

I. Mission and Goals

- A. The mission of the Elkton Community Library is to provide quality materials and services to help fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.
- B. The general library goals of the Elkton Community Library shall be:
 - 1. To serve all residents of the community and school district.
 - 2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services to address their needs to a) become well informed, b) locate answers to important questions, c) enjoy leisure by means of reading or other media services.
 - 3. To acquire the means to provide the most frequently requested material locally and upon demand.
 - 4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development of individuals of any age.
 - 5. To strive consistently to discover new methods and improvements for better service for the library's customers.
 - 6. To review regularly these goals of the Elkton Community Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

- A. The library will attempt to serve all residents of the community of Elkton, the Elkton School District and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.
- B. The use of the library may be denied for due cause. Such causes may be failure to return library materials or pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.
- C. Patrons using the Community Library during school hours will need to check in at the school's main office for a visitor sticker if they plan to use the restrooms. After school hours, no visitor sticker is needed to use the restrooms. School hours are Monday-Friday 8:00am-4:00pm. (Adopted 11/13/2024)

III. Patron Responsibility and Conduct

It is the patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library, and from use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to law.

Cell Phone Policy:

The use of cell phones in the library can often prove disruptive to patrons and staff, therefore, there is no cell phone use in the library. Anyone needing to make a cell phone call must move outside the building. Anyone receiving a cell phone call should move outside the building. Refusal to comply with this policy or its intent may result in temporary removal from the library.

Young Children:

The Elkton Community Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff will not assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that children aged 10 and under need to be supervised by an adult or youth aged 14 or older, if they are going to be in the library for more than one hour. Children not supervised by an adult will be asked to leave once the time limit has expired. Parents or guardians will be called as well as the police if needed.

Children under age 5 need adult supervision at all times when in the library.

Disruptive Children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she 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.

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its service to various age groups.

9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

According to Chapter 14-2-37 of the State of South Dakota Statutes: Joint public library-Board of trustees and Proportional appointment: If one or more governing bodies join under the provision of chapter 1-24 to create a joint public library, the joint public library shall be governed by a board of public library trustees appointed respectively by each participating governing body in a number proportional to the funds provided by that governing body to the total of the joint public library's funds for the provision of public library services, for the purchase of public library materials, and for the provision and maintenance of public library quarters.

South Dakota State Statutes 14-2-40 states:

Duties of Trustees. Each board of public library trustees shall:

- (1) Appoint a librarian to serve at the pleasure of the board. Any paid librarian shall receive any employee benefits provided all other employees of the local government unit and shall be compensated at rates determined by the governing body's compensation schedule, if such schedule exists. If no such schedule exists, the salary shall be set by the local governing body.
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the library, and the use of public library services and materials.
- (3) Prepare and submit annual budget request to its governing body.
- (4) Adopt a final annual budget within those funds certified to it as being appropriated in the annual budget of its governing body.
- (5) Meet at least once during each quarter of the year.
- (6) Prepare and submit an annual report to its governing body and to the South Dakota State Library on such forms as may be provided by the State Library.

South Dakota State Statute 14-2-41 states:

Powers of Trustees: Each board of public library trustees may:

- (1) Accept any gift, grant devise, or bequest made or offered by any person, private agency, agency of state government, the federal government, or any of its agencies, for library purposes. Each donation shall be administered in accordance with its terms.
- (2) Establish a special public library gift fund. The money in such fund shall be derived from all or any part of any gift, bequest, or devise, including the interest thereon. Such gift fund shall be a separate and continuing fund and no moneys in such fund shall revert to general fund of any local governmental unit.
- (3) Enter into an interstate library agreement pursuant to 14-7-12, Article IV;
- (4) Establish a collection of public library materials to be loaned on a pay basis and make reasonable charge for use thereof;

(5) Enter into any contracts for the provision of or for the improvement of public library services.

Note: the Elkton Community Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

VI. Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Elkton Community Library. In appreciation of volunteer services, the library acknowledges the need to organize volunteer activities and provide appropriate recognition befitting the benefit to the library and the community it serves.

Annual recognition may be given based on the number of hours of service. This will include a listing of volunteer names in a newspaper release, a certificate of appreciation, and the addition of a book to the collection in each volunteer's name.

A Friends of the Library group is a formal association of people who unite and plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board, which is the only body with legal authority to set policy for the development of the library.

VII. Personnel Policy

A. Management Policy

The duly appointed library board, with the City of Elkton, shall have all management rights, authorities, and responsibilities as stated in South Dakota State Statutes, Chapter 14.

1. The library board, with the City of Elkton, shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board, with the City of Elkton, shall establish all other positions and all wage and benefit levels for all library staff.
3. The library Board, with the City of Elkton, shall provide an effective orientation for new directors to assure that the director understands (a) the policies and processes related to the daily operation of the library, (b) reporting and budgetary requirements that assure accountability and compliance with the law, (c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and (d) rules and requirements for state certification and any assistance which is provided by the library to acquire and maintain appropriate certification.

4. The city council's representative to the library board shall conduct annual appraisals of the library director's performance and submit a report to the full board, at which time personal and management goals can be discussed and negotiated.

B. Administrative Policy

The person appointed as library director shall be charged with the sole administration of the community library.

1. The director shall be responsible to the library board and City Council, in matters pertaining to and concerning the library; be present at monthly board meeting and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in a efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of the annual budget to be presented to the library board and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.
3. The director shall hold regular meetings with any staff and/or volunteers for training and interpreting board policy.
4. The director will be responsible for preparing annual performance assessments for any library staff and volunteers.
5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
6. The director shall recommend changes in or additions to library policies as needed.
7. The director will perform preparatory work to assist the board with regular library planning.

C. Salaries

A classification and salary schedule has been adopted by the community library's governing body. The plan is subject to regular revision so that it will remain equitable for both the library and the staff.

D. Leave

Health insurance, vacation, holiday, and other leave policies shall be determined by the governing body. *(See City of Elkton's Employee Handbook.)*

E. Work Schedule Policy

Major changes in the director's schedule or other circumstances may not be made without the approval of the community library's governing body. Requests for such shall be made in writing to the library board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the library director.

F. Meetings, Conventions, and Workshops

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the community library's governing body, according to the amount appropriated in the budget for such. The director, staff and trustees are encouraged to attend and participate in continuing educational activities.

G. Discipline Policy

An employee of the Elkton Community Library may be dismissed for any action or behavior that causes the library's image or operation to be diminished. This includes but is not limited to incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step which would follow:

1. A substandard performance appraisal
2. Verbal and/or written warnings
3. Suspension and/or
4. Extended probation

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Elkton Community Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

H. Resignation and Retirement Policy:

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends, a final performance appraisal will be conducted, as well as an exit interview.

If the employee is entitled to benefits (such as earned, unused vacation) a lump sum payment can be made to the employee.

I. Grievance Procedure:

It is the intent of the Elkton Community Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works; procedures and conditions of the specific position, relationships with fellow workers or superiors, and library rules as they apply to staff. A concern or grievance should follow the procedures below:

1. If possible, discuss the problem with the director. In case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the statement to the board president. The board president will, in turn, present the concern, during closed session, to the full board at the next special board meeting.
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution or a strategy for how the board will address the issue over time.

J. Equal Opportunity Employment Policy:

It is the policy of the Elkton Community Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provision of State and Federal laws and regulations.

K. Drug-Free Workplace Policy:

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Elkton Community Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

L. Sexual Harassment Policy:

Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Elkton Community Library.

The Elkton Community Library accepts and adheres to all definitions and procedures outlined in the law as regards to sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

VIII. Materials Selection/Collection Development Policy:

A. Objectives

The purpose of the Elkton Community Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Elkton Community Library Board of Trustees and are integral parts of the policy. *(Copies of both are in the appendix.)*

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Elkton Community Library Board of Trustees. This responsibility may be shared with the other members of the library staff, however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the clientele
 - d. existing library holdings
 - e. budget

2. Reviews are a major source of information about new materials. The primary source(s) of reviews are Booklist, Junior Library Guild and various catalogs that include references to reviews in journals.

3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

4. Elkton Community Library does not purchase matter or materials that are obscene as defined by SDCL 22-24-27. (Added 12/5/2024)

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loans are used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Elkton Community Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holding listed on a tool that is accessible by other libraries throughout the state.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library upon request of a patron if the request meets the criteria established by the board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Elkton Community Library encourages and appreciates gifts and donations. Donors may not ask to take back donations. (Adopted 11/13/2024)

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Elkton Community Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Parents and legal guardians are responsible for what their minor children read. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their content, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials and Reconsideration

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the appendices section of this policy manual and in the library procedure manual. The inquiry will be placed on the agenda of the next regular meeting of the Elkton Community Library Board of Trustees. Only residents of Elkton Community Library's service area, defined as Elkton School District boundaries, are allowed to challenge books/materials. A resident of the Elkton Community Library's service area can only challenge one book/material per year. Once a book/material has been challenged, it cannot be reconsidered for five years.

(Adopted 11/13/2024)

IX. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local patron number to borrow library materials. All library patron numbers are stored in the library's circulation computer and on printed sheets at the checkout desk.

All students enrolled in Elkton Public School and school staff will automatically receive a library patron number which is stored in the computer and on printed sheets at the checkout desk.

Community Patrons must show a form of ID with their current address to fill out an application form to register for a new library number. There are separate forms for both adults and children. The following statement will be printed on the registration form for the patron's information and acceptance:

As a patron of The Elkton Community Library, I promise to be responsible for any damaged or lost materials, and to pay replacement cost for materials not returned to the library.

Signature _____

(Full samples of application forms are located in the appendices section of this policy manual and in the procedures manual.)

A driver's license or student ID is preferred; however, any other official ID or recent nonpersonal piece of mail may be acceptable.

Applicants under 13 years of age who are not enrolled in Elkton Public School must have a parent or guardian give their consent on the application form before a new patron number can be issued.

Materials cannot be checked out until a library number is issued.

All library numbers expire 10 years from date of issue or two years of inactivity.

B. Loan Periods

1. Two weeks for books, audio books, compact discs and movies.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due by the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title.
5. Patrons may check out up to but no more than ten items during a library visit. Elementary students are allowed to check out three items during a library visit.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects; or materials added to the collection which are in a new format, for example computer software.

C. Reserves

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by postcard, telephone or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

D. Fines and Charges

There are no fines for overdue library materials or items borrowed through interlibrary loan. First notice is sent after the material is due. If the material is not returned within a designated period, a second notice is sent. If the material is not returned after the second notice, a bill will be sent for the material with the cost of replacement of the material. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

E. Damaged Materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A damaged materials form will be sent to the patron. A sample of the form is located in the appendices section of this policy manual and in the library procedures manual.

F. Confidentiality

As specified in the State of South Dakota Statutes Chapter 14-2-51, all public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under 18 years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a person. Acts by library officers or employees in maintaining a check out system are not violations of this section.

The Elkton Community Library adheres strictly to all sections of this statute regarding the protection of the confidentiality of its users.

X. Reference Service Policy:

The Elkton Community Library:

- Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through email or correspondence.
- Will assist patrons in the use of the library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for individuals who telephone)
- Will provide bibliographic verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate.
- May refer library users to other agencies and libraries in pursuit of needed information.
- May use not only the library's resources in printed form but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XI. Programming Policy

A program is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes but is not limited to such activities as story times, films and activities on no-school days, summer library programs for children or adults, speakers for young adults, and book or author discussion groups for adults.

XII. Public Relations Policy

A. Public relations goals of the Elkton Community Library are:

-To promote a good understanding of the library's objectives and services among governing officials, civic leaders, and the general public.

-To promote active participation in the varied services offered by the library to people of all ages.

B. The board recognizes that public relations involve every person who has a connection with the library. The board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director will be expected to make presentations to and participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

D. The library's governing body will authorize covering the costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

XIII. Equipment Use Policy

Computer Use

Computers are available for public and student use on a first-come, first served basis. There is no charge for use of the computers, however there are charges for printing. Library staff is available for general assistance in using the computers; however, staff cannot provide in-depth training to patrons in use of application programs. Tutorials are usually available with each program.

Patrons may not add software to the library computers. They may not download and install software from the internet.

Memory devices may be used to save work. The library is not responsible for documents lost due to a virus, power failure, or being saved improperly to a memory device.

Printing

Both color and black and white printers are available for patron use. Students and staff of Elkton Public School are not charged. The cost of printing to the community will be as follows:

Color printer: .20 per page

Black printer: .15 per page

Payment is expected at the time of printing.

Photocopying

A photocopier is available to patrons who wish to copy materials at the rate of .15 per page. Students and staff are not charged.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XIV. Internet Use Policy

The Elkton Community Library provides access to the internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The library recognizes that the internet is an unregulated medium that can offer access to a wealth of material to individuals of all ages but can also enable access to material that may be offensive, disturbing and/or illegal. Elkton School has established their internet use policy to ensure appropriate and effective use of this resource.

Access to the internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's internet service; prior to being granted access to the internet.

Anyone under 18 years of age that is enrolled in Elkton Public School system has, along with a parent or guardian, signed their Internet Use Agreement. All students must follow the school's internet use policy which is attached to this manual. All students and staff receive their own username and password while community patrons are logged on through library staff. There is no sign-up sheet for internet use.

In compliance with section 22-24-56 of South Dakota Codified Laws, the Community Library will use a technology measure that limits minors' ability to access obscene matter or material as defined by section 22-24-27. (Adopted 11/13/2024)

All new community library patrons wishing to use the internet for the first time will sign an Internet Use Agreement. A copy of this form is in the appendix.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the internet. Users are expected to abide by the policies set in place by the Elkton Community Library.

Warnings:

The internet is a decentralized, unmoderated global network; the Elkton Community Library has no control over the content found there. The library cannot protect users

from offensive information, and it is not responsible for the availability and accuracy of information found on the internet.

The library cannot ensure the data or files downloaded by users are virus-free. The library is not responsible for damage to equipment from the use of data downloaded from the library's internet service.

The use of the internet and email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the internet for research and the acquisition of information to address their educational, vocational, cultural and recreational need.
- Users may use the internet for the receipt and transmission of electronic mail (email) as long as they use a free email service which will establish and maintain an account for them; the library is unable to manage email accounts for any organizations or individuals.
- Internet use is offered on an unlimited first-come, first-served basis. If all computers are in use and users are waiting, the following applies: once having had the service for 30 minutes, the user must abandon use of the internet if another patron requests use of the service.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use if for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the internet service.
- Users shall not create and/or distribute computer viruses over the internet.
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

Failure to utilize the library's computers appropriately may result in revocation of computer use and/or library use privileges. Users that are unlawful may also result in criminal and/or civil proceedings.

XV. Meeting Room Policy

The Elkton Community Library does not have a specific room in which to hold meetings, therefore, the library is only available for library use, and not as a public meeting room.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any individual or group attending a library sponsored meeting or event.

The library board and staff do not assume liability for groups or individuals attending a meeting in the library.

XVI. Displays and Exhibits Policy

As an educational and cultural institution, the Elkton Community Library welcomes exhibit and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability of space. The library will not display any kind of permanent plaques, pictures or articles from any other organizations.

The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk.

Areas available for the public displays and exhibits will be at the discretion of the director with the library board; and will depend on the size and type of display.

A release must be signed by the exhibitor before any artifact can be placed in the library. A copy of the release is located in the appendices section of this policy manual and in the library procedures manual.

XVII. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove posting promptly.

Each item posted must be dated and signed. A request for return of items, along with the name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owner wants them returned. Otherwise, the library will not be responsible for returning materials.

XVIII. Disasters Policy

Fire

Do not panic, but do not underestimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time for thinking about fires is before they happen. Familiarize yourself with the type, location, and application of fire extinguishers in the building. Orient staff and volunteers to this information. If you share a building with another agency and it occasionally

initiates fire drills, library staff should respect those training exercises and respond as they would in case of a real fire. The Elkton Public School has fire and tornado drills every school year for students and staff. Library staff should participate and respond accordingly.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public.

911 should be called immediately in the event of any serious problem. A first aid kit and gloves are available for staff and will be kept in the library office.

Lockdown

If school is in session and goes into lockdown, all library staff will follow the school's procedures until the all-clear has sounded. Lockdown procedures are listed in the appendix and in the library's procedures manual.

Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to noises such as motor running, background music and any other sounds which may indicate the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual search. If school is not in session, administration will be contacted as well.

Winter Storms

The library may close or postpone opening when weather conditions exist, making it highly improbable for travel. The primary factor in any decision made will be the safety of the staff and library patrons.

Tornadoes

When a tornado has been sighted within the community and the city sirens sound, library staff will advise library patrons of the situation and ask them to proceed to the restrooms in the hall outside the library's North doors. A radio should accompany the group. Normal routine may resume when the all-clear sign is given.

If tornado warnings are posted for the area and severe storms are eminent, the library may close, or not open, at the discretion of the director.

XIX. Appendix

- A. Library Bill of Rights
- B. Freedom to Read Statement
- C. Community Library Use Forms: Adult
Child
- D. Statement of Concern Form
- E. Internet Use Agreement
- F. Displays and Exhibits Form

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Community Library Use Form-CHILD
Circulation Policy/Acceptable Use Form for Elkton School/Community Library

Loan Periods:

1. Two weeks for books, DVDs and audiobooks, and renewed for two weeks if no waiting list.
2. Generally, reference books do not circulate, however some reference materials may be checked out with the librarian's permission.
3. Patrons may have a limit of 10 items checked out. (Students of Elkton School may have a limit of 3 items checked out)

DVD Check-Out Policy:

The Elkton Library provides a variety of movies at no cost to its patrons for educational and entertainment purposes. G Rated or Not Rated movies can be checked out to all patrons. PG-13 movies will only be checked out to grades 7 (or age 13) and up. R Rated movies will only be checked out to adults 18 or older. A signed note from a parent or guardian for a specific title will be needed for younger children to check out movies with a higher rating.

Fines and Charges:

There are no fines for overdue materials, however a notice will be sent when materials become past due. If the materials are not returned, a bill will be sent for the replacement cost of the material. Damaged Materials: patrons will be required to pay replacement cost for damaged materials.

Patron Numbers:

All borrowers must reside in our service area, defined as the school district's boundaries and must have a valid local patron number to borrow library materials.

Students will be assigned a patron number when enrolling in the school for the first time. Community members will be assigned a patron number when registering to use the library for the first time.

Please sign and return the bottom portion of this form.

As a parent/guardian, I am willing that my child may borrow materials from Elkton Community Library. I promise to be responsible for any damaged or lost materials, and to pay replacement cost for damaged materials or materials not returned to the library.

Parent/Guardian _____

As a preschool-aged patron, I promise to take care of the things I check out from the Elkton Community Library. I promise to obey the rules of the library and return my library things by the due date and pay for things I lose or damage.

Child's Name _____

(Parent's signature if child unable)

Statement of Concern of Library Materials

DATE: _____ NAME: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

ORGANIZATION (if representing) _____

TYPE OF WORK:

BOOK___ AUDIOBOOK___ NEWSPAPER___ MOVIE___ LIBRARY PROGRAM___

DISPLAY/EXHIBIT___ OTHER _____

TITLE: _____

AUTHOR: _____

PUBLISHER (if known) _____

Please answer the following questions (be specific)

-Did you read, listen to, or view the entire work, or stay for the entire program/display? If not, which parts did you review?

-What do you object to in this item? Please be specific; cite pages, excerpts, or scenes when possible.

-What do you feel might be the result of reading/viewing/hearing this item?

-For what age group do you recommend this item?

-In its place, what item of equal or better quality would you recommend?

-What would you like the library to do about this item?

-Further comments:

Signature _____

Elkton Community Library Internet Use Agreement

The Elkton Community Library provides access to the internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The library recognizes the internet is an unregulated medium that can offer access to a wealth of material to individuals of all ages but can also enable access to material that may be offensive, disturbing and/or illegal.

Access to the internet is available to all patrons: however, this service may be restricted at any time for use not consistent with the guidelines. Users should be aware that inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions while using the internet. Users are expected to abide by the policies set in place by the Elkton Community Library.

In compliance with section 22-24-56 of South Dakota Codified Laws, the Community Library will use a technology measure that limits minors' ability to access obscene matter or material as defined by section 22-24-27.

- Users may use the internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.**
- Users may use the internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organization or individuals.**
- Internet use is offered on a one-hour first-come, first-served basis. If all computers are in use and users are waiting, the following applies: Once having had the service for 30 minutes, the user must abandon use of the internet if another person requests use of the service.**
- Users will respect the rights and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.**
- Users will respect the rights and privacy of others by not accessing private files.**
- Users agree not to incur any costs for the library through their use of the internet service.**
- Users shall not create and/or distribute computer viruses over the internet.**
- Users shall not deliberately or willfully cause damage to computer equipment, programs or parameters.**
- Users may use their own memory devices.**
- Users are prohibited from accessing, uploading, downloading, distributing, viewing or possessing any pornographic, obscene or sexually explicit material.**

I have read and understand the rules and guidelines for using the library computers to access the internet. I agree to follow and comply with the rules and agree to penalties being imposed if I do not follow and comply with them.

Patron Signature _____ Date _____

Patron Name (please print) _____

Elkton Community Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Elkton Community Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Exhibition to be held _____

Dates to be displayed: _____

Description of materials loaned:

Name (please print) _____

Signature _____

Date _____

Address _____

Telephone _____