BROOKINGS PUBLIC LIBRARY
POLICY MANUAL

Continuously Reviewed and Approved by Brookings Public Library Board of Trustees

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BROOKINGS PUBLIC LIBRARY
MISSION STATEMENT

The Brookings Public Library will provide materials and information contributing to the education, recreation and quality of life for the community.

BOARD OF TRUSTEE BYLAWS

ARTICLE I - Name

This organization shall be called "The Board of Trustees of the Brookings Public Library" existing by virtue of the provisions of Chapter 14-2 of the South Dakota Compiled Laws, 1975 revision and 1977 supplement, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II - Officers

Section 1. The officers shall be a chairperson and a vice-chairperson, elected from among the appointed Trustees at the annual meeting of the board.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected until their successors are duly elected. Vacancies in office shall be filled by election at the next regular meeting of the Board to fill unexpired terms. Officers may serve for not more than two successive terms in the same position.

Section 3. The Chairperson shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, shall certify all bills approved by the board, and generally perform all duties associated with that office.

Section 4. The vice-chairperson shall, in the absence of the chairperson, exercise the chairperson's functions.

ARTICLE III - Meetings

Section 1. The library trustees shall meet at least once during each quarter of the year, the date and hour to be set by the board at its annual meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in sequence shown so far as circumstances will permit:

a) Roll call of members
b) Reading and approval of minutes

c) Approval of bills
d) Report of librarian
e) Financial report of the library
f) Reports of Committees
g) Communications
h) Unfinished business
i) New business
j) Public presentation to, or discussion with the board
k) Adjournment

Section 4. Special meetings may be called by the chairperson or at the request of three members for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of three members of the board present in person.

Section 6. Conduct of meetings: Robertôs Rules of Order, online edition, shall govern proceedings of all meetings.

ARTICLE IV - Library Director and Staff

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of board and under its review and direction. The director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The director shall appoint and specify the duties of other employees with the consent of the city manager.

The librarian shall prepare and submit any and all reports requested by the board or required by laws; shall issue notices of all regular meetings, and on the authorization of the chairperson, of all special meetings, shall have custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the library; shall, together with the chairperson, certify all bills approved by the board; shall notify the city council of any vacancies on the board. The librarian shall attend all board meetings, serving as secretary. At the Board's discretion, he/she may attend those at which the librarian's appointment, salary, or performance is to be discussed or decided.

ARTICLE V - Committees

Section 1. The chairperson shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to discharged upon the completion of the purposes for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI - General

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairperson may vote upon and may move or second a proposal before the board.

Section 2. The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is purposed to be taken.

Section 3. Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of those present shall so approve.

MATERIALS SELECTION POLICY

POLICIES AND OBJECTIVES

The purpose of this policy on selection is to guide in the selection of materials and to inform the public about the principles upon which selections are made. This statement was approved and adopted by the Brookings Public Library Board, which assumes full responsibility for all legal actions that may result from the implementation of any policies stated herein.

LIBRARY AIMS

The aim of the Brookings Public Library is service to community members. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these people is the Brookings 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 capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All printed and nonprint materials are selected by this library in accordance with these basic objectives.

RESPONSIBILITY FOR MATERIALS SELECTION

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

1. As a responsibility of library service, books and other library materials should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.[1]

Final responsibility for selection of books and library materials is and shall be vested in the librarian. However, the librarian may delegate, to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the librarian for resolution. Any books and library materials so selected shall be held to be selected by the Board.

[1] American Library Association. Library Bill of Rights (adopted June 18, 1948; amended February 2, 1961, and June 27, 1967, by the ALA Council).

CRITERIA FOR SELECTION

Certain factors influence the selection of library materials. Among these are:

1. The author's reputations and significance as a writer
2. The importance of subject matter to the collection
3. Availability of material in the system, in other libraries or in print
4. Timeliness or permanence of the item
5. Authoritativeness
6. Inclusion in standard bibliographies or indexes
7. Attention of critics, reviewers, and public
8. The currency of information in rapidly changing fields
9. Popular appeal, including, nature and frequency of patron requests
10. Format, including possibility of rebinding, as well as type and legibility
11. Price
12. Level of materials funding

Staff will select materials from general and specialized review media, trade publications, publishersô and booksellersô catalogs, websites, blogs, in response to library usersô requests, and from inspection of the material itself when possible. Review sources currently purchased by the library include

- Booklist
- Library Journal
- Publisherôs Weekly
- Hornbook
- School Library Journal
- New York Times Book Review

Any citizen of Brookings may recommend materials for selection consideration by the Library. The librarian and his/her staff will consider such recommendations with the same evaluative criteria established above. Such recommendations shall be made in writing on forms developed by the Librarian.

SCOPE OF THE COLLECTION

To meet the information and recreational needs of the general public, the library collects materials in a variety of formats including books, graphic novels, periodicals, newspapers, microfilm, audiotapes/discs, videodiscs, compact discs, and others. Formats are chosen for durability, ease of use, and appropriateness of format to subject area. In some circumstances, the same work may be acquired in more than one format.

Formats include

- Monographs ï hard cover are generally preferred. Exceptions include titles published only in paperback, copies added for short-term demand, and titles intended to attract a particular segment of the population (young adults). Special bindings are purchased where appropriate (e.g., board books for young children.)
- Periodicals ï These cover a wide range of subject areas, interests, and reading levels. Preference is given to titles that are indexed.

- Graphic novels may be fiction or nonfiction and are primarily pictorial, with text and dialog working together to tell the story or provide the information. The Library collects in graphic novel format for all audiences: children, teens and adults. The criteria for selection outlined above is applied to graphic novels.
- Newspapers ï Regional newspapers are purchased with emphasis on the larger cities in South Dakota. At least one national newspaper subscription will be purchased.
- Microfilm materials ï The Brookings Register and U.S. Census materials are purchased in microfilm. Other historical items may be microfilmed for preservation purposes.
- Videocassettes are accepted as gifts with emphasis placed on items with above average ratings or great patron demand.
- DVDs - An emphasis is placed on items with above average ratings or great patron demand.
- Audiobooks ï Unabridged books (on cassette, compact disc, MP3 disc, Playaway or downloadable) are preferred with items that are highly recommended or that reflect borrowing patterns of popular titles selected.
- Compact discs (music) ï Reviewed items of above average ratings, that reflect borrowing patterns, or round out the core collection are selected.
- Software - An emphasis is placed on items with above average ratings or great patron demand. Educational games and other entertainment titles are included. Both Mac and Windows formats are purchased, although not all titles will be available in both platforms.
- Materials in new technologies are added when they provide additional information, substantial ease of access, or significant demand by patrons.

Children's materials are collected to serve the needs of young people from infancy through the Sixth Grade. The Young Adult collection will include books in both hardback and paperback formats and will address the needs of young people in grades six through twelve.

Electronic resources enhance the libraryôs collections by providing convenient access to expanded and consolidated information. While all criteria relevant to the selection of materials in traditional formats apply to electronic resources, some additional criteria must be considered:

- Ease of access and number of access points
- Hardware and software requirements, including maintenance
- Vendor support and contractual requirements
- Comparison of content with other formats available
- Networking capabilities
- Ownership of product
- Staff training and/or client assistance requirements.

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 state and shall not needlessly duplicate functions and materials.

The library acquires textbooks and other curriculum-related materials when such materials serve the general public.

The library acknowledges a particular interest in local and state history; therefore, it will

seek to acquire state and municipal public documents, and it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota, 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 collections everything about South Dakota or produced by authors, printers, or publishers with South Dakota connections if it does not seem to be in the public interest to do so.

The library will acquire:

a. Aids to genealogical research such as general introductions that orient the patron to the subject of genealogy; and guides to genealogical information that tell a patron how to find various kinds of source material and provide helpful information concerning its interpretation and use.

b. Source material of a local nature only, including:
   1. primary sources (census schedules, telephone books, city and county directories)
   2. secondary sources (local histories of a state, county or municipality)

Inclusion of an item in the collection is not to be considered an endorsement by the Library.

GIFTS

Unconditional gifts, donations, and contributions to the library may be accepted by the librarian 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 and 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 librarian.

MAINTAINING THE COLLECTION

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. Reasons for collection weeding include

- To improve the collection
- To save space and money
- To save time
- To make the library more appealing
- To provide feedback on the collectionôs strengths and weaknesses.

The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library material shall be based on the physical condition, use of the material as determined by last date of loan or by number of loans in the last five years, and age of the material as a misinformation factor, especially in the area of the sciences. Library staff members are to be thoroughly instructed with regard to the necessity for

discarding books and library materials.

Withdrawn materials are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of more current or better titles, and demand for the title.

At least 25% of the collection will be weeded each year, so that the entire collection will be weeded once every four years

CENSORSHIP

The selection of library books and materials is predicated on the library patron's right to read and, similarly, his/her freedom from censorship by others. Many items 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 materials in relation to the building of the collection and the serving the interests of the readers. This library holds censorship to be a purely individual matter and declares that -- while anyone is free to reject for him/herself books and other materials of which he/she does not approveð he/she 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 his parent or guardian. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors. [2]

It is also the right of any citizen of Brookings to question any library material selected by the Brookings Public Library since opinions may differ in our democracy. Such questions shall be presented in writing on forms developed and made available by the librarian and shall be specific as to title and nature of the material being questioned. (See POLICY AND PROCEDURE FOR HANDLING A CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS AND DISPLAYS)

Approved by the Library Board, December 14, 2010

[2] Policy includes American Library Association Resolution on Challenged Materials (adopted July 22, 1974 by the ALA Council).

WEBSITE LINK SELECTION POLICY

The Brookings Public Library website contains Internet resources links to meet the needs of Brookings area citizens. It is our intent to cover as broad a range of interests and viewpoints as possible and to connect to resources supporting the needs and interests of librarians and the general public.

Internet resources added are selected for their usefulness to the library user with the following criteria considered:

Criteria for Inclusion:
Sites in this collection are selected based on the usefulness, relevancy, quality, and currency of the contents, and the navigability and ease of use of the site's design. Sites included should have an identifiable content authority, be reliably accessible, updated frequently, and be easy to use. A search engine or other form of index to the site's contents is desirable.

Specific Criteria:

ACCESS

The site

- uses standard HTML
- loads easily and in a reasonable amount of time
- is not often overloaded or unavailable, and is consistently available
- has an unchanged URL
- is open to all without fees
- Any rules for use are stated up front.
- If there are links to other sites, they are appropriate to the age intended.

DESIGN

- Pages are concise and fit standard size screen.
- Instructions are clear and placed before links.
- Links work properly.
- Site works intuitively.
- Site is both exciting and friendly; makes appropriate use of technology.
- Site encourages appropriate and safe user interaction.
- Site is organized and easy to find your way around.
- Site does not require additional software or hardware.

CONTENT

- Site clearly states scope, authority, and intended audience.
- Titles and headings are clear, descriptive, and appropriate for intended audience.
- Content is of adequate scope and is organized to meet needs of intended audience.
- Site provides appropriate links to additional sources of information.

- Site is up-to-date with links maintained.
- Site changes and grows to encourage future visits.
- Site content is documented and accurate.
- Site makes appropriate use of multimedia elements.
- Information on the site is accurate, factual and not biased.
- Site contributes something unique to the subject.
- Site content well-written (easy to read, correct spelling and grammar).

SCOPE

- Is the purpose of the resource clearly stated?
- Is the site appropriate for the intended audience?
- Is the site for a subject expert, a layperson, a school student?
- How does the site compare with other sites on the same subject?

AUTHORITY

- What are the author's reputation and qualifications in the subject covered?
- Are sources of information stated?
- Can the author be contacted for clarification or to be informed of new information?

Resources used to develop policy:

GoWYLD! (Wyoming Library System) policies
Library Selection Criteria for WWW Resources by Carolyn Caywood.

GIFT POLICY

Gifts of Books

Gift books will be subjected to the same scrutiny as new books with reference to their value for the library and the community. All gifts are accepted with the understanding that if the library has no use for them or, if they become outdated or worn, they may be disposed of as the library decides best. Political material and denominational literature in small quantities will be accepted, providing they meet the criteria for selection of such material. In most cases, gift books will not be accepted unless the items may be separated and shelved in the regular collection.

Memorials

The library will encourage individuals to donate funds for the purchase of materials or other items to honor friends and loved ones. Gift books as memorials give the library an opportunity to add both needed titles and those that the library would not ordinarily be able to afford. Donors may suggest a specific item to purchase, or a field of interest held by the person being memorialized may be suggested. Final decision on what is purchased lies with the library.

Each item purchased with gift funds will have a bookplate identifying the donor and the person being honored.

Special Collections

Large gifts of materials on some subject or large gifts of money to buy books in a certain field require careful examination because accepting a special collection brings with it an obligation to continue to build up the collection. The material must be considered of general interest to the community and the library must ascertain the funding necessary for perpetuation of the collection.

Brookings Public Library will not make a monetary evaluation of the gift or memorial, but will help the donor locate an experienced book dealer who is prepared and willing to make evaluations.

The Library will keep a record of all gifts and memorials with the donor's name, the date, and to whom the memorial was made, if applicable.

The Library will assist donors giving rare, valuable, or esoteric literature better used in another library or depository to locate where such materials should be donated for their optimum use.

Gifts of art objects

The Brookings Public Library Board of Trustees will consider gifts of works of art and make the final decision whether to accept or reject gifts.

To be accepted any work must meet the following standards:

1. Quality - The work must be, in the judgment of the Board, of high quality with respect to execution and artistic merit. The Board may solicit expert opinion to aid in the evaluation of the work from such groups or individuals connected with the Brookings Sculpture Committee, South Dakota Memorial Art Museum, or SDSU Visual Arts Department.

2. Safety - The work must not, in the judgment of the Board, pose a safety hazard.

3. Appropriateness - The work must be, in the opinion of the Board, appropriate to its proposed setting, to the image of the library, and to the standards and best interests of the citizens of the Brookings community.

4. Maintenance - The work must be either maintainable at an acceptable level of expense, or endowed by the donor with funds producing income sufficient for maintenance, with any special arrangements required for maintenance worked out in advance and agreed to by the donor and the board.

The Board may apply additional criteria as may be deemed appropriate in individual cases, in deciding whether to accept or decline a proposed gift.

Gifts must be legally owned by the donor and free of liens or claims. The donor must present clear title to the gift, provide a clear description, and outline, in writing, any restrictions that may apply, prior to consideration by the Library Board.

Gifts become the property of the Brookings Public Library. Disposition of gifts is at the discretion of the Brookings Public Library Board and/or Director. The Library reserves the option to make necessary alterations to optimize appropriate display.

A written agreement accepting the gift and outlining any details will be signed by the donor and the Chair of the Library Board following the approval of the gift. The written agreement may include provisions for a maintenance endowment, a hold harmless statement in the event the artwork is damaged or disappears, and a designated alternative recipient in the event the library can no longer house the gift.

Gifts of equipment, or personal property

Factors to be taken into consideration are the purpose of the gifts, any restrictions by the donor on the use of the gifts, and the practical use of the gifts for the library and its patrons. The Library Trustees will approve use of presently owned and future gifts. The Library staff will carry out the display and storage of gifts. All gifts are accepted with the provision that if they become outdated or worn, they may be disposed of as the Board decides best.

In order to avoid disappointments and misunderstandings, no purchases for the Brookings Public Library should be made by an individual or organization without the approval of the Board of Trustees.

The Library will keep a record of all gifts and memorials with the donor's name, the date, and to whom the memorial was made, if applicable.

Planned giving

Larger gifts to the library are encouraged in order to insure long-term stability and provide for future needs of the library as it strives to fulfill its mission. Future needs may include

1) upgrades to library technology,
2) the growth of current collections,
3) new collection formats, and
4) adequate funds for capital expenditures.

These gifts are referred to as planned giving. Planned giving is a voluntary gift for current or future use that requires the use of a professional. These may include bequests from an estate, life insurance, stocks and mutual funds, real estate or other tangible items.

Monetary funds may be administered by the Library Board. Gifts of real estate, stocks, or other tangible items will be held in trust by the Brookings Foundation.

POLICY AND PROCEDURE FOR HANDLING A CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS AND DISPLAYS

As in handling any type of complaint about library operations, a courteous and calm approach is essential. Above all, the complainants must know that their objections will be given serious consideration and that their interest in the library is welcome.

All requests to reconsider materials must be on the written form that the library provides. As soon as the complaint has been filed, the Library Director should review the objections. Simultaneous with the review, the Director should routinely notify the Library Board that a formal complaint has been made.

The staff person in charge of that collection (Adult Services Librarian, Technology Services Librarian, Young Adult Librarian or Children's Librarian) will evaluate the reasons for the purchase. The objections should be considered both in terms of the library's materials selection policy and the opinions of the various reviewing sources used in materials selection.

The objections and the response by library staff should be given to the Library Director. The Director will review the response and add his/her own comments. At this point either the order librarian or the Director can make a written response to the complainant. The response should be made within ten workings days of receipt of the complaint.

If the complainant is not satisfied, then the Director of the Library can serve as the person to whom an initial appeal is made. The Director should contact the complainant, explaining the decision of the library and advising the complainant that further discussions are welcome.

If the complainant still feels that his/her objections have been dealt with inadequately, the complainant can make a final appeal to the Library Board of Trustees. The Library Board will in turn decide upon an appropriate course of action.

Adapted from the Intellectual Freedom Manual, published by the American Library Association, Office of Intellectual Freedom, 1974.

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS OR DISPLAYS

Author _____

Title_____

Publisher (if known) _____

Request initiated by _____

Telephone_____ Address _____

_____

Complainant represents

_____ Himself/herself

_____ Name of Organization_____

_____ Other group, please identify _____

1. What do you object to in this item? (Please be specific; cite pages)

_____

_____

_____

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

_____

_____

_____

3. For what age group would you recommend this item?_____

4. Is there anything good about this item?_____

_____

5. Did you read the entire book (listen to the CD/record/tape) (view the video)?_____

What parts?_____

(Continued on other side)

6. Are you aware of the judgment of this item by critics? _____

_____

_____

7. What do you believe is the theme of this item?_____

_____

8. What would you like the library to do about this item?_____

_____

_____

9. In its place, what item of equal quality would you recommend that would convey as valuable a picture and perspective of our society?_____

_____

_____

_____
Signature of Complainant

_____
Todayôs date

CIRCULATION GUIDELINES

There is a large investment of public funds in the library's collections. Regulations are established to provide patrons with an equal opportunity to use the materials and to protect them from damage or abuse.

Although the Brookings Public Library makes as much material as possible available for loan, certain items must be restricted. These include those that must be continually available within the building (reference books); materials of great cost or rarity; or materials that are useless away from the library, i.e. microforms requiring special readers.

The following guidelines are formulated to acquaint patrons with the services of the Brookings Public Library and to set forth the regulations for the borrowing of library materials.

REGISTRATION

All residents of Brookings County may register for use of library materials free of charge. Patrons who neither reside in nor pay property taxes to Brookings County may borrow materials with payment of $29 per person or $39 per family per year. If a family purchases a year's library service, each member of the family will receive a card and will be allowed to check out 20 items at a time per card.

Patrons younger than 18 years of age are required to have a parent or guardian's signature before a borrower's card will be issued. Library cards must be presented at time of check out.

Patrons older than 18 years of age applying for a library card will be required to show picture identification with their home and/or current address, and must list either their Driverôs License number or birth date on the application. Parents must show ID when applying for cards for their children.

South Dakota State University students will be issued a library card that will expire in one year from the issue date in order to ensure having current address information. These cards have the same privileges as a local card with the exception of Interlibrary Loan privileges which are defined by the State Interlibrary Loan Agreement. Students whose permanent address is in Brookings County may be issued permanent (3 year) cards.

In all cases, each new registrant is to receive a new number. All cards (except Out-of-County, SDSU, and Temporary) expire in three years. In order to re-register, the patron's address must be updated and all fines and outstanding debts over $5 must be settled.

A replacement fee is charged for lost cards. We will loan library material only to library patrons using their own borrower's cards.

Temporary Registrations

Temporary cards will be issued to people who generally reside outside of Brookings County but are temporarily living here. This does not apply to residents of surrounding counties, but to those individuals who are here on a short-term basis. A deposit of $29 an individual or

$39 for a family will be collected. The deposit will be returned when all materials are returned in good condition. Maximum length of time a card will be issued is for three months.

Corporate Cards

Any business with a Brookings County address may receive a corporate card. This is not intended to allow all employees personal access to the library, but is to be used by management for business purposes. All circulation policies regarding length of check out, overdues, copyright restrictions and care of materials apply to corporate cards. The card is issued for three years.

Receipts

Receipts shall be given for payment of out-of-county registrations and lost items. A receipt may be given for fines or photocopying, at the patron's request.

CIRCULATION

Loan Periods

Books - four weeks.
Periodicals - all magazines but the current issues circulate for four weeks.
Vertical File Material - one week.
Compact Discs, Playaways, Kits, Audiocassettes, CD books, MP3 cassettes, CD-ROMs, Packs - four weeks
VHS and DVDs ï one week

All items except VHS and DVDs may be renewed once if there are no current holds on the item.

Books in high demand will be checked out for one week. The choice of titles and length of the high demand loan status for each title will be determined by the Adult Services Librarian.

Number of Items That Can Be Borrowed

Twenty is the maximum allowed to be checked out at any one time. The SDLN circulation system parameters will allow a maximum of 40 items per card. The following limits are encouraged:

Books - 20
VHS, DVDs,CD-ROMs , Playawaysï 5
CD books, CDs, Audiocassettes, Kits - 10
Vertical file material - 10
Magazines ï 10
Packs - 2

Teachers may borrow more materials for class use upon approval by the supervising Librarian.

Holds

The Brookings Public Library will permit a patron to reserve a book that is on loan to another patron. The request may be made by mail, phone, in person, or through computer access. Patrons will be notified by mail when the reserved material is available. Material will be held for seven days. If the material is not picked up within that time, the reserved material will be loaned to the next patron on the list or returned to the shelf, whichever is applicable. A patron may have up to 20 holds on their card at any one time.

Reserves

Material is put on reserve if it is in frequent use or has been shown to be susceptible to theft or mutilation. Such material must be checked out and returned to the circulation desk; it does not leave the library.

VHS/DVDs

Anyone with a valid Brookings Public Library card may borrow VHS and DVDs. Patrons younger than 18 years old may borrow these if they have a valid Brookings Public Library card and permission from a parent or guardian indicated on the registration form.

VHS/DVDs circulate for one week. No renewals are allowed.

VHS/DVDs will be plainly marked "For Home Use Only" when that restriction applies. These may be shown only in the patronôs home with members of the family and/or regular social acquaintances present. They may not be shown at public meetings. VHS/DVDs may be used in the classroom, provided they are part of the scheduled curriculum, not as entertainment.

No VHS/DVDs may be copied, reproduced, or electronically transmitted in whole or part in any form whatsoever. Patrons who bypass the security seal and open library VHS may be charged replacement cost of the video.

MPAA ratings are voluntary ratings applied by the motion picture industry to guide people in their selection of appropriate entertainment. Patrons younger than 18 may borrow any of the VHS/DVDs available, regardless of the MPAA ratings, if parental permission is given on their registration form.

Patrons may preview the VHS/DVDs in their own homes to determine their appropriateness for their audiences. Some of the VHS/DVDs available will have been purchased with public performance (PP) rights and therefore may be shown without the ñhome use" restrictions. These may be reserved for showing on specific dates.

Availability of VHS/DVDs is on a first-come first-served basis. No reservations will be accepted.

OTHER TYPES OF LOANS

Interlibrary Loans

Interlibrary loan privileges are available to all registered patrons. The Brookings Public Library ascribes to the state and national interlibrary loan codes, which necessitates our referring SDSU students to the SDSU Interlibrary Loan department for class-related items and teachers to their school libraries for items used in their classrooms.

Patrons may have 15 active requests at any one time. Notification of arrival of material will be by phone, mail, or email.

Historical Collection

Because of the historical value of the collection and the fact that much of the material is irreplaceable, the material should be used within the library, if possible. Exceptions may be made with the approval of the Library Director or Adult Services Librarian.

FINES FOR OVERDUE MATERIAL

Fines on all overdue materials except VHS/DVDs are .05 cents per day per item. Fines on VHS/DVDs are $1 per day. Fines will accrue per 24 hours overdue, beginning at closing time the day they are due.

The first seven days after an item (other than VHS/DVDs) is due is a grace period. If the items are returned within that time, no fines are levied. On the eighth day, fines begin accumulating from the day the items became overdue. One overdue notice will be sent on the 8th day after the item is due. The postage required for the notice will be added to the total fine. A bill for the replacement cost of the item and a $5 processing fee per item ($2 for magazines and board books) will be sent 30 days after the due date. Fines for overdue materials will not exceed the replacement cost of these items.

If the total value of the material is $50 or more, and if there is no response within 30 days of the bill, the Director may seek collection of the account through the Small Claims Court of Brookings County, which will include the current retail cost of the book, processing fee, late fines, and the cost of court proceedings.

With VHS/DVD overdues, a notice is generated seven days after it is due. When the item is two weeks overdue, the patron is billed for the item and/or action is taken through Small Claims Court. Fines for VHS/DVDs are set at a maximum of $10 per title.

RESTRICTION OF BORROWING PRIVILEGES

A patron's privilege to check out materials may be suspended under the following circumstances:

1. Accumulated fines of $5 or more.

2. Failure of any registered patron to renew his card on or before the expiration date.

3. Accumulated charges for lost or damaged materials.

In all cases, full privileges shall be restored upon the payment of the fee or fine, return of materials, or renewal of the card, whichever is applicable.

DAMAGED MATERIALS

In general, wear and damages occurring through normal use will incur no penalty.

Wear and damages occurring through misuse or negligence will be charged as follows:

If the damage is repairable, no charges will be assessed, but any additional occurrences will be cause for the withdrawal of check-out privileges, at the discretion of the Director.

If the damage is not repairable and necessitates replacement of the item, the charge will be the current retail price of the item type plus a $5 processing fee ($2 for magazines and board books) for reordering, cataloging, and related computer charges.

Patrons will be allowed to keep damaged materials after they have paid for replacing them and after the library staff has withdrawn the materials from the collection.

Staff members will inspect all materials, particularly AV materials, before checking them in to make certain the materials are in good condition before placing them on the shelves.

LOST MATERIALS

If a patron pays for replacement of a lost or damaged item, no fines will be charged for that item. When a patron returns an item that has been lost and paid for, the cost of the book will be refunded. The $5 or $2 processing fee is not refundable. If it is determined that the library staff has made a mistake charging the replacement fee, a full refund will be given to the patron, along with our apologies.

HISTORICAL COLLECTION

The Library acknowledges an interest in local and state history; therefore, it will seek to acquire state and municipal public documents, and it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota, 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 collections everything about South Dakota or produced by authors, printers, or publishers with South Dakota connections if it does not seem to be in the public interest to do so. Materials purchased may be placed in the circulating South Dakota collection or in the South Dakota Historical Collection. The Library will make no monetary evaluation of any gift.

Items presented as gifts to the Brookings Public Library Historical Collection fall into two categories: Books and magazines, and Documents and artifacts. These donation categories will be addressed differently.

1) Books and magazines: The Library will consider for purchase or receive by gift, books by and about South Dakota authors and/or about South Dakota. Emphasis will be placed on local and regional materials. Periodicals purchased for the library may have a statewide emphasis. Gift subscriptions or back issues of magazines will be accepted if the emphasis is local or regional.

   The Library reserves the right to refuse any donation or request for storage if it is not in the best interest of the Library. Any materials donated are accepted with the provision that if the library has no use for them, or if they become worn to the point of requiring excessive special storage, the materials may be disposed of following standard Library procedures.

2) Documents and artifacts: Items in this category will be accepted only as space and funds allow for maintenance and upkeep. Items will be relevant to the founding, organizing, and continuing history of the City and County of Brookings.

   Types of documents in this class may include but not be limited to scrapbooks, meeting minutes, published documents, news clippings, and commemorative artifacts. Generally, acceptance of the items will be approved by the Library Director with recommendations from the Adult Services Librarian. The acceptance of items which may require special shelving, storage, or other expense will be referred to the Library Board. The Library reserves the right to refuse any donation or request for storage.

   Items donated in this category may not be removed from the Library collection without a written request from the organization/donor and with the approval of the Library Director.

   If the Library is unable to continue housing items in this category, an effort will be made to locate the donor or a representative of the organization to arrange for alternate storage. If these attempts fail, the Library may dispose of the items as it sees fit.

GIFTS TO HISTORICAL COLLECTION

The following items are presented as a gift to the Brookings Public Library Historical Collection in agreement with the policy appearing on the front of this form.

Description of materials: (include number of items/boxes, and type of items such as books, minutes, letters, etc.)

I, (donor name)_____ am the sole owner of the materials described above and hereby donate them to the Brookings Public Library for inclusion in the historical collection, and for administration by the authorities thereof. It is understood that the purpose and intent of this gift is to transfer and assign all rights, title, and interest I possess to these materials to the Brookings Public Library.

Additional gifts made on future dates will be treated as a new gift, and will be subject to the conditions and policy as stated above.

Donated by:

Printed name of organization:

Donor signature:

Printed name of donor:

Phone number:

Date:

Received by: Library Director signature:

INTERLIBRARY LOAN

The Brookings Public Library strives to provide, through Interlibrary Loan, resources and information not available in our library. To best insure quality service, the following policy has been established.

Requests to Borrow Materials From Another Library

The Brookings Public Library will request materials not owned in our collection through the use of the South Dakota Library Network (SDLN), OCLC (international bibliographic database) and other means (American Library Association forms, direct mail, and fax).

Items will be verified on SDLN or OCLC prior to request. Book and magazine requests should have full citation including book author and title, title of magazine, title of article, author of article, publication date, volume number, and page numbers (inclusive). All requests must comply with the copyright law of the United States (Title 17, United States Code).

Every effort will be made to order Interlibrary Loan requests quickly according to Interlibrary Loan staff schedules.

Materials generally can be expected within 10 working days via SDLN and 14 working days via OCLC. The patron will be notified by phone or mail when materials arrive. After notification, the Interlibrary Loan materials will stay on the Interlibrary Loan shelf until the due date. It is the patron's responsibility to obtain the materials in a timely fashion after notification. Loan periods of Interlibrary Loan materials vary from two to four weeks, depending on the lending library policy. Renewals on materials may be requested prior to the due date given. Not all libraries will renew Interlibrary Loan materials.

Items owned by the Brookings Public Library but currently checked out may not be requested on Interlibrary Loan. If this occurs, the Interlibrary Loan Services Coordinator will place a hold for the patron. A request may also be made if the item is long overdue, lost or stolen

Since most libraries will not lend best sellers or high-demand items, audio or video materials, computer software, reference materials, art prints, or entire magazines, the library may request these items on Interlibrary Loan with the understanding that the materials might not be available.

Interlibrary Loan requests may be made at the circulation desk during library hours. Requests will also be taken by phone or online. Patrons must have a valid Brookings Public Library card and be in good standing. SDSU students may request materials through Interlibrary Loan only if it does not relate to a class. If the materials are related to a class being taken, SDSU students are encouraged to use the university library as the source of Interlibrary Loan.

The library will attempt to borrow from facilities that do not charge fees for Interlibrary Loan. Any fee greater than $5.00 charged to the library will be passed on to the patron. Patrons are required to pay fees connected to genealogy microfilm and materials from the South Dakota State Archives. The patron will be notified of the potentials charges prior to the request being

sent.

Requests for reimbursement for postage, insurance, etc. will be absorbed by the library, providing the cost is under $5.00.

Patrons who consistently do not pick up their Interlibrary Loan materials upon receipt of notice may lose their Interlibrary Loan privileges or be asked to reimburse the cost to re-request the item(s).

If a requested item has passed through two lender strings, the patron will be contacted concerning the difficulty in borrowing the materials and to determine the next course of action.

No grace period exists for Interlibrary Loan materials that become overdue. Patrons are responsible for all fines or charges resulting from overdue, lost, or damaged materials.

Request from other Libraries to Borrow Materials from Brookings Public Library

The Brookings Public Library will give first priority to serving the needs of the Brookings community. Instate requests will take precedence over out of state requests. No other priorities will be in place for requests. All requests will be addressed in a timely fashion. Requests received via fax will be addressed as the workflow permits.

Materials in demand at Brookings Public Library or on the new bookshelf will not be loaned or placed on hold for ILL until that demand has been satisfied. Other restricted materials include popular audiovisual items, reference materials, historical collection materials, and entire magazines.

The Brookings Public Library does not charge for lending books on Interlibrary Loan. For photocopies of over 15 pages sent out of state, a charge of $.10 per page and service fee for $5.00 will be assessed. Materials sent on Interlibrary Loan will have a four-week loan period. Brookings Public Library overdue policies apply to Interlibrary Loan materials. However, no fines will be assessed. An item not returned after being 6 weeks overdue will be billed to the borrowing library for the replacement cost of the materials and a processing fee. Books borrowed from Brookings Public Library remain the fiscal responsibility of the borrowing library until the item is received at the Brookings Public Library. Materials lost or damaged in the mail or other methods of transit are the responsibility of the borrowing library. Materials damaged while on loan to another library will be billed for replacement or repair.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

In order for people to make full and effective use of library resources, they must feel confident that information about the books they read, the materials they use, and the questions they ask will remain private. Therefore, the Board of Trustees of the Brookings Public Library has adopted the following policy concerning the disclosure of information about library patrons.

No employee of the Brookings Public Library shall divulge any information that identifies library patrons with materials borrowed, questions asked, information requested, meetings attended, or the frequency or dates of visits to the library. However, a parent or legal guardian requested to pay fines or penalties incurred by a minor child for materials borrowed may, upon demand, be informed of the specific materials borrowed and the reason for imposition of the fines or penalties.

This policy does not prohibit library employees from responding to a parent's request to contact a minor child by telephone while the child is at the Brookings Public Library, or prohibit the release of composite library statistics.

Procedures have been developed to address compliance with requests by law enforcement officers. In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the library director who shall in turn consult with the Board of Trustees and the City Attorney before complying with the order.

OUTREACH SERVICES

Outreach services are designed to reach patrons who cannot physically visit the library for various reasons including but not restricted to the following:

a. Health or Physical limitations
b. Lack of transportation
c. Temporary service in times of need such as broken bones, new babies in winter, problem pregnancies, any temporary condition that makes visiting the library difficult.

Phone calls and/or personal visits will be used to reach all potential patrons. Present patrons are encouraged to tell their friends. Activity directors at local nursing homes are regularly contacted.

Files will be established for each patron and may include the following information:

a) Name, address, and telephone number.
b) Interests and dislikes in reading material.
c) Conditions of health pertinent to reading ability
    1) sight -size of print
    2) book size or weight
    3) amount of time needed to read a book, if unusual
d) Number of books requested.
e) All books read.
f) Personal preferences for time of visit - if any
    1) morning or afternoon visits
    2) standing appointments such as clinic appointments, etc.

These files shall be confidential.

The Outreach Coordinator will be responsible for materials selection when no patron requests are made. Materials are checked out to the SDLN Outreach numbers. No overdues are assessed. Overdue notices are generated for the convenience of the Outreach Coordinator.

This Program will serve homebound patrons, within the city of Brookings, in private homes, retirement housing, assisted living homes, and the Brookings County Detention Center. In the case of the Detention Center, the Outreach Coordinator conducts the service through a deputy and does not contact the prisoners directly.

One phone call to arrange a visit to each patron every two weeks will be the standard. A patron may request a delay in service.

The Outreach Coordinator maintains contact with the South Dakota State Library concerning materials for the Blind and Physically Handicapped and serves as the library's representative to the Brookings Area Coalition on Aging.

GENEALOGY GUIDELINES

The library will acquire:

a. Aids to genealogical research such as general introductions that orient the patron to the subject of genealogy; and guides to genealogical information that tell a patron how to find various kinds of source material and provide helpful information concerning its interpretation and use.

b. Source material of a local nature only, including:
   1. primary sources (census schedules, telephone books, city and county directories)
   2. secondary sources (local histories of a state, county or municipality)

The Library will make available materials in the collection and links to online resources. Interlibrary loans can be arranged for materials from other libraries. Patrons requesting microfilm from outside sources will pay all fees levied to borrow the items.

The Library staff is unable to do a patron's genealogical research. The library will direct the patron to the Brookings Area Genealogical Society for assistance.

ACCEPTABLE BEHAVIOR POLICY

Library trustees may make all necessary rules and regulations pertaining to the use and management of the library building as are not inconsistent with state law.

The public library building should offer to the community a compelling invitation to enter, read, look, listen, and learn. The convenience and comfort of the public should be given primary consideration.

The following regulations are established to provide everyone with an equal opportunity to use the facilities. A person who continually violates Library policies may be barred from the use of library facilities for a period not to exceed 6 months, subject to an affirmative vote of the majority of the Library Board.

The following is prohibited:

A. Destroying or damaging library materials
B. Destroying or damaging any library equipment
C. Vandalism of library property
D. Unsanitary habits which create unclean or unsanitary conditions within the library building
E. Smoking in the library building or within 20 ft of any entrance
F. Refusal to leave library building at designated closing times or when requested by library staff
G. Verbal, physical or sexual harassment of library employees and patrons
H. Excessive noise that infringes on othersô rights
I. Running in the building
J. Consumption of alcohol or illegal substances in the library
K. Possession of firearms, knives, or ammunition in the library building

Beverages with lids may be consumed in the library except when using library computers.

In the case of unacceptable behavior by minor children, parents will be notified of their behavior.

Supervision of children is the responsibility of parents. See Library Board Policy on Unattended Children.

4/12/11

BROOKINGS PUBLIC LIBRARY

INTERNET USAGE POLICY

The Brookings Public Library provides materials and information contributing to the communityôs education, recreation, and quality of life. This ensures that the people of the Brookings community have the right and means to free and open access to ideas and information which are fundamental to a democracy.

The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources. The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. However, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal.

Library staff will identify specific starting points for searches on the Libraryôs home page which are appropriate to the Library's mission and service roles. The Library cannot control or monitor other material, which may be accessible from Internet sources. Individual users must accept responsibility for determining content of Internet resources.

The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources.

CONDITIONS AND TERMS OF USE IN THE LIBRARY

In order to encourage use and establish guidelines, the following regulations will apply to Internet computers:

- Designated Internet stations will be located where they can be monitored by staff for assistance and security.

- All users are expected to use the resources in a responsible, ethical manner which includes but is not limited to the following:

  --- Using resources for educational, informational and recreational purposes only, not for unauthorized, illegal or unethical purposes.

  --- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

  --- Making only authorized copies of copyrighted or licensed software or data.

--- Not sending, receiving, or displaying, text or graphics that may reasonably be construed as obscene.

- Prospective users will sign an Internet Use Contract. Youth under 18 years of age will be required to have written parental or guardian permission to access the Internet. The Brookings Public Library assumes no responsibility for the use of the Internet by children. It is not possible for the library staff to control specific information children and youth may locate on the Internet. It is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate. While the Library will make every effort to ensure that the use of the Internet is consistent with the Mission statement, parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values and boundaries.

- Users are required to show a Brookings Public Library card or a picture ID to be assigned to a computer. Internet stations will be available on a first come, first served appointment basis. Use will be limited to 1 hour when others are waiting or 4 hours per day.

- The Library's Rules of Conduct concerning behavior will be applied.

- Misuse or abuse of computers or Internet access will result in suspension of Internet access privileges. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware.

- Library staff is available to assist in the use of these resources, but may not be familiar with every application patrons might wish to use. Because of the many different Internet applications available, we cannot provide complete technical support.

BROOKINGS PUBLIC LIBRARY MEETING ROOM POLICY

The Brookings Public Library has two small study rooms, one small conference room and one large meeting room (Cooper Room) that can be divided into two smaller rooms. The childrenôs activity room (storytime) and the South Dakota Historical Collection room are not available as public meeting areas, but may be used for library or city business.

Priority is given to educational programs sponsored by the library when scheduling the use of the library's meeting rooms. If not reserved for library purposes, the meeting rooms are available for public gatherings of a civic, cultural, or educational character. The Library reserves the right to limit the use of the meeting rooms by any one group to best accommodate the many requests for this facility. All meetings must be open to the general public. There may be no fund raising, promotion of fee-based products or services, sale of items on the premises, or admission fee charged.

Meetings may be held **only** during regular hours of library service and staffing. Groups or people conducting the meeting will have access to the facility only during the time period designated. Meetings **MUST** be concluded so that all participants may exit the library no later than the normal library closing time on that day. PLEASE ALLOW TIME NEEDED FOR SETUP, CLEANUP AND RELATED SUPPORT SERVICES when scheduling the rooms. **Any group or people whose gathering lasts past closing time will be charged a $25 per hour fee for any part of an hour.**

The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs.

The Library Board reserves the right to deny or revoke permission to use the meeting rooms. An organization may request from the Library Board a waiver or clarification of these policies at a regularly scheduled Board meeting.

Request for reservation of the meeting rooms should be made at the Library. Tentative approval may be given by telephone. A meeting room contract must be completed at least three days before the meeting date. A meeting cannot be scheduled more than 90 days in advance.

Seating arrangements are the responsibility of the organization using the meeting room. Chairs and tables must be returned to storage at the close of the meeting.

Alcohol and smoking are not permitted. Food and other beverages may be served. Groups are responsible for clean up and will be billed for any special cleaning necessary.

Group members are responsible for the **supervision of their children** while using the meeting rooms.

BROOKINGS PUBLIC LIBRARY MEETING ROOM CONTRACT

Name of Organization_____

Contact Person_____ Title_____

Complete Address_____ Phone _H_____

_____ _W_____

Date(s) requested_____

Time(s) requested: a. set-up_____ b. meeting start time_____ c. meeting end time_____

Title/Purpose of Meeting_____

Expected Attendance_____

Equipment Needs (Cooper Rooms only):

_____ no equipment
_____ Internet access with library laptop and video projector
_____ Video Projector (with VCR/DVD)
_____ Overhead Projector
_____ Opaque Projector (includes video projector)
_____ Lectern
_____ White Board
_____ PA System
_____ Kitchen access
_____ 36-cup coffee pot

Mango Tree Coffee catering available. Contact Harsha Minstry, 695-9807, or at the Mango Tree counter.

Room Requested:

[__] Cooper A (capacity 50)
[__] Cooper B (capacity 50)
[__] Combined Cooper (capacity 100)
[__] Small conference (capacity 6)

I have read the Brookings Public Library meeting room policy on the reverse side and agree to comply with it.

RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

(Organization name) _____ agrees to release, hold harmless (user of City building or facilities (the ñPremisesò) and indemnify the City of Brookings and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses, including, but not limited to, attorneysô fees, arising out of or resulting from the (i) the conduct or use of the Premises by the undersigned or the undersignedôs organization or group, (ii) any act, omission, or negligence of the undersigned or the undersignedôs organization or group, or the partners, directors, officers, agents, employees and other users and invitees of the undersigned or the undersignedôs organization or group, and (iii) any accident, injury or damage whatsoever occurring in or at the Premises while the undersigned or the undersignedôs organization or group is using the facilities.

Dated this _____day of _____, 20____.

Library staff_____

By: _____
(signature)

Your title: _____

DISPLAY POLICY

Formal Display Areas (walls and cases)

The Brookings Public Library will display informative, educational materials of interest to the community. A balance will be maintained between contributions from all segments of society and displays will represent a variety of artistic tastes and interests. Selection of displays will be done by the Community Services Coordinator in consultation with the Library Director.

As a publicly supported institution, the Library will not display information or materials that engender a specific political or religious viewpoint. The Library will include commercial entities as subjects of a display for information purposes only. No soliciting by the entity is allowed.

All opinions contained in posted or displayed materials are those of the contributor. The Brookings Public Library does not advocate or endorse the beliefs or viewpoints that may be the subject of displays.

Requests to reconsider a display will be handled in the same manner as reconsiderations of other library materials.

Acceptance of a display does not constitute a commitment to that person/group/organization to display or hold display areas for them on a regular basis.

Informal Display Areas (bulletin boards)

Posters, announcements, and advertisements by nonprofit organizations may be posted. All materials must have prior approval of the director.

(Loan agreement in Appendix A)

BROOKINGS PUBLIC LIBRARY VOLUNTEER PROGRAM

I. PURPOSE

The Brookings Public Library Volunteer Program is designed to expand and enhance public service to the community.

Objectives:

To strengthen current library programs and assist library staff.

To free library staff for tasks which require advanced education and training by doing routine tasks which require less education and training.

Accomplish one-time, large projects which require above-normal staffing levels.

Provide access to skills and talents that are scarce or lacking in regular staff.

Establish a pool of volunteer workers willing to be on-call for tasks which are required on an intermittent basis.

The work performed by volunteers shall be utilized to augment basic services supported by the tax base of the community and will not supplant or displace the services provided by paid Library staff.

II. POLICIES AND PROCEDURES

Volunteers are selected based on their qualifications and the needs of the Library at any given time.

Applicants must have completed the sixth grade and parental consent must be obtained in writing for applicants under 18 years of age.

The Library reserves the right to refuse to accept an applicant who does not meet Library needs and standards.

TRAINING AND SUPERVISION

The Volunteer Coordinator provides a general over-all orientation to the Library, to volunteer policies and procedures, and to the area in which the volunteer will be working.

The volunteerôs direct supervisor provides more detailed orientation to the area, specific job training, and on-going supervision.

WORK SCHEDULES

Volunteers work only during hours when adequate supervision by paid staff is available.

Work schedules and specific time commitments are arranged individually by each volunteer and his/her supervisor.

Volunteers who are unable to report for work on a scheduled day must inform their supervisor in advance.

Every three to six months a mutual review of the volunteer experience should be done and changes in assignment made as necessary or desirable.

A volunteer whose work does not meet Library standards may be terminated or referred to the Volunteer Coordinator for possible reassignment.

EMPLOYMENT OF VOLUNTEERS IN THE LIBRARY

Volunteers interested in any paid staff vacancies that may occur are encouraged to submit their application along with others at Job Service.

III. BENEFITS FOR VOLUNTEERS

One of the benefits is the satisfaction of making a contribution to the Brookings community. Additional benefits include experience in library work, practice in job skills, establishing a record that can be used as a reference, and working with congenial people in a pleasant atmosphere.

The Library annually recognizes itsô volunteers during National Volunteer Week in April.

Each volunteer working a minimum of ten hours that year (April 1 to March 31) receives a small gift at the annual recognition.

After 250 hours of volunteer work, an honor book is placed in circulation with the volunteerôs name and year of recognition on a bookplate. The book is chosen by the Volunteer Coordinator and supervisor to reflect that volunteerôs interest.

After 500 hours of volunteer work, the volunteer is given a wooden plaque with his/her name engraved on the plaque.

After 1000 hours of volunteer work, the volunteerôs name is engraved on our permanent plaque displayed at the Circulation desk in the Library.

After 1500 hours of volunteer work, the volunteer receives $25 in Brookings Bucks.

After 2000 hours of volunteer work, the volunteer receives a gift certificate at a local bookstore for $30 and their name is added to the permanent plaque displayed at the Circulation desk in the Library.

UNATTENDED CHILDREN

The Brookings Public Library encourages visits by young children, and wants their visits to be memorable and enjoyable.

It is the policy of the library that all children seven years of age and under must be in the company of a parent or responsible person who is twelve or older while in the library.

ñUnattendedò means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children. Parents are responsible for their childrenôs behavior in the library.

Preschool children may not be left unattended in any part of the Library. If a child under the age of seven is attending a Library program, a parent or childcare provider must remain in the library until the conclusion of the program.

If a child is left unattended in the Library, the staff will attempt to locate his/her parent/care provider. If a parent/care provider is in the Library, they will be informed of the Libraryôs policy concerning unattended children.

If a parent/care provider is not found in the Library, staff will attempt to locate the parent using the phone book or library card registration. A parent, when contacted, will be informed of the Libraryôs policy concerning unattended children.

Fifteen minutes before closing time, Library staff will remind young people to contact a parent/guardian for a ride home. For the safety of the child, the staff will not leave a child under the age of ten outside to wait on a ride. The Library staff is not permitted to give an unattended child a ride home.

If a parent/guardian cannot be reached or does not arrive within fifteen minutes past closing time, the police may be called to escort the child home or keep the child until parents can be reached.

Appendix A

Loan to Library Agreement

Brookings Public Library
515 Third Street
Brookings SD 57006

(605) 692-9407
FAX (605)692-9386
www.brookingslibrary.org

Lender _____

Address _____Phone Number ( ) _____

City _____ State _____ Zip _____

#	Title of Work	Year	Medium	Dimensions	Value ($ US)

1. The Brookings Public Library will exercise every care with the loaned items.
2. The lender agrees not to withdraw this work during the period of the loan.
3. This work may be withdrawn from the exhibition by the Library at any time during the period of the loan.
4. The work will be insured by the library for the amount of the value herein specified by the lender against all risks of physical loss or damage from external cause while in our custody or control and for which we are liable.

The loan period will be from _____, 20 _____ to _____, 20 ___

I hereby verify that the above listed items were received by and lent to the Brookings Public Library for display therein.

Signature _____ Date _____
(Lender)

Signature _____ Date _____
(for Brookings Public Library)