returned and for those that are waiting to be picked up by requesting customers.

Check Out Guidelines for Information Stations:

1. No fines are charged at Information Stations.
2. Materials are delivered and picked up weekly.
3. All customers are provided full access to all system materials on an equal basis – every customer is in line for any holds they place on items on a first come, first served basis.
4. The Circulation Policy and Procedure for the PLS System will govern the circulation of materials through the Information Stations.

Start Up and Maintenance of Information Stations

1. Appropriate sites are community use buildings where the public may visit freely during posted specific times. For example:
 - a. Schools
 - b. Community Centers
 - c. Senior Citizens Centers
 - d. Other easily accessible buildings
2. The Director and/or the Associate Director for Technology and the Associate Director for Branch Services will meet with the interested school or community location to evaluate the suitability of the site especially with consideration of these factors:
 - a. provision of computer connectivity and reliable web access
 - b. agreement to serve as the public library outlet in their community
 - c. ability to serve the public at least 44 weeks per year, with at least 4 weeks summer service



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- d. provision of staff to coordinate volunteers
- e. commitment to allow volunteer attendance at some trainings provided by PLS
- f. commitment to provide this public service to their community
3. The PLS Board will approve placement of the Information Station upon recommendation of the Director.
4. The PLS Board will ask the participating agency's governing body to submit a letter of request for service. Following acceptance by the PLS Board, Authorizing Officials representing the proposed site will then sign a Statement of Understanding which contains the information included in these "Guidelines for Information Stations."
5. The Associate Director for Branch Services will serve as the Coordinator for the Information Stations and will inform the PLS Director of any changes in service or issues of concern.

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