

# Sturgis Public Library

## Patron & Collection Policies

Updated February 2024



Sturgis Public Library

Wisdom Begins in Wonder



**TABLE OF CONTENTS**

Policy for Art Displays ..... - 2 -

Behavior Policy ..... - 6 -

    The Library Child Safety Policy ..... - 7 -

Book Donation Policy ..... - 9 -

Library Cardholder Policy..... - 11 -

Collection Development Policy ..... - 13 -

Computer/Internet Usage Policy ..... - 24 -

Library Confidentiality Policy ..... - 28 -

Emergency Procedures Policy ..... - 30 -

Equipment Loan Policy ..... - 33 -

Exam Proctoring Policy ..... - 34 -

Policy for Library Fax Services ..... - 35 -

Genealogy Materials Lending Policy ..... - 36 -

Interlibrary Loan Policy ..... - 37 -

Loans, Fines, and Fees Policy ..... - 38 -

Local Author Book Donations, Purchases, and Book Signings Policy ..... - 41 -

Lost or Damaged Library Materials Policy ..... - 42 -

MakerSpace Policy ..... - 43 -

Meeting Room Policy ..... - 44 -

    Community Room Agreement ..... - 46 -

Microfilm Lending Policy ..... - 48 -

Mobile Hotspot Lending Policy..... **Error! Bookmark not defined.**

News Media in the Library Policy..... - 52 -

Policy Adoption..... - 53 -

Social Media Policy ..... - 54 -

Volunteer Policy..... - 55 -

## **Policy for Art Displays**

The Sturgis Public Library's Art Gallery is intended to enrich the library experience of the patrons and promote the Arts in the community. Exhibits feature works by local and regional artists and special touring displays.

### **Exhibition and Display Space:**

The library has approximately 92 linear feet of wall space, 50 feet on the main floor and 42 feet upstairs. Exhibitors must use the track hanging system unless otherwise arranged with the Library Director. **Artwork may only be hung in the designated areas.**

The library also has a display case (5 shelves, each 35" wide x 13" deep x 10–12" high). The case may be used by the artist or reserved separately for exhibits and displays. The display case does lock.

All requests for use of the Gallery or display cases are subject to prior approval and must meet the following conditions:

- Artists will be scheduled by a representative from the library, with assistance from the Sturgis Area Arts Council.
- Individuals and organizations are responsible for preparing, hanging and tear down of the exhibit. Assistance from library staff will be provided in special circumstances.
- Exhibits and displays are generally limited to one month, depending on the type of exhibit and the scheduling of other exhibits. The time period is left up to the discretion of the Library Director or designee.
- The library will try to protect materials displayed but is not responsible for loss or damage to materials. All exhibitors are required to sign a release form.
- The library retains the right to reschedule exhibits if the need arises.

### **Exhibitors:**

Display privileges may be granted to any group or organization whose purpose for the display promotes the educational, intellectual, cultural, or social enlightenment of the community. Private collections, traveling exhibits, local products, and the works of public institutions may be displayed.

Partisan political, religious, or commercial organization displays are not permitted unless the material displayed is impartial, or is a project specifically related to the goals of the library.

### **Exhibit Guidelines:**

The following guidelines must be followed when creating the exhibit:

- Works must be approved by the Library Director or designee.

- An application form and Artist Release form must be completed and returned to the library prior to the exhibit dates.
- Delivery and pickup times are arranged through the Library Director or designee.
- Exhibits will typically run for one month.
- Final placement of work will be hung at the discretion of the Library Director or designee.
- All artwork should be “ready to hang” i.e., matted, framed (with hanging wire attached) and identified as appropriate to the pieces, or display.
- Descriptive signs and biographical information are permitted and should be provided by the artist when possible.
- The artists may have their work for sale and should provide contact information on the works. The library will not broker the sales and does not take a commission, but donations are welcome and appreciated.

**Exhibit Limitations:**

The artwork displayed, and the manner in which it is displayed, will be regulated to the extent necessary to prevent the artwork’s physical characteristics from interfering with library patrons’ and staff’s use of the facilities for study, work, learning and enjoyment. The library welcomes expression of all viewpoints. However, to prevent injury to library patrons, exhibited artwork may not contain the following:

- Material that threatens violence or intimidation of any individual or group.
- Obscene or explicit material, defined as material that the average person (applying contemporary community standards) would find offensive.

The library will remove any artwork violating these policies from the gallery space immediately. The library will not be responsible for the storage or condition of any artwork removed.

As the City of Sturgis does not carry insurance for displayed items, exhibitors are encouraged to insure their exhibit.

*Adopted: 7/23/08*

*Revised 9/27/23*

## Sturgis Area Arts Council

*Art Exhibits at the Library*

*If you would like to have your art displayed at Sturgis Public Library, please fill out this application:*

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City

State

ZIP

***Qualifications:***

Provide a brief description of your art, number and size of items, and include at least one photo of your work.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Preferred month of exhibition:* \_\_\_\_\_

*Alternate month:* \_\_\_\_\_

Send to:  
**Sturgis Area Arts Council**  
**c/o Sturgis Public Library**  
**1040 Harley-Davidson Way, Suite 101**  
**Sturgis, SD 57785**

**Phone: 605-347-2624**

**Artist Release Form**

It is hereby agreed that I, \_\_\_\_\_, do fully comprehend and assume all risks, including but not limited to the risk of property damage, involved in my use of the Sturgis Public Library for the display of my art.

Being fully cognitive, and assuming all risks involved in placing my art on display in the Sturgis Public Library, I do hereby release and forever discharge the Sturgis Public Library and the City of Sturgis, its employees or agents, administrators, successors and assigns, of and from any and all manner of actions, suits, damages, claims or demands whatsoever in law or in equity or otherwise, which against the City of Sturgis and/or the Sturgis Public Library I, my heirs, executors, or administrators hereafter may have for any reason, including property damage that my art may sustain while being displayed at the Sturgis Public Library.

In consideration of being allowed to display my art in the Sturgis Public Library, I do hereby assume all the risks of possible damage to my art and do covenant and agree not to bring legal action for damages should my art sustain any damage, and do further release the Sturgis Public Library and/or the City of Sturgis from all acts of active or passive negligence on the part of the Sturgis Public Library and or the City of Sturgis, its agents, servants, or employees.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## **Behavior Policy**

### **(Rules of Conduct)**

In order to provide and maintain the Sturgis Public Library as a reliable community resource in a comfortable, safe, and welcoming atmosphere for all, we ask that you observe the following Rules of Conduct:

1. Be considerate of others. Behavior appropriate to public areas is expected at all times. Loud talking, raucous laughter, offensive or abusive language such as profanity, obscenity, racially or sexually harassing comments, threatening language or otherwise engaging in disruptive behavior is not allowed. Harmful acts such as hitting or pushing, running or playing physically active games are prohibited throughout the library.
2. Entry to the building must be kept safe and uninterrupted. Loitering on the sidewalks or steps is prohibited. Skateboarding, biking or rollerblading is not allowed anywhere on the property, inside or out. Bicycles must be placed in the bicycle racks.
3. Admittance will not be granted to those not wearing shoes, shirts, and other proper attire. Exposed swimsuits and obscene clothing are not allowed. Because of medical or tolerance issues strong body odors, strong perfume, or essential oils are discouraged. Patrons may be asked to leave the library if excessive odors become a disturbance.
4. Patrons may not enter non-public areas, including staff workrooms, offices, and storage areas without proper authorization from the Library Director or their designee.
5. Electronic devices that emit sound are permitted only when used on silent or with headphones that keep sound from being heard by others. Patrons are encouraged to use their cell phones in the lobby areas or, if needed, meeting rooms are available.
6. Smoking or other use of tobacco (including e-cigarettes) is not allowed in the library or within 25 feet of the building. Drugs and/or alcohol are not allowed.
7. Any object that is displayed or used in a manner appearing to intimidate and/or cause fear or harm to patrons or staff is not allowed on library premises.
8. The designated quiet areas are the study/testing room on the main floor and the quiet room in the children's area. Patrons are asked to be respectful of others.
9. Animals are not allowed in the library except as needed to assist patrons with disabilities.
10. Use of the meeting rooms or the balcony is not allowed without proper authorization and should be reserved in advance whenever possible.
11. Moving furniture or placing feet on furniture is not allowed.



12. Laying or lounging on the floor, or sleeping anywhere in the building is not allowed.

Library patrons who ignore staff requests to comply with the above policies will be asked to leave the library property. Patrons who repeatedly violate the behavior policy or pose a threat to the comfort and safety of other patrons or the library staff, may have their library privileges suspended for a time period specified by the Library Director.

### **The Library Child Safety Policy**

The Sturgis Public Library welcomes children of all ages and offers a wide variety of programs, services, and materials for them. While the library is intended as a “door to lifelong learning” it is also a public building. Almost 40,000 people visit the Sturgis Public Library every year. Anyone can enter and leave the building without supervision by the library staff.

The library staff has many duties to attend to in serving our patrons and is unable to provide supervision or care for young children in the library. Without the knowledge of the library staff, a stranger could approach a young child left alone in the library or that child might wander out of the library and off the library premises. The Sturgis Public Library cannot assume responsibility for children left in the library, nor can it assume responsibility for children left at the library at closing time. To ensure that children have a pleasant and safe experience at the library, parents and/or caregivers are asked to observe the following rules:

1. Children under the age of 8 should be within sight of a parent or responsible caretaker over age 14 at all times while on library property.
2. Arrangements should be made to pick up all children before library closing time. (*Library hours are Monday-Thursday 8:00am-7:00pm, Friday 8:00am-5:00pm, and Saturday 8:00am-4pm; closed Sundays and holidays.*) If a child is not picked up by closing time and library staff is unable to contact the parents/caregivers, the staff member will contact the Sturgis Police Department and will place the child in the custody of the police.
3. Everyone regardless of age is subject to all library rules and regulations. Parents or guardians are responsible for the conduct of their minor children (*under age 18*) while on library property, regardless of whether or not they accompany the child to the library. If children without adequate supervision are misbehaving on library property the police will be called to take appropriate action.
4. An incident report will be filed for each violation of these rules. Repeated violations of these rules may result in suspension of library privileges.

## **Young Children**

While the Sturgis Public Library encourages visits by young children and it is our desire to make these visits both memorable and enjoyable for the child, library staff cannot assume responsibility for the care of unsupervised children in the library. It is library policy that all children under age eight (8) must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

## **Disruptive children:**

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. Children (whether with parents or not) who are being continually disruptive will be given a verbal warning to cease the disruptive behavior or they will be asked to leave the library. If, after a second warning, the child continues to be disruptive, they will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

*Adopted 1/30/08*

*Revised: 9/27/23*

## Book Donation Policy

1. All donations accepted by the Sturgis Public Library become the property of the library, to be used as the library best determines. While we are appreciative of the generosity of our community, no guarantees are made that books or other materials donated will be added to the collection.
2. Donated books are evaluated according to the same criteria that are applied to purchased material.
3. Once processed by staff the item is either:  
added to our collection  
OR  
placed in our booksale (proceeds of which go toward library programming)  
OR  
if the item is in poor physical condition or contains out of date materials, will be disposed of at the discretion of library staff.
4. Used materials must meet the criteria established below. The library reserves the right to refuse to accept any materials which would only create a disposal problem.
5. The library is most interested in the following types of materials for inclusion in its collections or for adding to our ongoing book sale:
  - Hardbound current novels for recreational reading
  - Non-fiction books with current information
  - Cookbooks
  - Biographies and autobiographies
  - Children's books
  - Paperback books
  - Books of local interest
  - Media material: books on tape, DVDs, music CDs.
6. Books and periodicals that we cannot use or even accept as they present a disposal problem:
  - Outdated informational books (i.e., technological, tax, investment, medical, educational, legal, etc.)
  - Outdated textbooks or encyclopedias
  - Reader's Digest abridged or condensed books
  - Books that are grimy, musty, moldy or mildewed
  - Books with torn pages or missing covers, or that are written in
  - Books with editorial comments either written or typed in them
  - Newspapers or old magazines (Recent editions of magazines can be put directly into our Magazine Exchange)
  - Puzzles with missing pieces
  - VHS tapes

We accept certain materials within specified limits:

- Price guides and almanacs (current only)
  - Medical and financial advice books (less than 5 years old)
  - Travel guidebooks (less than 5 years old)
  - Computer manuals (less than 5 years old)
  - Test preparation guides (less than 5 years old)
7. Donated items not added to the library's collection or book sale may be given to local senior centers, prisons, or recycled.
  8. All donations become the sole property of the library. No donations are accepted unless freely given to the library without restriction to be used as the library sees fit.
  9. The library is not able to appraise or otherwise assign any monetary value to gifts of books for tax deduction or other purposes. Such appraisals must be done by a disinterested third party, at the expense of the donor.

*Adopted: 11/30/22*

*Reviewed: 9/27/23*

## **Library Cardholder Policy**

### **NEW PATRON LIBRARY CARD**

Anyone who resides in Sturgis OR Meade County OR within the Meade 46-1 School District OR works in Sturgis is entitled to become a registered borrower of the Sturgis Public Library at no cost.

Borrowers between the ages of 5 (or going into Kindergarten) and 17 will be issued a child card. Children are required to have an adult signature (guarantor) on their card. The guarantor is responsible for any lost or damaged items checked out by the child. The signing parent or guardian must provide two forms of ID (see below) or have an active Sturgis Public Library card. A parent or guardian may not sign for a card for his/her child if they have a card that is blocked for any reason.

New borrowers must have two forms of identification with their current local address to apply for a library card. This includes a valid local Government issued photo ID OR proof of residential or business property ownership OR rental of property, *plus* one additional item to verify the address or business address (such as a work I.D. or pay stub). Paid mailbox services or post office boxes may be used for mail service but will not be considered a physical residence.

Black Hills Library Consortium patrons that are blocked, or have overdue items and have accrued fines in excess of \$25.00 with their current library will not be considered eligible for a Sturgis Public Library card until their records are cleared. Consortium libraries include Lead, Deadwood, Whitewood, Sturgis, Piedmont, Rapid City, Custer, Edgemont, Keystone, Wall, Hermosa, and Hill City.

Library cards are delivered through the mail, and check out is limited to 2 items for the first 8 weeks.

### **OUT-OF-COUNTY LIBRARY CARD**

An out-of-county library card will be issued for an annual fee of \$25.00, which includes each member of the immediate family. They will be limited to 10 items per card.

There will be no fee for any resident or students of the Meade 46-1 School District or senior citizens (65+) from adjoining counties who wish to borrow from the Sturgis Public Library. (Other exemptions may be allowed at the discretion of the library board.)

### **TEMPORARY LIBRARY CARD**

Non-residents may obtain a library card with limited checkout privileges and no digital access. A temporary library card will be issued for 90 days with a fee of \$25.00. If the card and all materials are returned within that 90-day period, the initial fee will be refunded. Only 2 items at a time may be checked out on this card. Anytime within this time period, a patron can apply for a permanent

card if they show 2 forms of ID with their Sturgis or Meade County address or their Sturgis work address. At that time, they will receive the \$25.00 refund.

**REPLACEMENT LIBRARY CARD**

The replacement fee will be \$1.00 for each lost card.

*Adopted: 11/7/18*

*Updated: 9/27/23*

# **Collection Development Policy**

## **Sturgis Public Library**

\_\_\_\_\_  
Director Date

\_\_\_\_\_  
President Date

*Adopted: January 2001*  
*Revised: February 2024*

### **Purpose of Policy:**

The purpose of this policy on collection development is to guide in the selection of materials and to inform the public about the principles upon which selections are made. This statement has been approved and adopted by the Sturgis Public Library Board of Trustees. The Sturgis Public Library is governed in general by the basic policies as presented by the American Library Association's Library Bill of Rights and its statement of interpretation and the Freedom to Read Statement. The principles outlined in these policies serve as guidelines for the use of the library and for collection development.

### **Library Aims:**

The aim of the Sturgis Public Library is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin, human condition, national origin, political affiliation, religion, sex and sexual orientation, or any other protected classes in state or federal law. Fulfilling or enhancing the educational, informational, recreational, and cultural needs of these people is the Sturgis Public Library's broad purpose. More specifically, it helps people to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capabilities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All print and non-print materials are selected by this library in accordance with these basic objectives.

### **Responsibility for Material Selection:**

This library board adopts as part of its policy the following paragraphs from the Library Bill of Rights:

Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

The following paragraph from the American Library Association's Labeling Systems: An Interpretation of the Library Bill of Rights is also adopted as part of the library policy:

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library



Selection of materials involves many people. All suggestions for materials are to be considered. However, the decision to purchase shall take into consideration the need and appropriateness of a given item in light of the total collection.

As required by South Dakota State Law (14-2-42), the Sturgis Public Library Board of Trustees delegates to the Library Director the authority and the responsibility for the selection of library materials. Responsibilities for actual selection may be delegated to appropriate staff members who discharge this obligation consistent with the Board's adopted selection criteria. Unusual problems will be referred to the library director for resolution.

### **Criteria for Selection:**

The choice of materials is based on the existing collection, immediate needs, and long-range plans, working toward a balanced collection of materials, but with due consideration of other resources available, such as interlibrary loan or other agencies. Factors which influence the selection of library materials include:

- Authenticity – accuracy, qualifications of author/producer
- Technical Quality – format, appeal, ease of use, durability
- Content – quality of writing/production, balance, illustrations
- Appropriateness – overall purpose, age range, vocabulary, approach, content, concepts
- Potential Use – subject, age and ability range, scope of coverage, popularity
- Timeliness – copyright date, permanence of information
- Price

Reference material will be acquired to meet the needs of the patrons, taking into consideration on-line resources and materials that may be borrowed by interlibrary loan.

Periodicals will be selected on the basis of their use for:

- Obtaining timely and diverse information covering a wide range of topics
- Meeting the needs of reference work
- Balancing the library collection as a whole

Periodicals will be kept on file for a period of two years, except those that may have more permanent value.

Duplication of titles and replacement of worn-out or lost titles will depend on the quality, demand, importance of the book, and budget limitations.

The budget will be apportioned to adult, teen and juvenile titles, with flexibility as needs and interests may shift.

### **Selection Aids:**

Materials purchased should be chosen from recognized professional selection aids that provide authoritative, unbiased reviews of the materials evaluated. Along with online sources, these may include:

- Standard General Aids:
  - Children's Catalog H.W. Wilson
  - Fiction Catalog H.W. Wilson
  - Middle & Junior High School Library Catalog H.W. Wilson
  - Public Library Catalog H.W. Wilson
- Professional Associations: *various publications from the following:*
  - American Library Association
  - South Dakota Library Association
- Periodicals:
  - Booklist

### **Scope of Collection:**

The library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions and materials.

The library acknowledges a particular interest in local and state history; therefore, it will seek to acquire state and local materials, whether or not such materials meet the standards of selection in other respects. However, the library is not under any obligation to add to its collection everything about South Dakota or produced by authors, printer, or publishers with South Dakota connections, if it does not seem to be in the public interest to do so.

### **Gifts:**

Unconditional gifts, donations and contributions to the library may be accepted by the library director on behalf of the Library Board. No gifts or donations conditionally made shall be accepted without the approval of the Library Board.

Generally, collections of books or other materials will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gift into the general library collection.

The same standards of selection will govern the acceptance of gifts as govern purchase by the library. If material is useful but not needed, it may be disposed of at the discretion of the library director.

More information can be found in the Book Donation Policy and the Local Author Book Donations, Purchases, and Book Signings Policy.

### **Maintenance of Collection:**

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. Materials, which no longer meet the stated objectives of the library, will be discarded with consideration of the following factors:

- Physical condition
- Obsolescence/Accuracy of Information
- Non-existent or low demand
- Lack of Space or Duplication of titles or subject matter

Disposition of discarded library materials shall be at the discretion of the library director. The benefits of deselection are more shelf space, time saved in looking for materials, a more appealing collection, and an enhanced reputation for the library in having a current collection.

This policy is in compliance with South Dakota Codified Law (14-2-49):

Any public library may discard over-duplicated, outdated, inappropriate, or worn library materials; provided, that such materials shall be marked clearly with the words: "Discarded, \_\_\_\_\_ public library" wherever the property level of such library appears. Such discarded materials may be given to other libraries or to nonprofit agencies, destroyed, offered for public sale, or traded to a vendor for future library material purchasing credits.

### **Legal Responsibilities and Intellectual Freedom:**

The selection of library books and materials is predicated on the library patron's right to read or to have access to any form of information and, therefore, his freedom from censorship by others. Many books and other materials are controversial and any given item may offend some persons. Selections for this library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interest of the library's clientele. This library holds censorship to be a purely individual matter and declares that – while anyone is free to reject individually books and other materials of which the individual does not approve – the individual cannot exercise the right of censorship to restrict the freedom of others.

With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of the child's parents or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.

The Sturgis Public Library abides by all current copyright legislation and does not take responsibility for the actions of individuals in their use of library materials.

It is the right of any citizen of Meade County to recommend library materials for selection consideration by the Sturgis Public Library, and it is the obligation of the library director to consider such recommendations with the same evaluative criteria established above. Such recommendations should be made in writing on the Citizen Request Form for Purchase of Materials.

It is also the right of any citizen of Meade County to question any library material selected by the Sturgis Public Library, since opinions may differ in our democracy. Such questions should be presented in writing on the Citizen's Request for Reconsideration of Library Materials form.

### **Procedures for Challenged Materials:**

Occasional objections to a selection may be made despite the care taken to select valuable materials for patron use and the qualifications of those who select materials. The principles of the freedom to read and of the professional responsibility of the staff must be defended rather than the materials themselves.

If a complaint is made, staff will use the following procedures (The material in question will remain in circulation in the library collection):

- Be courteous, but make no commitments.
- The concerned patron will be offered a packet of materials that includes the library's mission statement, selection policy, Citizen's Request for Reconsideration of Library Materials form, and the Library Bill of Rights.
- Patrons are required to complete and submit a reconsideration form to the library director.

The director will request a review of the challenged material and notify the library Board of Trustees that such a review is taking place. The director shall appoint a committee consisting of the library director, one member of the Board of Trustees, two community members, and one practicing classroom teacher. The committee may seek the opinions of outside resource people should it be desirable. A date for the material to be reviewed shall be set within fifteen school or working days.

After receiving the material, the committee shall:

- Read, view, listen to or examine the material.
- Check general acceptance of the material by reading reviews and consulting recommended lists.
- Hold a hearing with the complainant if a hearing is requested.
- Weigh values and faults against each other and form an opinion based on the material as a whole and not on passages out of context.
- Prepare a report to be presented to the Board of Trustees.
- File copies of the report with the Board of Trustees and library director.

- Notify the complainant of the results of the review.
- If the complainant is not satisfied with the decision, a written appeal may be submitted within 10 days to the Board of Trustees.
- If the board plans to address the appeal at their board meeting, the complainant will be notified of when and where the meeting will be held.
- Any appeal to the Board of Trustees from a committee decision is reviewed de novo.
- The Board of Trustees reserves the right to limit the length of public comments.
- The decision of the board is final.

With respect to the reconsidered materials, the Library Director's written response, the review committee's report, or decision of the Library Board of Trustees, need not be reconsidered for three years following the prior request for reconsideration, regardless of whether subsequent requests for reconsideration are submitted.

### **American Library Association Resources:**

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill/>

Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement:

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Access to Library Resources and Services for Minors:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

### Citizen's Request Form for Purchase of Materials

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Edition or Series \_\_\_\_\_ Volumes: \_\_\_\_\_

Place or Publisher \_\_\_\_\_ Year \_\_\_\_\_ List Price \_\_\_\_\_

Recommended By: \_\_\_\_\_

Reviewed In: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

### Citizen’s Request for Reconsideration of Library Materials

Your library serves people from all walks of life, with a variety of viewpoints and tastes, and we welcome your comments. Before completing this form, you may find it informative and helpful to read the following summary of the library’s policy on library materials.

Sturgis Public Library chooses books and other materials to meet the diverse needs of our community. Selection is guided by the Collection Development Policy adopted by the Library Board of Trustees. The Board of Trustees and staff support the belief that the right to read and the right of free access to library collections for persons of all ages are essential to the individual’s freedom of thought, which is fundamental to a democracy. The Board of Trustees also affirms the Library Bill of Rights, the Freedom to Read and the Freedom to View Statement of the American Library Association, all of which represent the library’s interpretation of the First Amendment of the Constitution of the United States. In practice, this means that the library will resist efforts to remove or censor materials, to label “controversial” materials, or to distribute lists of “objectional” materials or authors.

If you have an objection to library material(s) or if you are concerned about items not available, please complete this form, indicating as clearly and legibly as possible the nature of your concern. Your comments, written below, will receive a reply from the Director of the Sturgis Public Library.

Name of person making request: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Represents: Self: \_\_\_\_\_

Organization or group: \_\_\_\_\_

Title submitted for reconsideration: \_\_\_\_\_

Type of media: (book, audio book, video, CD, etc) \_\_\_\_\_

Author/Artist/Composer/Producer: \_\_\_\_\_

Publisher: \_\_\_\_\_

PLEASE COMPLETE OTHER SIDE

1. To what in the material do you object? Please be specific; cite pages
  
2. Did you read/view/listen to the entire work? \_\_\_\_\_
3. What pages, sections, or portions did you read? \_\_\_\_\_
4. What did you find of value in the material?
  
5. For what age group is the material intended?
  
6. What do you feel might be the result of reading, viewing, or listening to this work?
  
7. What would you like to have done about this work?
  - a. \_\_\_\_\_ Withdraw it from all library patrons
  - b. \_\_\_\_\_ Do not give it to my child
  - c. \_\_\_\_\_ Send it to the appropriate personnel/board for re-evaluation
  - d. \_\_\_\_\_ Other (please specify) \_\_\_\_\_
  
8. What material would you recommend in the same format to cover the subject for this age group to take its place?

---

Signature

Date



## Library Bill of Rights

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## **Computer/Internet Usage Policy**

### **MISSION STATEMENT**

The primary goal of the Sturgis Public Library is to provide equal access to up-to-date information in useful formats; to create environments that foster a literate community, life-long learning, and personal enrichment; to strengthen information partnerships through resource sharing; and to actively promote library services, programs, and materials to the community.

Consistent with the Sturgis Public Library Mission Statement, the library provides computer and Internet access for research, education, and personal enrichment.

### **ACCESS BY MINORS**

Sturgis Public Library is aware of the need to protect children from inappropriate or graphic content on the internet and has controls in place to meet CIPA requirements.

### **RULES GOVERNING USE**

Due to the limited resources available for provision of public access to computers and the internet, the library may set limits, for example, on use of large files of still or moving images or sound, or on downloading or uploading files in any medium. The library also reserves the right to limit the amount of time an individual user can devote to a single session. The public must comply with all applicable federal, state, and local laws governing the transmission and dissemination of information while accessing the internet and with all library policies and procedures.

### **PUBLIC USERS' SECURITY**

Users should be aware that the internet and the library's wireless network are not secure mediums and that third parties may be able to obtain information regarding users' activities. However, Sturgis Public Library will not release information on the use of specific computer or internet resources by members of the public except as required by law or necessary for the proper operation of the library.

Users are responsible for what they access online and for the information they share online. Users are responsible for practicing basic online safety such as navigating to real websites, signing out of accounts, and protecting their personal information. Users are responsible for any loss they may incur from the use of the library computers, network, or facilities.

### **INTERNET USE**

The same principles that guide the use of other library resources apply to the use of the internet. The Sturgis Public Library expects patrons to use the internet in a responsible manner respecting the rights of others and our library rules of behavior. Use of the internet is a privilege, not a right, and unacceptable use will result in suspension or cancellation of the privilege.

Patrons should check in at the desk to use the computers and will be assigned a computer when necessary.

Access sessions may be limited to 30-minute segments, depending on user demand.

Users will respect copyright laws and licensing agreements.

Homework, research on the internet, or using library online resources is a priority use over other activities such as e-mail, social media, or games.

By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff.

As with other library materials and services, parents or legal guardians of children are responsible for the information selected or accessed by their children. Parents should let their child know if there are materials that they do not want him/her to use.

If a user feels that a website should be blocked or unblocked, they may fill out a Website Reconsideration Form. The library will examine the website and determine if the website status should be changed based on library policy.

#### UNACCEPTABLE USE

Internet computers shall not be used for illegal activity, to access illegal materials for unacceptable use, or to access materials that would be considered obscene.

Examples of unacceptable use include, but are not limited to:

- Degrading or disrupting equipment or system performance
- Installation, downloading, or modification of software
- Vandalizing the data of any other user
- Gaining unauthorized access to resources, restricted files, or networks
- Attempting to view or read material being used by others
- Violating Federal, State, or local laws or regulations
- Using sounds or visuals that may be disruptive to others
- Accessing material that is obscene, such as any type of pornography, or accessing sites that are not allowed to minors.

#### SANCTIONS FOR ABUSE OF INTERNET PRIVILEGES

When an abuse of internet privileges is observed or is called to the attention of the librarian, the patron will be suspended from computer use for the rest of the day.

Repeated unacceptable use and/or gross and flagrant abuse will result in suspension from the library.

Patrons who persistently abuse internet privileges will be permanently suspended from use of internet terminals in the Sturgis Public Library. This will be done by the Library Director or designated staff upon full investigation and documentation of all abuses and complaints.

When access privileges are suspended or terminated, patrons will be given information concerning the process to protest the action and/or request that internet access privileges be reinstated.

All apparent violations of state, federal, or local laws will be referred to appropriate legal authorities.

#### PRINTING/COPYING

Printing and copying fees are \$.15 per page in black/white and \$1.00 per page for color. The printing fee is charged even if a patron provides his/her own paper. At no time should anything that falls under the unacceptable use categories listed above be printed using the Sturgis Public Library printers. The library is unable to perform large printing, copying, scanning, or laminating jobs for patrons. A self-service copier is available for patron use.

#### HEADPHONES

Patrons who wish to hear audio content in the library must use headphones. The library does not provide headphones.

#### TRAINING

Staff is available to introduce internet access and provide initial instructions on its use. However, to ensure the equitable delivery of all library services, the amount of time staff has available to provide internet instruction is limited. Individual computer training can be scheduled with staff as requested. Library staff members are not allowed to perform computer or internet tasks for the patron—patrons must create their own accounts, profiles, passwords, and documents. Exceptions may be made at the director's discretion. Staff may refuse to assist patrons uploading documents which may appear to constitute unacceptable use as defined in this policy.

*Adopted: 08/27/14*

*Revised: 9/27/23*

## Website Reconsideration Form

Fill out this form to request that a website be blocked or unblocked.

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Action (please circle): Block OR Unblock

Reason for Request:



## **Library Confidentiality Policy**

### **Patron Records**

In accordance with State law, all public library records containing personal information are confidential. Additionally, all internal library documents intended for library staff are considered confidential. Failure to comply with this policy may result in disciplinary action.

Examples of confidential patron records include:

- Computer use logs
- Patron registrations and records
- Circulation information
- Holds and interlibrary loans
- Any information the library maintains that may identify a person (use of periodicals, reference, etc.)

Examples of confidential internal documents include:

- Patron incident reports
- Staff performance appraisals
- Staff addresses and telephone lists

### **Patron Presence**

Patron presence in the library is not confidential. However, an individual's activities within the library are confidential, unless those activities are illegal.

In the event that an individual asks whether a particular patron is or has been in the library, staff shall not routinely provide that information. In an emergency situation, staff may deliver a message to the patron if it is known that he or she is in the building.

Items left in the library (i.e. backpacks, purses) belonging to patrons may be searched by staff for identification purposes or if they are of a suspicious nature. The police will be notified if suspicious items are found.

### **Patron Email**

Patrons have the option of providing the library with their email address for the purpose of notifications about library accounts/library activities. Patrons can personally manage their email notification preferences in the Koha library system or request library staff to make the changes.

Patrons also have the option of subscribing to library newsletters and announcements. Patrons can unsubscribe from email newsletters by clicking on the Unsubscribe link within an email or by requesting library staff to make the changes.

*Adopted: 01/27/2010*

*Reviewed: 9/27/23*

## **Emergency Procedures Policy**

### **Purpose**

The Sturgis Public Library promotes the safety of all patrons and staff. In case of disaster, the following policy will be followed:

### **For Emergency Situations:**

#### **In case of a fire:**

Call 911 and clear the building. Library staff should evacuate the patrons and, after ensuring that everyone has safely left the building, meet in the First Interstate Bank parking lot. If the fire is small, in a contained area, and of no danger to staff, trained staff may attempt to put out the fire with the extinguishers.

#### **In case of a tornado:**

If the town alarm sounds, take shelter under heavy furniture or counters. Stay away from windows and bookshelves. Patrons and staff should move to the hallways that are by the Rally Office or to the library back rooms. In the event of an earthquake, patrons should be evacuated out of the building and staff should meet in the First Interstate Bank parking lot.

#### **In case of a health emergency:**

Staff members and volunteers should not administer first aid of even a minor nature. The sick or injured patron should be made comfortable and protected from needless disturbance until medical help can be obtained. 911 should be called immediately in the event of a head injury or other serious problems. No medication—including aspirin—should ever be dispensed to the public.

#### **In case of a severe snowstorm:**

In the event the public schools close or the weather is of a nature that is dangerous to the staff members, the library may close. Changes in hours should be posted on all library doors. The Library Director will also try to have the closing announced on the local radio station and city web site. Whenever possible, known cancellations or closings should be posted in public places ahead of time.

#### **In case of power outage:**

All patrons must leave the library in the event of a power outage. Staff should assist patrons in evacuating the building. The library will not open in the morning if there is no power, but will make every effort to open when power is restored. If someone is trapped in the elevator, notify the Library Director immediately and call the Fire Department 605-347-5801. If not available, then call Public Works at 605-347-3916 or 605-347-1832 (Director of Public Works).



**For dangerous or problem behaviors by individuals:**

In case of a threatening phone call: Press record (bottom right-hand corner of phone screen) and try to keep the caller on the line as long as possible.

1. Ask the caller to repeat the message and, if you can, write down every word spoken by the person.
2. Pay particular attention to peculiar background noises such as motors running, background music and any other noises, which may indicate from where the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
3. Immediately after the caller hangs up, call the police (605-347-5070 if a non-emergency, or 911 if an immediate threat is perceived).

**In case of intoxicated, abusive or irate patrons:**

Abusive behavior does not have to be tolerated. Your personal safety is always a priority! At all times during an incident with an angry customer, establish the level of risk to yourself, other patrons and even to the hostile customer themselves. The following is a guideline to help you evaluate your level of risk:

Level One: Customer is showing signs of irritation, frustration or dislike. There is no threatening behavior at level one. Level one behavior is usually handled by a single employee unless it is clear that the customer is escalating to level two.

Level Two: Customer may be loud, aggressive or angry. Their behavior becomes very defensive in nature. This level is handled by at least two employees. The supervisor should be called.

Level Three: This customer is physically or verbally abusive or is menacing by word or action. Any person who is armed, intoxicated, or extremely mentally unstable should be considered in the level three category regardless of their behavior. This is because of the unpredictability in these situations. Call 911 immediately and plan to evacuate or shelter in place if needed. After calling 911, staff should use the building intercom phone system to warn other offices of a potential situation. Staff and patrons should then proceed to evacuate the building or shelter in place. The staff will meet in the First Interstate parking lot once an all clear is in place.

If a library patron becomes abusive:

1. Remain calm and keep your voice low and firm. Such behavior is usually in response to library policy, not your policy. Ask another staff person to assist you.
2. Ask the offender to leave the library. If you observe another colleague in this situation, ask if you can be of help.

3. If the patron does not cease the abusive behavior, summon your supervisor. With your colleague and/or supervisor, advise the patron that the police will be called if the behavior does not cease. Do not hesitate to call police when the patron has reached level three risk. After calling 911, staff should use the phone system to warn other offices of a potential situation. If needed, staff and patrons should evacuate the building or shelter in place. The staff will meet in the First Interstate parking lot once an all clear is in place.

An Incident Report form should be filled out for all of the above behaviors.

*Adopted: 9/28/16*

*Reviewed: 9/27/23*

## Equipment Loan Policy

- Library equipment may be loaned to registered patrons, 18 years of age or older, in good standing and children with a guarantor on their card. New patrons must have completed their 8-week probationary period before they can check out equipment.
- The lending period will be no more than 7 days, depending on requests by other patrons. Extensions may be granted at staff discretion.
- Borrowers are responsible for any loss or damages to equipment. The Library Director will determine the cost to the borrower for loss or damage.
- Borrowers are asked to inform the library staff if the physical quality of the equipment is not satisfactory.
- Materials/Equipment may be reserved in advance.
- The library reserves the right to refuse to lend equipment at its discretion.
- The library reserves the right to update this lending agreement at any time.
- The overdue fine for equipment will be \$5.00 per day, up to the replacement cost of the item. A one-day grace period will be allowed before this charge is enforced.

**By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them.**

**Library Card #:** \_\_\_\_\_

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

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

**Print Name:** \_\_\_\_\_

**Email & Phone:** \_\_\_\_\_

**Staff Use Only: I have verified patron's phone number and address on library account. If changes were needed (yes / no), I have submitted a Change of Patron Information.**

**Staff Initial:** \_\_\_\_\_

*Adopted: 3/26/08*

*Updated: 9/27/23*

## **Exam Proctoring Policy**

It is the responsibility of the student and the institution requesting the proctoring of an exam to verify that the guidelines and conditions presented here are acceptable before having the exam sent to the Sturgis Public library.

It is the student's responsibility to make sure that the library received the exam and that the institution receives the returned exam upon completion. The library will not keep copies of exam materials.

The library will proctor mailed, e-mailed, or faxed exams. Any costs for printing will be charged at the current rate per page.

The library will provide workspace and limited supervision. Library staff will check identification if necessary.

Library staff will read and follow all instructions for administering the exam.

If there is a conflict between the instructions that the library has and the instructions given to the student, the library will follow the instructions they received from the institution.

It is the student's responsibility to contact the institution if there are questions about the instructions. If changes are made to the instructions, notification must be sent to the library prior to the start of the exam.

Library staff will proctor exams by appointment only. Exams must be taken during library open hours and must be completed 15 minutes prior to library closing time. It is the student's responsibility to notify the library if they are unable to make the appointment.

The student may use a library computer for online exams and time limits will be adjusted if necessary. All other needed equipment or tools must be provided by the student or testing institution.

Exam proctoring may be canceled or postponed if the exam materials are not received in time, require clarification, incur any expense, or otherwise exceed our ability to comply with the testing institution's requirements.

Library staff proctoring the exam will complete appropriate documentation forms provided by the institution and fax or email the forms as required at no charge. The library will mail or ship completed exam to institution if a postage paid envelope is provided, or student or institution has made prior prepaid arrangements with another commercial carrier. The library is not responsible for any costs in obtaining or returning the exam.

Exams not completed by the student within 30 days of receipt by the library will not be retained unless student has made prior arrangements.

*Adopted: 11/30/11*

*Reviewed: 9/27/23*

### **Policy for Library Fax Services**

Only a member of the library staff may operate the fax machine.

Outgoing faxes will be sent as expeditiously as possible – the service will be cut off one-half hour before closing time.

Incoming faxes will be held for 10 days only.

Patrons may pay by cash or check only.

The library will do its best to ensure that the fax is sent; patrons will be reimbursed if the fax does not go through.

The library will not be liable for faxes sent from or to our fax number. It is up to the patron to ensure that the intended party has received or sent the information.

Fax charge for sending will be \$2.00 for the first page, then \$1.00 per page up to 10 pages. Additional charges may be waived or discounted at staff discretion.

Incoming fax charge will be \$.50 per page.

The library cannot send international faxes.

*Adopted: 4/30/14*

*Revised: 9/27/23*

## **Genealogy Materials Lending Policy**

Sturgis Public Library does not lend materials from the Genealogy Collection to local patrons or through interlibrary loans, as materials are often costly and irreplaceable. The materials in the Genealogy Collection are available for use in the library.

If a librarian is requested to perform research, a flat fee of \$10.00 will apply. Additional charges may apply for complex or time-consuming requests. Information will primarily be sent via email; for print copies, additional fees for postage and printing may apply.

*Revised policy adopted: 3/26/08*

*Revised: 9/27/23*

## Interlibrary Loan Policy

Interlibrary Loan (ILL) and Holds Services allow patrons to obtain materials (not locally available) from participating Black Hills Library Consortium libraries, libraries in South Dakota, and throughout the United States. Interlibrary Loan is intended to supplement the library's collection; in meeting patron needs, the library will exhaust local resources first.

All current Sturgis Public Library cardholders with accounts in good standing may request items through Interlibrary Loan. Items that may be requested include books, audio books, movies and photocopies. Some requests may not be filled due to high demand, copyright restrictions, inability to locate, or rarity of item.

A patron may have no more than five (5) ILL items on request at any given time without permission from the circulation librarian. Items owned by the library and temporarily unavailable will be placed on hold unless available in the Black Hills Library Consortium. Materials readily available through the library databases will not be requested. The library will generally not request any items that have been published within the last six to twelve months.

Patrons may place an ILL request in person at the library, by calling the library, or via the internet at [sturgispubliclibrary.blogspot.com](http://sturgispubliclibrary.blogspot.com) (click on the "SD Share-It (ILL)" tab). SPL does not charge an ILL fee, but other libraries may. In the instance of a fee, the ILL librarian will contact the patron to inquire if the patron is willing to pay the fee before requesting the item. ILL requests will be sent to libraries that charge if no other libraries can loan the requested materials.

Loan periods are determined by the lending library. Items generally are loaned to patrons for three weeks. Items will be considered overdue if they are not returned to SPL by the assigned date due. Lost, damaged or stolen ILL materials are subject to the lending library's policies. Charges for lost or damaged materials, as well as overdue charges for ILL items are the responsibility of the borrower. If a patron loses or damages Interlibrary Loan material and reimburses the library for the cost of the material, the patron may continue to borrow Interlibrary Loan items. If they fail to do so, all borrowing privileges will be revoked.

The lending library determines whether or not renewals are allowed. Contact the ILL department at the Sturgis Public Library to request information on specific item renewal options.

*Adopted: 1/25/17*

*Reviewed: 9/27/23*

### Loans, Fines, and Fees Policy

(This policy replaces the following: Policy for Overdue Fines, Equipment Loan Policy, Policy for Lost or Damaged Library Materials, Video Loan Policy, Policy for Renewal of Print and Audio Materials)

<b>LIBRARY LOANS</b>				
<b>The following items can be checked out by registered borrowers with accounts in good standing.</b>				
<b>Item</b>	<b>Loan Period/ Age Limit</b>	<b>Renewals</b>	<b>Overdue Fines</b>	<b>Unreturned or Damaged Items Costs &amp; Fees</b>
<b>Audiobooks</b> <b>Books</b> <b>Magazines</b> <b>Music CDs</b> <b>Nonfiction</b> <b>DVDs</b>	3 weeks (no age limit)	1 auto renewal	None	<ul style="list-style-type: none"> <li>• If lost or damaged, replacement cost plus \$5 processing fee.</li> <li>• If lost item is returned or replaced within 90 days, cost and fees will be waived.</li> <li>• Patrons will be blocked after notification that items have not been returned 2 weeks after the automatic renewal period.</li> </ul>
<b>DVDs (Movies)</b>	7 days	1 auto renewal	None	<ul style="list-style-type: none"> <li>• If lost or damaged, replacement cost plus \$5 processing fee.</li> <li>• If lost item is returned or replaced within 90 days, cost and fees will be waived.</li> <li>• Patrons will be blocked after notification that items have not been returned 2 weeks after the automatic renewal period.</li> </ul>
<b>Equipment</b> <b>Wi-Fi</b> <b>Hotspots</b>	7 days	On request with exceptions	\$5/day up to cost of item	<ul style="list-style-type: none"> <li>• Replacement cost plus \$5 processing fee.</li> <li>• Patrons will be blocked after notification that items are overdue.</li> </ul>



<b>IN-LIBRARY USE ONLY</b>				
<b>The following items can only be used within the library.</b>				
	<b>Loan Period</b>	<b>Renewals</b>	<b>Overdue Fines</b>	<b>Unreturned or Damaged Items</b>
<b>Historical Documents, Laptops, Microfilm, Newspapers, Photographs Reference Collection, South Dakota Collection, Yearbooks</b>	In-library use only	None	None	<ul style="list-style-type: none"> <li>• Replacement cost plus \$5 processing fee.</li> </ul>

<b>OTHER FEES</b>				
	<b>Description</b>	<b>Limits</b>	<b>Exemptions</b>	<b>Fee</b>
<b>Out-Of-County Library Card</b>	Includes each member of family	10-item check out	<ul style="list-style-type: none"> <li>• Residents/students of Meade 46-1</li> <li>• Senior citizens (65+) from adjoining counties</li> <li>• Those who work in Sturgis</li> <li>• Other exemptions may be allowed at the discretion of the board</li> </ul>	<ul style="list-style-type: none"> <li>• \$25 annually</li> </ul>
<b>Temporary Library Card</b>	Issued for 90 days. A permanent card can be obtained with 2 forms of ID with their Sturgis or Meade County address or their Sturgis work address.	2-item check out	None	<ul style="list-style-type: none"> <li>• \$25 one-time</li> <li>• Refundable if all items are returned within 90 days</li> <li>• Refundable if a permanent library card is obtained within 90 days</li> </ul>
<b>Replacement Library Card</b>	Lost library cards		None	<ul style="list-style-type: none"> <li>• \$1</li> </ul>

<b>OTHER FEES</b>				
	<b>Description</b>	<b>Limits</b>	<b>Exemptions</b>	<b>Fee</b>
<b>Printing Photocopies</b>		Large print jobs not allowed (50+ pages)	None	<ul style="list-style-type: none"> <li>• <b>Black &amp; white:</b> \$0.15 cents per single-sided page</li> <li>• <b>Color:</b> \$1 per full page (1 side)</li> </ul>
<b>Faxing</b>		Fax service is cut off 30 minutes before closing time	No international faxes can be sent	<ul style="list-style-type: none"> <li>• <b>Outgoing:</b> \$2 first page; \$1 each additional page (up to 10 pages)</li> <li>• <b>Incoming:</b> .50 cents per page</li> </ul>
<b>Meeting Rooms</b>			Library and city programs are given priority use	<ul style="list-style-type: none"> <li>• \$50/hour for for-profit events</li> <li>• \$20 refundable cleaning deposit</li> <li>• \$100 refundable kitchen deposit</li> </ul>

Staff may make exceptions to this policy as circumstances dictate.

*Policy Revised: 5/26/10*

*Revised: 9/27/23*

## **Local Author Book Donations, Purchases, and Book Signings Policy**

### **Donations/Purchases**

If a local author chooses to donate their book(s) (self-published or otherwise), there will be no guarantee the book(s) will be added to the library's collection. Staff will consider the donation according to the library's Collection Development policy rules for acquisitions and donations. Local/area authors who come to the library in person to sell copies of their books cannot expect a meeting with the Director. The library is under no obligation to purchase any materials.

### **Book Signings**

Authors that wish to host a book signing should plan to host their own event and reserve a meeting room for this purpose, if available. The library will be under no obligation to promote any book signing as a library-sponsored event.

*Adopted: 8/29/18*

*Revised: 1/25/23*

### **Lost or Damaged Library Materials Policy**

Patrons who have lost or damaged library materials beyond repair will be assessed the current replacement cost of the item plus a \$5.00 processing fee. If the patron chooses to replace the item, it must be of equal quality and approved by library staff—the \$5.00 fee will still be assessed.

If the item is returned within 90 days of payment, the replacement cost will be refunded.

*Adopted: 10/31/07*

*Reviewed: 9/27/23*

## **MakerSpace Policy**

### **What is a MakerSpace?**

A MakerSpace is a space for making things. The Sturgis Public Library will provide a regular MakerSpace time and location for designing, learning, and creating. The MakerSpace is for school-age children. A library staff member will be available to assist with creative ideas and challenges; parents are encouraged to assist younger children. A variety of tools and materials will be provided.

### **Safety**

Consistent with the Sturgis Public Library Behavior Policy, those in attendance of the MakerSpace program will be expected to follow the library's rules of conduct. Any unacceptable behavior (bullying, offensive language, disrupting others, misuse of tools or materials) will be cause for immediate expulsion.

In addition, 'Makers' must be able to appropriately use tools such as scissors, X-Acto knives, wire cutters, glue guns, etc. 'Makers' are expected to ask for assistance with unfamiliar tools. The library is not responsible for accidents from tools or damage to clothing from materials.

'Makers' are required to clean up after themselves and to follow the direction of library staff at all times. Making anything that resembles a weapon is strictly prohibited.

*Adopted: 9/28/16*

*Reviewed: 9/27/23*

## Meeting Room Policy

The Sturgis Public Library meeting rooms are available for use by local organizations, individuals or businesses. The rooms must be reserved by a library staff employee and will be available for educational, cultural or public service activities. Maximum time limit for meeting rooms is three hours unless prior permission is approved. The library reserves the right to limit the use by any one group to accommodate the many requests for the facility. Occasional exceptions or accommodations to this policy may be approved by library management on a case by case basis.

Seating arrangements are the responsibility of the group using the room. Chairs and tables must be returned to the previous set-up before leaving.

A cleaning deposit of \$20.00 is required. Deposit will be refunded if rooms are left in pre-rental condition.

Groups using the library meeting rooms may not charge an admission fee or sell products or materials, with the exception of fees for community classes or to cover the cost of supplies.

**Library meeting spaces will not be available for funeral, memorial services or religious gatherings.**

Smoking, including e-cigarettes, and the burning of candles or other flames are not permitted. Additionally, diffusers, incense and oils are not allowed. Exceptions may be approved by staff discretion with prior notification.

### STURGIS PUBLIC LIBRARY AVAILABLE MEETING ROOMS INCLUDE:

Community Room: A (West) + B (East) (seats up to 80 people; room can be divided for groups under 40 people. Refreshments are allowed). Users need to allow time to set-up the room, and to pick up and restore the room to arrival condition before leaving. Seating arrangements are the responsibility of the group using the room.

**ABSOLUTELY NOTHING MAY BE ATTACHED TO ANY OF THE WALLS INCLUDING THE ROOM DIVIDER WALL. THIS INCLUDES BUT IS NOT LIMITED TO THE USE OF TACKS, PINS, TAPE, ETC.**

Several organizations (with annual approval by the Sturgis Public Library Board of Trustees) have been authorized to use the meeting room after scheduled Library hours. Those organizations must ensure all individuals have exited the building and the doors are securely locked.

AV System: Users are asked to request access to the AV System when reserving the room and to become familiar with the operation procedures. Advance notice is required when staff assistance with the library sound system and visual equipment is requested. A deposit or Driver's License may be

required to check out the library's computers (not available for after hour use), cables, Barcos, microphones, or remotes. Please ensure that microphones and equipment are turned off after use.

Kitchen: The kitchen, which is not a certified commercial kitchen, is available for use after a waiver of responsibility is signed. Generally, kitchen use is limited to serving catered meals and providing beverages. **Alcoholic beverages may be considered but must be approved by library supervisory staff prior to the room reservation [include city statutes and instructions for alcohol use].** If a user is approved for preparing and serving food, an additional deposit of \$100.00 is required. Menus must be included with the reservation application for prior approval. Each group must provide all food, beverages, tablecloths, napkins, cups, utensils, etc., and is responsible for cleanup. Food and beverages are restricted to the meeting room only.

Main Floor Quiet Room: The "Quiet" Room is designed as a quiet area for patrons needing an area for fussy or over-stimulated individuals, nursing mothers, occasional cell phone conversations or online interviews. It is available upon request through a library staff employee.

Main Floor Study (seats 2-4). Priority of the Main Floor Study is for testing and staff proctoring. Students studying, personal computer usage or patrons needing to use their cell phones will be allowed use of this room if testing is not scheduled.

The Lushbough Room (2nd floor, seats 10). This room is available by registration at the circulation desk for small group meetings and for individuals needing a quiet space. Food and beverages are NOT allowed except with prior permission. Access to the unique collections in this room are permitted by request through library staff.

Outside Patio (2nd floor, seats 14, maximum capacity is 70). Advance reservation is required for use of the outside patio. Meetings and/or events will be held during regular Library hours. Meeting/events MUST be concluded no later than 15 minutes prior to Library closing so participants have exited the facility by closing time. Refreshments are allowed. Cleanup is the responsibility of the people using the patio. Upon request, a building staff member will provide access to awnings.

It is understood that the public will be welcomed at all meetings of non-profit organizations. In accordance with the Library Bill of Rights, a person's right to use a library should not be denied or abridged because of origin, age, background or views. Any group requesting to use the library must adhere to library policies. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the groups' policies or beliefs.

Any behavior considered inappropriate in the library will not be tolerated. Group members are responsible for the supervision of their children while using the meeting rooms.

*Revised: 6/15/2020*

*Revised: 9/27/23*

## Community Room Agreement

**The Community Room may be available for meetings or exhibits as long as the space is not being utilized by the Library for any purpose.**

The following rules apply to those reserving and using the Community Room:

1. The Community Room has a capacity of 80 people. A room application form must be filled out and the use agreement signed and approved by the Library Director or their designee at least 2 days prior to use. The room may be used during library hours for a fee of \$50.00/hour for private use; local non-profit organizations or community groups may use the room at no charge. (You may be asked to provide a Federal Tax ID # or 501C3 to keep on file at the library.) Refunds, full or partial, for cancellations, will be given at the discretion of the Library Director. Set up and clean up time is included in the total hours billed for use of the room. Total payment is required with the signed agreement.
2. Groups may not reserve the meeting room more than twice a month and are limited to not more than 12 times per year. (Exceptions may be made in special circumstances).
3. Anyone reserving the meeting room must be at least 21 years of age.
4. All Tobacco products and vaping devices are prohibited on library premises.
5. Tacking, nailing or pinning objects to any surface in the building is prohibited. Decorations may not be hung from the ceiling. Use of sand, water, tape, candles or potentially destructive objects in the meeting room will not be permitted.
6. A \$100 security/cleaning deposit is required at the time of reserving the Community Room if the kitchen will be used or food or drink will be served. The deposit is refundable upon completion of the event, provided that the Community Room is left in its original condition. The person, organization, or entity reserving the room is responsible for all damages or cleaning costs arising from the use of the Community Room, and for the theft of any library property.
7. Those reserving the Community Room for food and drink may use the Community Room kitchen for food presentation (preparation approved in special circumstances), provided that the kitchen is left clean and in its original pre-use condition. Kitchen use is subject to the aforementioned cleaning deposit.
8. All organizations or groups desiring to use library equipment in the meeting room must request permission for use when applying for the meeting room. Any group using such equipment shall assume full responsibility for any damage to equipment while it is in their possession.



9. The library reserves the right to refuse future bookings to groups that consistently fail to appear at their scheduled time and meeting dates, and to any group that abuse the rules for use. Cancellation of meeting date must be done at least 24 hours in advance during normal library hours.

10. Library personnel will not accept telephone calls for persons in the meeting room, except in cases of emergency.

11. The library cannot provide personnel to assist in the preparation for, or presentation of any non-library program. Presenters or group leaders are encouraged to schedule a brief AV System training prior to the day of the event.

12. Activities in the Community Room must not interfere with library activities, and all audio, visual, multimedia, or other activities whatsoever must comply with this restriction. The librarian or the librarian's designee is the sole arbiter of acceptable and permissible levels and what constitutes a disruption to the Sturgis Public Library. Non-permissible disruptions shall be immediately terminated or subject to immediate termination of this agreement and forfeiture of all funds paid to reserve the facility. Individuals and groups are encouraged to consult with the librarian prior to use of the room if any question exists regarding permissible levels of sound or other disruption that may be created by the use of the Community Room. The Sturgis Public Library Board of Trustees reserves the right to refuse the use of the Community Rooms if cause or abuse of the privilege exists.

Signature of Applicant: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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

## **Microfilm Lending Policy**

Due to its singular format, Sturgis Public Library **does not** lend rolls of microfilm to local patrons or through interlibrary loans. The material is available for use in the library at all times and patrons may make print or electronic copies as needed.

*Revised 5/26/10*

*Reviewed: 9/27/23*

## **Mobile Hotspot Lending Policy**

To increase digital access for area residents, mobile hotspots are available to borrow from the Sturgis Public Library. Mobile hotspots help to provide a digital access point, fulfilling the library's mission to provide access to informational, educational and cultural resources. A "hotspot" consists of the mobile wireless hotspot device itself as well as its charger, charging cord and case. Borrowers are responsible for the safe-keeping and return of these items to the library in good working order and **assume liability** for the equipment while in their care. The patron must sign the library's Hotspot Agreement the first time a hotspot is checked out and when significant changes are made to the policy. When a patron borrows a mobile hotspot, the patron's use of the equipment is available under the following terms and conditions. By borrowing a hotspot, the user agrees to abide by the library's policies and rules and agrees to hold the library and its agents harmless from any claims, losses, damages, obligations, or liabilities directly or indirectly, relating to the use of the library's hotspot and the internet access provided by the library.

### **Circulation**

- Hotspots may be loaned to registered patrons, 18 years of age or older, in good standing and children with a guarantor on their card. New patrons must have completed their 8-week probationary period before they can check out a hotspot. Good standing is defined as an account with a current address and phone number, and no outstanding fines or fees.
- Due to the popularity of our hotspots, lending rules will apply to households rather than patrons. For this policy, household is defined as containing all patrons living at the same address.
- The lending period will be 7 days. Households must wait 7 days before checking out another hotspot. Extensions may be granted at staff discretion.
- Borrowers are responsible for any loss or damage to equipment. The Library Director will determine the cost to the borrower for loss or damage.
- Borrowers are asked to inform the library staff if the physical quality of the equipment is not satisfactory.
- The overdue fine for hotspots will be \$5.00 per day, up to the replacement cost of the item (currently \$200.00). A one-day grace period will be allowed before this charge is enforced. Users who return hotspots late may lose further hotspot borrowing privileges for one month. Failure to abide by the terms of this policy may result in permanent loss of borrowing privileges.
- Reservations may be made for mobile hotspots. Reservations will be filled in the order in which they are received; patrons will be notified when their hold is ready for pick up.

- Reservations not picked up within 2 business days (48 hours) of the requested pickup date will be cancelled.
- Hotspots must be returned to the library circulation desk during regular business hours. Hotspots may not be returned in the library's book drop.
- If the mobile hotspot is lost or not returned by the due date, wireless service will be terminated, and the hotspot will become unusable. Patrons will be blocked after notification that items are overdue.
- It is the patron's responsibility to know the due date for the mobile hotspot to be returned.
- Mobile hotspots will not be considered returned until ALL items associated with it (hotspot, charging cable, and case) have been returned to the library.
- If the hotspot is lost, stolen, or damaged, borrower agrees to notify the Sturgis Public Library.
- The library reserves the right to temporarily take a hotspot out of regular circulation to make it available for a specific community event or meeting.
- The library reserves the right to refuse to lend equipment at its discretion.
- The library reserves the right to update this lending agreement at any time.

## Usage

- Parents are responsible for monitoring a minor's use of the internet while using the mobile hotspot. Users are responsible for practicing basic online safety and protecting their personal information. The library reserves the right to restrict inappropriate use and any sites deemed graphic or dangerous; and may block access to streaming services or other sites as needed to provide intended services to patrons.
- Use of the mobile hotspot is subject to the Service Provider's Acceptable Use (Technology) Policy, Privacy Policy, and Terms and Use.
- The library or service provider is not responsible for any files, data, or personal information accessed, transmitted, lost and/or damaged while accessing the internet via the mobile hotspot.
- Hotspot checkouts are limited to one device per household.
- Deliberate altering or modifying of the configuration of library-owned equipment is strictly prohibited.
- Performance of the hotspot will vary depending on location and coverage in the area, and the device(s) connected to the hotspot.

- Hotspots must be kept in a temperature-controlled environment (not left in extreme temperatures).
- The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software issues.
- Users who experience issues with their use of the hotspot should contact the circulation desk (605-347-2624). In the event an immediate solution cannot be found, the device should be returned, and the patron will be placed at the front of the reservation list.

**By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them.**

**Library Card #:** \_\_\_\_\_

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

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

**Guarantor Signature (if needed):** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Email & Phone** \_\_\_\_\_

*Staff Use Only: I have verified patron's phone number and address on library account. If changes were needed (yes / no), I have submitted a Change of Patron Information.*

*Staff Initial:* \_\_\_\_\_

*Adopted: 9/16/2020*

*Updated: 9/27/23*

*Revised: 3/27/24*

## **News Media in the Library Policy**

Representatives of the news media who contact the Sturgis Public Library must be referred to the Library Director or Assistant Director. The Director or Assistant Director should also be informed of any requests to interview staff or patrons.

Patrons may participate in media interviews as long as it does not disrupt or disturb other library patrons in accordance with the Library's Behavior Policy.

Library patrons having their photograph taken or being videotaped in the library have no reasonable expectation of privacy while in the library, due to the public nature of the building. Additionally, the news media is not required to ask permission from people who appear in news pictures or stories.

*Policy Adopted: 01/27/10*

*Reviewed: 9/27/23*

## **Policy Adoption**

Adoption of new policies or the revision, suspension, or repeal of existing policies is solely the responsibility of the Library Board.

The Board will adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final action:

1. The proposed or revised policy will be sent to Board members to review prior to the scheduled first reading.
2. First meeting – the proposal shall be presented for Board discussion and for a vote to approve first reading.
3. Second meeting – the proposal shall be presented for the second (final) reading, discussion, and final vote.

During discussion of a policy proposal, the view of the public and staff will be considered.

Amendments may be proposed by board members. An amendment will not require that the policy go through an additional reading unless the Board determines that the amendment needs further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve or change a policy to meet emergency conditions; however, the above procedure is required before the policy will be considered permanent.

*Adopted: 3/28/1989*

*Reviewed: 9/27/23*

## Social Media Policy

Sturgis Public Library uses social media, (defined as “the means of interactions among people in which they create, share, exchange contents among themselves in virtual communities and networks” such as blogs, Facebook, X, instant messaging, etc.) to share information with library patrons in an up-to-date format. Since social media platforms are constantly changing, the Sturgis Public Library will continually review the sites to use as appropriate.

The goals of the Sturgis Public Library’s sponsored social media sites are:

- To inform the public about library resources and activities.
- To increase the public’s use of library resources.
- To provide additional communication with members of the public.

Sturgis Public Library reserves the right to modify or remove any messages or postings that:

- use offensive language or hate speech
- are deemed to be abusive or defamatory
- violate copyright, trademark right, or other intellectual property right of any third party
- are considered to be spam or commercial in nature
- are off topic

The Sturgis Public Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any participant on a library-sponsored social media site.

The Sturgis Public Library allows staff to use social media on the job to update library-related sites and answer questions from library patrons as long as it does not interfere with work at public desks. Use of library computers and social media sites on the job for personal reasons is strongly discouraged.

*Adopted: 3/27/13*

*Revised: 9/27/23*



## **Volunteer Policy**

The Sturgis Public Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff, or assist with special projects. Volunteers are expected to act in accordance with all library policies and to reflect positive customer service attitudes to all library patrons.

### **Selection of Volunteers**

Volunteers are not “employees” of the city and will be recruited for specific tasks or functions rather than on a general basis. Volunteers will provide special, unusual, or supplemental services.

Volunteers must be at least 14 years of age and must meet the age requirements of the volunteer opportunity for which they are seeking enrollment. Any volunteer under the age of 18 must have written permission from a parent or guardian.

Prospective volunteers are required to completely fill out an application form (available at the Circulation Desk) The Library Director may request an interview after reviewing the application and background checks. Background fingerprint checks for those volunteering with children or special populations will be required prior to the start date. Fingerprinting is available at the Meade County Jail. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of six months.

Applicants will be called if a project is identified which matches their interests or qualifications.

The Library Director reserves the right to enlist or decline the services of any volunteer without cause.

### **Volunteer Roles and Responsibilities**

The Sturgis Public Library greatly appreciates its volunteers, but it cannot guarantee desired shifts or projects. Volunteers shall only volunteer during hours when adequate supervision is available. A volunteer’s schedule and specific time commitment will be mutually arranged in advance by the volunteer and the Library Director or immediate supervisor.

Volunteers will receive specific training in their assigned duties from the library staff member who directly supervises their service. All reasonable care will be taken to ensure the safety of volunteers.

Volunteers are subject to the Library’s Behavior Policy at all times when on the library premises, as either a patron or volunteer. Volunteers will not be alone with an underage child and/or a vulnerable adult, except when in full view of staff and/or the library’s closed circuit security cameras. (i.e. Volunteer will not accompany a child or vulnerable adult in the break room, bathroom, etc.) Further,

volunteers will not agree to meet with an underage child and/or vulnerable adult outside of the library setting.

The Sturgis Public Library does not compensate volunteers for time spent or expenses incurred. The City does not provide medical coverage or liability insurance for volunteers. Volunteers cannot bind or represent themselves as city employees. Volunteers cannot be city employees who perform similar work for which they are employed.

*Adopted: 2/29/2012*

*Reviewed: 9/27/23*