



## Colorado River Indian Tribes Library Card Application

<u>Name:</u>		<u>D.O.B.:</u>	<u>Card #:</u>
<u>Mailing Address:</u>		<u>Temporary Cardholder:</u>	<u>Permanent Resident:</u>
<u>City:</u>	<u>State:</u>	<u>Zip Code:</u>	
<u>Email Address:</u>			
<u>Home Phone:</u>	<u>Cell Phone:</u>	<u>Message Phone:</u>	
<u>Reference Name:</u>		<u>Address and Phone Number:</u>	
Check All that Apply			
Tribal Member	CRIT Employee	Non-Tribal Member	Minor
Male	Female		

### **THIS IS A LEGAL DOCUMENT (PLEASE READ BEFORE SIGNING BELOW)**

I agree to obey the rules and policies of the Colorado River Indian Tribes Library and will be responsible for all materials charged on my library card. If my card should be lost or stolen, I realize that I am responsible for charges on it until the date that written notice is received at the Library. I knowlege the Library's policies and understand that in the event of any delinquent fines or misuse of my Library Privileges may be suspended until my account is settled satisfactorily.

Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In addition to the above statement, I understand that by signing on behalf of my child, I authorize his/her full use of access to Library's collection and facilities. I do hereby agree to be responsible for all materials charged to this child's card.

Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

---

## C.R.I.T Library & Archives Wireless Access Policy

---

Wireless Internet Access (Wi-Fi) is provided free of charge by C.R.I.T Library for those who have the required hardware and software this service. Use of this service is governed by C.R.I.T Library's Computer/Internet Resource Policy and Library Lending Policy.

Use of C.R.I.T Library's Wi-Fi service is an agreement with the following terms and conditions of this policy:

1. Wi-Fi access is provided as a free public service on an "as is" basis with no guarantee of service.
2. Users are responsible for setting up their equipment to access C.R.I.T Library's Wi-Fi network. Library staff can provide general information of handouts to help you connect to the Wi-Fi network. Library staff will not provide hardware configurations, security, or changes to data files resulting from connect to the library's Wi-Fi network. It is recommended that users make a backup copy of any settings changed before configuring their equipment for use on the library's Wi-Fi network.
3. All Wi-Fi users should have up-to-date antivirus software installed on their computers.
4. As with most public Wi-Fi networks the C.R.I.T Library's wireless network is not secure. Any information transmitted (including credit card numbers, passwords, and other sensitive information) could potentially be intercepted by another computer user.
5. The Library's Wi-Fi network is subject to periodic maintenance and unforeseen downtime.
6. The library filters all internet access. This filter blocks those sites that violate the Federal Children's Internet Protection Act and/or C.R.I.T library's Internet Use Policy.
7. The library assumes no responsibility for damage to or loss of equipment; users must keep their equipment with them at all times.
8. Printing access is not available via the Wi-Fi network. If the user desires to print, the file can be saved to a flash/thumb drive or emailed to self, and printed from a public computer in the Computer Lab for a nominal fee per page.
9. Any attempt to circumvent library rules, procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnect from the library's Wi-Fi network.

***If you do not agree to the above terms, please disable your wireless connection or turn off your computer.***

---

Approved 01/2009

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

## Colorado River Indian Tribes Library & Archives

### **Children Alone and/or Disruptive Behavior in the Library: Policy for Parents/Guardians/Caregivers**

The Colorado River Indian Tribes (C.R.I.T) Library/Archives welcomes all children. The C.R.I.T Library/Archives is charged with offering many services and providing an environment that is safe and comfortable for all who enter and use the facility and services in a respectful manner. Library staff members are trained to help children with library materials and services. Parents, guardians, or caregivers are responsible for the safety, comfort, and behavior of their children while in the library. The children and young people are expected to uphold the same standards that are expected of adults.

#### **Guidelines:**

##### Child Left Unattended:

- Children under age eight (8) should never be left alone in any area of the library; they MUST be accompanied at all times by a parent, guardian, or caregiver.

Library staff members will take the actions outlined below in these or similar situations:

- Any child under the age of eight (8) is alone in the library.
- A child is alone and appears to be lost, frightened, or crying in the library.
- A child alone and doing something dangerous or another person in the library seems to be a danger to the child.

Library staff members will evaluate the situation and use all avenues to contact the child's parent, guardian, or caregiver. If staff cannot reach the parent, guardian, or caregiver, they will place the child in the care of the appropriate local law enforcement agency.

##### Unattended Child after Library Programs:

- All children who attend after-school activities or planned programs at the library must have proper transportation: they MUST be picked up by a parent, guardian, or caregiver after the close of activities or programs.

Library staff members will make all attempts to call parent, guardian, or caregiver. If unable to contact individuals staff will contact the appropriate local law enforcement agency. Under no circumstances will staff transport children home in a tribal or person vehicle.

##### Disruptive Behavior:

- Any child under the age of eight (8) who is over the age, and are being disruptive as defined in the following: horse playing, bullying, abusing library property, using profanity in the library.

Library staff members will take the actions outlined below in these or similar situations:

- The parent, guardian, or caregiver will be reminded of the library's policy and ask to control the child's behavior.
- The parent, guardian, or caregiver will be given the opportunity to take the child outside until behavior improves or child calms down.
- The parent, guardian, or caregiver who refuses or is unable to control the child; the family will be asked to leave.
- Children of the age of eight (8) who are disruptive will be reminded of the library's policy and allowed one warning.
- Children over the age of eight (8) who continue to be disruptive after one verbal warning will be asked to leave the library for the remainder of the day.

Library staff members will allow a child who cannot safely leave the premises on his/her own, to call a parent, guardian, or caregiver for transportation. If the situation escalates between staff and a parent, guardian, or caregiver, appropriate measures will be taken to call local law enforcement agency.

# Colorado River Indian Tribe Library/Archives Lending Policy

## Mission Statement

The Colorado River Indian Tribes Library/Archives promotes intellectual freedom, inspires ideas to the community at large; enriches tribal life by satisfying the desire of understanding personal heritage; supports cultural awareness, and advocates the preservation and documentation of the Mohave, Chemehuevi, Navajo, and Hopi cultures for the future generations.

## Library Application

Application for a Tribal Library card must be filled out before a borrower can check out library material or access a computer. Individuals must show proof of proper identification such as driver's licenses or utility bill. Children under 18 years of age need a parent or guardian's permission and will be responsible for their child's borrowing privilege. You must be a resident of the tribal or surrounding community. Temporary library cards are issued for seasonal visitors. (Two to three months residency) A fee of \$1.00 will be required to replace a lost library card.

## Library Card—No Fee Conditions

1. Juvenile books shall be checked out for 14 days, with three books to each child.
2. Adult books, including audio, shall be charged out for 14 days, with a maximum of four books. Special acceptance by library director may be allowed for: students, researchers, instructors.
3. Renewals are allowed by telephone.
4. In the event books or audios are not returned within fifteen (15) days after the due date, borrowing privileges including computer usage will be automatically suspended until the material(s) is returned or cost of the book/audio is paid. Replacement of book/audio under another title is not acceptable.
5. Individuals who have current library cards are eligible to participate in all programs. A borrower with a suspended card is ineligible.
6. Only ADULTS may charge out two (2) DVD's, Monday through Friday. Return of the video is on the following open day before 5:00 PM or closing of Library.

Non-Return of DVD's will result in suspension of privileges until material(s) is returned or cost is paid (see above #4).

Replacement of DVD under another title is not acceptable.

The Library Staff reserves the right to make home visits to pick up overdue materials!