

*Policy Manual*  
*For*  
*Edgeley Public Library*  
*City of Edgeley, ND*  
*South Central Area Library*  
*LaMoure & Logan Counties in North Dakota*

Adopted January, 2013

Revised October, 2019

## **South Central Area Library Goals**

- Meet the informational and educational needs of library users.
- Support lifelong learning and love of reading.
- Provide equal access to information.
- Provide a diversity of material that reflects the interest of the communities.
- Provide quality service for our patrons.

## **Library's Vision**

- Promote lifelong learning for all our LaMoure & Logan County residents.
- Provide a balance of printed materials, recorded materials, and e-books.
- Provide interactive areas, be spacious, visually attractive and helpful.
- To help create lifelong readers, writers and problem solvers.

## **Our Patrons Will**

- Be challenged to learn and grow through materials and programs provided by our library.
- Have access to the latest electronic and traditional materials.

## **Library Bill of Rights**

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

- Books and other library resources should be provided for the interest, inform and enlighten all people of the community the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues.
- Materials should not be removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in fulfilling their responsibility to provide information.
- A person's right to use the library should not be denied because of origin, age, background, or views.

## Hours of Operation of the

### Edgeley Public Library

### South Central Area Library

Located at 530 Main St. Edgeley, ND 58433

Tuesdays and Thursdays

9:00 AM – 5:00 PM

(Open over lunch hour)

Wednesdays

9:00 AM – 12:00 PM

**Bookmobile** will run as the schedule is determined by the Library Director and Bookmobile employees.

Any emergency closings will be at the discretion of the Library Director or his/her chosen representative. As much as possible, inclement weather closings shall correspond with announced school closings.

### Holidays observed by the South Central Area Library

- New Year's Day January 1
- Martin Luther King Jr. Day 3<sup>rd</sup> Monday in January
- President's Day 3<sup>rd</sup> Monday in February
- Good Friday Friday before Easter
- Easter Sunday Determined by calendar
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day 1<sup>st</sup> Monday in September
- Veteran's Day November 11
- Thanksgiving Day and the Friday 4<sup>th</sup> Thursday in November  
Following Thanksgiving
- Christmas Eve December 24
- Christmas Day December 25
- New Year's Eve Day January 31

# Collection Development Policy

## Purpose

To provide guidance for the collection management and to inform the public of the principles upon which library personnel make decisions regarding the selection and maintenance of the collection.

## Identification of Users

The South Central Area Library provides free and equal service to all residents of the LaMoure and Logan County area in North Dakota.

## Responsibility for Selection

The Library Board approves the collection development policy. The Board delegates the responsibility for administering this policy to the Library Director. The Library Director makes the selection of the materials. Suggestions from other staff and the general public are welcome and given consideration within the guidelines of the policy.

## Goals of Material Selection

- To meet the informational, educational, and recreational needs of the patrons in the two counties.
- To provide a diversity of materials that reflect the interest of the counties.
- To provide materials in many formats including, but not limited to, books, recordings, periodicals, and newspapers.
- To strive to maintain a well balance, current collection within the allotted budget and space limitations.

## Borrower's Policy

The South Central Area Library is open to the general public, however only registered borrowers may take materials from the library/bookmobile. Library services are provided free of charge to residents of LaMoure and Logan Counties, and families of children who attend school in LaMoure or Logan County. Library cards are issued upon completion of a formal application form.

Temporary cards may be issued to persons temporarily located in either county. These cards may be issued for 2 months at a time, with a fee of \$20.00. Temporary card holders are limited to no more than 2 items checked out at any given time.

Library cards are used for borrowing items, and accessing online resources. SCAL considers it the responsibility of the parent or guardians to approve the nature of materials borrowed by minors legally under their care. By obtaining a library card, a patron agrees to accept the responsibility for all fines, damages, or loss of materials resulting from use of the card, including use by another person. All patrons must promptly report loss or theft of the library card, as well as change of address. A patron card should be presented to borrow library materials. Cards are non- transferrable.

Children must be at least 5 years old to receive a library card. The parent or guardian as the responsible party must sign the children's application if the application is completed at the library, if school initiates the application through the school, the signature is waived.

While the library tries to provide access to information of the highest quality, the library disclaims any warranty as to the information's accuracy, timeliness, usefulness or fitness for a particular purpose.

The library shall have no liability for direct, indirect or consequential damages to the use of information accessed through the library, including information that is verbally transmitted at the library.

The availability of information at the library does not constitute endorsement of the content of that information by the library.

### **Loan Periods**

Edgeley Public Library borrows 2 weeks for all material types

Bookmobile borrows 4 weeks for all material types

One renewal (additional renewals at the discretion of the librarian)

Renewal requests may be made on line, by phone, e-mail, or in person

Materials may not be renewed if on reserve for another patron!

Materials may be reserved on line, by phone, e-mail, or in person

### **Overdue Materials**

The SCAL has limited resources and space, so only one copy of each item is purchased. Since there is a great demand for certain materials there has been an established loan period to provide the maximum possible use of available materials.

Since library materials are purchased with tax dollars, the Library Board feels a responsibility to ensure their availability to all patrons. To achieve this goal, the Board has established a system of overdue notices and fines. The purpose of the overdue notice is to secure the return of library property for continued use. The purpose of fines is to provide partial reimbursement to the library for materials, staff time, and postage used in sending out the notices.

As of 9/01/2019 the library has cancelled fines on overdue materials.... However if a patron has an item that has not been returned on or before the date it is due, the patron will not be allowed to check out another item until the overdue item is returned. Each item is stamped with the return date, so notices will not be mailed until the item is 3 or more months overdue at which time the fines may be charged.

## **Lost or Damaged Materials**

When an item is returned damaged, and the extent of the damage is such that in the judgement of the Librarian, the item cannot be returned to the shelf for further circulation, the patron is responsible to pay the original cost. Fluid damage generally results in a patron being charged for the item.

When an item is damaged but, in the judgement of the Librarian, may be repaired and returned to the shelf for further circulation, no charges are applied.

When an audio-visual item is damaged through neglect or misuse (such as, but not limited to, melted, or crushed) the patron is responsible to pay the original cost of the item. When damaged through normal wear and tear there is not charge applied. If a DVD or CD is cracked or broken, there is not charge applied if the library has owned the item for a year or more or if it has been checked out 6 times or more (this is because small cracks begin at the center through normal wear and eventually they crack across the entire DVD or CD).

## **Interlibrary Loan**

The SCAL will provide interlibrary loan service to its patrons. If a patron needs an item that is unavailable in our collection, the patron may request an interlibrary loan item. The library will request the item from the ND State Library to be sent to the SCAL for the patron.

The ILL requests may be made at the library, over the phone, or through e-mail. We need the name, address, phone number, date needed by, and as much information of the item needed as possible (such as title and author).

The loaning library sets the date due of the ILL item. A request may be made to renew the item, however it must be made before the date due. We then will make the request to the loaning library and they will make the decision to renew or not to renew. The borrower is responsible for any charges levied by the lending library. Once SCAL has paid the charges, the patron will be responsible to reimburse the library for the charges.

Due to short loan periods that may be set by the lending library, and due to delivery and pick-up delays because of the bookmobile schedule, interlibrary loan is not available to patrons using the bookmobile unless they are agreeable to pick up the item at the library or wait until the bookmobile makes their stop the next month.

SCAL will loan materials to other libraries requesting interlibrary loan items. However, ILL of rare or oversized items is at the discretion of the Library Director.

The library will maintain a record of all interlibrary loan transactions for a period of 2 years.

## **Photocopier, Printer, and Fax Machine**

The photocopy machine and the computer printer are there for the patron's use. It is the patron's responsibility to adhere to copyright laws. The library has a right to prohibit anyone from using the copy machine or any other equipment if an employee becomes aware that such person is infringing on a copyright.

The patron may have use of the Fax machine. If the fax being sent is sent to an area where no long distance fees are applied, the fee is minimal, however if the fax beings sent is going to an area that is long distance a higher fee will be charged.

### **Fees**

Photocopy: B & W .20 cents Color .50 cents per sheet

Computer Printer , Same

Fax: No long distance fee, .20 cents each page

Long distance fee, .50 cents each page

These fees may be subject to change at any time, and will be posted for patrons to see at the site of the copy machine.

## **Computer & Internet Access Policy**

The South Central Area Library offers access to information resources on the Internet in response to advances in technology and to the changing information needs of the communities.

Internet access is one part of the library's goal to meet the informational and educational needs of the library users. The library provides free access to these materials to everyone in the 2 county area for purposes of education, information, research or recreation.

The Internet is a worldwide computer network that provides access to a wealth of information beyond the traditional collections and is a rapidly changing environment. Not all Internet sources provide accurate, complete, or current information and some information may be offensive. Users are responsible for determining that the information they access is acceptable, reliable, and suitable for their needs.

The library by nature opposes censorship of ideas and materials and relies on good judgement in selecting materials. The nature of the Internet prohibits that selection process. The library employs filtering software in an attempt to block access to sites that are illegal and to sites that patrons may find offensive. Patrons are advised that filters are not perfect and may fail to block sites that some may find objectionable while denying access to others that are inoffensive and useful.

### **Responsibilities of users**

All users of the Internet are expected to use these resources in a responsible manner and to follow the library's rules and regulations.

- Any use of the library's Internet connection for illegal, inappropriate, or obscene purposes or in support of such activities is prohibited.

- The library affirms the right and responsibility of parents to determine and monitor children's use of library materials and resources. Restriction of a child's access to the Internet is the responsibility of the parent or guardian.
- Patron needs to respect the privacy of others using public access computers by not interfering with their use.
- Use of the computers will be on a first-come, first-served basis. Time on the library computer is not limited unless there are other patrons waiting, then we ask that you be respectful and limit your time. You must register for each session on the computer.
- Access to chat or discussion groups is not authorized use.

## Disclaimers

- While the library offers to provide access to information, the library specifically disclaims any warranty as to its accuracy.
- The library shall have no liability for direct or indirect damages related to the use of information access through the library's Internet service.
- The library shall have no liability for damages related to the operation of, or failure of, the filtering software.
- Since software and information downloaded from any source, including the Internet, may contain computer viruses, users are advised to utilize virus-checking software on their computers.
- The library is not responsible for damage to users' disks, flash drives, computers or any other electronic devices, or for any loss of data, damage or liability that may occur from use of the library's computers.
- The Copyright Law of the United States governs the reproduction, distribution, public performance, and public display of copyrighted material. Responsibility for copyright infringement lies solely with the user and the library disclaims any responsibility or liability that may result from unlawful use.
- Display of sexually suggestive objects or pictures may be in violation of Federal and State obscenity laws, and therefore prohibited on the library's computers.
- As the library provides free access to the Internet, any misuse of the Internet access will result in the loss of computer privileges for the user. Library staff reserves the right to monitor use of the Internet to ensure compliance with this policy. Library staff will intervene to stop any inappropriate behavior and may ask users to remove themselves from the equipment or from the library. Police may be called for failure to leave the premises when instructed or to investigate possible illegal behavior.



## **Library Behavior Policy**

The South Central Area Library has the right to maintain a facility in a clean, pleasant, and safe manner as do the employees have the right to enjoy a clean, pleasant, and safe library environment. To this end the following rules of conduct have been established by the Library Board.

The library staff will make every effort to apply these rules in a fair, consistent, and positive manner. It is impossible to address every behavioral situation that may occur, therefore, members of the library staff have the responsibility to make decisions that are in the best interest of the library whenever the rules do not specifically cover certain situations.

### **While in the library you are encourage to**

- Ask for help if you are unable to locate the information or materials that you want/need.
- Be responsible for the safety and conduct of children in your care.
- Cooperate with the requests of the library staff.
- Keep your personal belongings in your control at all times; the library is not responsible for lost or stolen items.

### **While in the library, the following is prohibited**

- Behavior that is unsafe or disturbing to other patrons or staff: for example, offensive language, loud talking or noises, or any boisterous behavior.
- Physical, sexual, or verbal abuse of library users or staff.
- Disruptive use of cell phones.
- Leaving young children unattended.
- Actions that damage library property or the property of others.
- Tobacco use in any form; use of alcohol and/or drugs.
- Bringing in animals, other than certified assistive animals.
- Accessing staff areas.
- Inappropriate dress, including no shirt.
- Tampering with the arrangement of library materials.
- Playing audio equipment loud enough to disturb others.

Library staff will intervene to stop any of the activities or behaviors listed above. The consequences may be verbal warning, eviction, loss of library privileges or calling police.

## **Children's use of the Library**

Service to children is a major focus of the library. Parents are responsible for the behavior of their children. Children under the age of 6 who are visiting the library should always be accompanied by an adult. Teachers are responsible for the conduct of their students while they are in the library for a class visit. If parents and teachers do not instruct the children when they are being disruptive, library personnel will assume the responsibility.

Parents are solely responsible to monitor the content of materials checked out by their children under the age of 16.

The library does not have a specific responsibility to care or to watch out for children left unattended in the library. If an unattended child behaves in a disruptive manner, the child will be warned, if the behavior continues he/she will be asked to leave the library, weather permitting.

If a child has been left unattended at the time of closing, staff will wait inside an additional 15 minutes, during which time staff will try to contact a parent by phone. If unable to reach a parent, the staff will decide if the child is too young to be left waiting outside, or if there is inclement weather, the following guidelines will apply.

- Try to contact an adult to pick the child up.
- In no case should a staff member drive the child home.
- The staff should document the incident and notify their supervisor.

## **Gift Policy**

The South Central Area Library believes that private gifts play an important role in enriching the services of the library. The Library Board welcomes gifts under these conditions.

- Gifts of books for the library should be of the nature that usage of them falls within the policies of the library.
- Gifts will be viewed as an addition or supplement to the operating budget of the library, not a reduction of the allotted budget.
- The Library Director or someone appointed by the director will determine if the gifts are acceptable under the policy.
- Gifts may be refused if the gift item is unusable.
- If the item is unusable by the library, the giver should be informed that the items may be placed on the "discard shelf" or passed on to another library.
- Gifts of cash will be accepted. Such gifts may be used to purchase materials in keeping with the library's collection development policy or to provide services for the library's patrons. If gift of cash is used for materials, the donor does not have the right of approval of titles before purchase. However, donors are encouraged to recommend how the gift of cash is used.
- Gifts of art, personal property, etc. will be accepted only if such items have a use in the library.

## Bulletin Board and Handout Policy

The South Central Area Library provides space on its public bulletin board for announcements and notices of local community events, and allows handouts of free materials that may interest the library's patrons.

- Library staff must approve notices, and free handouts. Staff may discard items not approved for placement.
- Notices, posters, handouts, etc. must identify the organization or individual supplying the information.
- Religious and political materials are allowed for informational purposes or special events; materials that have the primary effect to campaign for a single point of view will not be displayed.
- No organization or individual may place in the library any receptacle that solicits monetary donations.
- Posting of notices or placement of handouts in display area does not imply endorsement by library staff or Library Board.

## Privacy Policy

The South Central Area Library recognizes the patron's right to privacy with regard to their use of library service or facilities.

Records of patrons use of library resources, materials or service are confidential per North Dakota century code 40-38-12. In general they may not be disclosed except by court order or to patrons acting within the duties in the administration of the library.

In case of patron failure to return materials, the library may disclose circulation information and correspondence to school administrators, parents, or legal authorities in securing return of, or payment for, these materials.

The library staff may disclose the details of a child's account to custodial parents or guardians. Staff should cooperate with law enforcement to the extent allowed by law, but all requests to identify persons with respect to their use of library materials and services should be referred to the library director.

40-38-12

MUNICIPAL GOVERNMENT

40-38-12. **Library records - Open records exception.** Any record maintained or received by a library receiving public funds, which provides a library patron's name or information sufficient to identify a patron together with a subject about which the patron requested information, is considered private and is excepted from the public records disclosure requirements of section 44-04-18. These records may be released when required pursuant to a court order or a subpoena.

## Pandemic Plan

March 2020

Goal: To provide service to our community and counties as long and possible while protecting the health and welfare of our staff and patrons.

Plan will be void if otherwise directed by civil authority to close.

### Level One:

- Limited services begin.
- Hours may change depending on staff coverage. If Library Director, in consultation with the Board President determines we cannot function effectively we will move to Level Two. Board and Patrons will be notified accordingly.
- No patrons under the age of 13 will be allowed unless accompanied by parent or guardian.
- Staff will provide order filling and curbside pickup.
- Library will allow more items to be checked out by one patron/family if they are patrons in good standing.
- Material returns as normal.
- Computer stations used as normal.
- Patrons will be encourage to carefully select items and leave in a timely manner.
- Patrons will be encourage to wear masks and disinfect hands when entering the library.
- Director will reassess the situation on a weekly basis and decide how to proceed.

### Level Two:

- No patron access inside the building, all doors will remain locked at all times.
- Staff empties book drop and provides curbside service.
- Staff provides phone and online assistance.
- Staff works on internally focused projects as weeding, collection development, and Inventory.
- Staff members in high risk category will not report, if no staff available, library will close.

### Level Three:

- No patron access inside the building, all doors will remain locked at all times.
- No items will be circulated, however staff may continue to monitor drops and empty as needed per direction of the Director.
- Library may be closed completely per the direction of the Director.