

SCOTLAND SCHOOL/COMMUNITY

LIBRARY

POLICY MANUAL

Revised November 12, 2020

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Scotland Community Library Hours

WINTER HOURS – (When school is in session) check the Scotland Journal and the front door of the Library for the exact date when these hours will begin and end. Library hours are adjusted during Holidays.

Monday – 9 a.m. – 8 p.m.

Tuesday – 9 a.m. – 3 p.m.

Wednesday – 9 a.m. – 8 p.m.

Thursday – 9 a.m.—8 p.m.

Friday – 9 a.m. – 3 p.m.

Saturday – 10 a.m. – 2 p.m.

Sunday – Closed

When school closes because of bad weather, the Library closes also.

SUMMER HOURS (school is not in session)

Monday – 10 a.m. – 3 p.m.

Tuesday – Closed

Wednesday – 2 p.m. – 8 p.m.

Thursday – Closed

SUMMER READING PROGRAM

The month of July (first week in August if needed) for incoming pre-K & through middle school

Friday – 10 a.m. – 3 p.m.

Saturday – 10 a.m. – 2 p.m.

Sunday – Closed

THE LIBRARY IS CLOSED THE FOLLOWING DAYS:

New Year's Eve and Day

Good Friday, Saturday and Easter Monday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Eve and Christmas Day

SCOTLAND

COMMUNITY LIBRARY

MISSION

We welcome and support
all people and their
enjoyments of reading
and pursuit of lifelong learning.

Working together,
we strive to provide equal
access to information,
ideas and knowledge
through books, programs
and other resources.

We believe in the freedom
to read,
to learn,
to discover.

The Scotland Community Library will carry out its mission with the following beliefs:

The American Library Association guidelines on censorship will be supported.

Library Bill of Rights

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,

By the ALA Council

Circulation Policy

The circulation desk staff members shall have the responsibility to register patrons and maintain an up-to-date file of patrons. A person's name will be removed from the file if they move out of town or notification of death is received. The Library reserves the right to cancel its use by patrons. Any person five (5) years of age or older who resides within the area shall qualify for Library patronage.

Minors under the age of eighteen (18) shall have a parent or guardian sign his/her registration card. By signing the card, a parent or guardian authorizes the Library to loan a minor any materials available in the Library's collection, and assumes full responsibility for not only the materials borrowed but for the return or replacement of these items.

All patrons of the library MUST be registered and have the following information on file:

1. Full name;
 2. Mailing and email addresses;
 3. Home and/or business telephone numbers **and** cell phone number (can they send/receive texts);
 4. The last four (4) numbers of their Social Security number (to be used as your library card number).
- In order to visit the library, unaccompanied by an adult, a child must have completed the first grade in school.
 - If someone wishes not to disclose the last four numbers of their Social Security number, a number will be arbitrarily assigned.
 - The library will issue temporary cards for visitors to the community, as long as a local phone number and mailing address are received. Visitors will also be allowed to use a relative's card with that person's permission. The local member then accepts responsibility for the return of books and materials checked out.

ANYONE WHO DOES NOT MEET THE ABOVE QUALIFICATIONS WILL NOT BE ALLOWED TO CHECK OUT ANY LIBRARY MATERIAL.

CHECK OUT LIMITS AND RESTRICTIONS:

During school hours, students are allowed to check out two (2) books. After school hours the number of items checked out may be restricted based on the student's current status of how many books they have checked out. (Not to exceed five (5) items of both school and public hours' check-outs.) Library patron's check-out limit is five (5) items and can be a combination of books and other media. The Summer Reading Program patrons may only check out three (3) BOOKS at a time unless they have written permission from their parents on file in the library. **New patrons**

will be restricted to one (1) book & one (1) DVD, then, when they are returned, they can take replacements. After one (1) year, their check-out limits and restrictions will be considered the same as local patrons.

*Librarians will set restrictions on an individual who consistently does not return items for a long period of time, returns damaged items, and does not pay for the replacement cost for damaged or lost items. These restrictions may include refusal to check items out on the family's cards until the problem is resolved. The Librarian reserves the right not to check out further items until those already checked out are returned.

DVD CHECK OUT:

The Library Bill of Rights does not allow censorship of reading material; however, video and DVD checkouts may be restricted with regard to age and content. Videos and DVDs are rated in the same manner as movies and should be marked with a G, PG, PG13, or R rating, and may be checked out accordingly.

In our library any video or DVD with a GREEN or YELLOW DOT on the case is a General or Juvenile movie with a rating of G or PG and may be considered suitable for children.

Videos and DVDs with a BLUE DOT on the case are PG13 rated materials and may only be checked out by patrons who are 13 years of age or older unless there is a permission slip from the parents on file.

Videos and DVDs with a RED DOT on the case are R rated materials and may not be checked out by anyone under 17 years old unless there is a permission slip from the parents on file.

LOAN PERIODS:

1. Books and Audio books: May be checked out for a two (2) week period and may be renewed for two (2) weeks, unless another patron has requested the item. Students may check out a book for 2 weeks, and may renew the book 2 times (for a 6-week total). Then the student will have to wait for at least 2 weeks until they can check out the same book. The Library will hold a checked out item for a patron, and notify them by phone when the item is available. Reserves should be picked up within 2-3 days.
2. Reference materials: Encyclopedias, maps, posters or any materials marked with a large R above the call number, or the phrase FOR LIBRARY USE ONLY may not be checked out.
3. Non-print materials: Videos and DVDs may be checked out for a period of one (1) week with no renewal.

OVERDUE MATERIALS:

The Librarians will document that a patron was contacted either in person, email, or by telephone, and has also been sent a written notice of books overdue.

1. An Overdue report should be printed out on the 1st and the 15th of each month. The Librarian on duty on those days (or the nearest date we are open) is asked to do this. Before any contact with patrons, the librarian should check the shelves to ensure that the overdue item is not on the shelf (or in the library). (There are times when the book doesn't check-in when scanned or the book is accidentally checked out to someone by human error). Once we have established that the item is not in the library, further action can be taken.
2. No fines are calculated.
3. At 3 days overdue for movies and one (1) week overdue for books and CDs, the patron will receive an email (if on file) stating what items are overdue and that the patron should call the library with an anticipated return date, if they have returned the item, or if they feel this is an error. (They are also able to call to renew the item unless it is a movie). The Librarian will record the contact date on the overdue report with comments as necessary. If the patron doesn't have an email address, the librarian's first contact will be by phone.
4. If the items haven't been returned at 1 week overdue for movie and 2 weeks for book/cd, the Librarian will **call the patron** and request that the item/s be returned as soon as possible. If a message is left, the librarian should request a callback with an anticipated return date. The Librarian will record the contact date on the overdue report with comments as necessary.
5. There will be a replacement cost for any lost or damaged items. Replacement Costs revised by the Library Board on 2/8/2016 are as follows:

Hardback books	\$25.00-\$40.00
Paperback books:	
Mass Market	\$10.00
Trade Copy	\$15.00
Large Print Books	\$35.00
Audio Books	\$25.00
DVD'S	\$20.00-\$40.00
Children's books:	
Hardback books	\$20.00-\$40.00
Paperback	\$10.00-\$25.00

COLLECTION OF FEES:

1. If the items haven't been returned at three (3) weeks overdue, the patron will receive a letter requesting those items be returned within 2-3 days. The date to be returned by should be specified in the letter. The letter should also include replacement costs for each item and that if the items are not returned or paid for by the specified date that the matter will be handed over to local law enforcement.
2. After a four (4) week period, if no response has been received from the patron, the City Finance Officer will be notified and will be asked to initiate proceedings on behalf of the City through Small Claims Court.
3. The only exception to this will be in the case of student who has written confirmation from an instructor that it is necessary for the student to use the library to complete an assigned project.
4. Upon payment, restitution, or completion of a work project at the library assigned by the Librarian, the patron will again be allowed full use of the library.

SHARE-IT/INTERLIBRARY LOANS:

The Scotland Community 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 Scotland Community Library will request materials not owned in our collection through the use of the South Dakota Share-it program. Interlibrary Loan requests may be made through the Share-It program site from any computer. You must have a Scotland Community Library card and be in good standing.

Items will be verified on South Dakota Share-it 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).

The patron will be notified by phone or e-mail when materials arrive. After notification, it is the patron's responsibility to obtain the materials in a timely manner. Materials are checked out to the patron upon arrival at our library. Loan periods of Interlibrary Loan materials vary from two to four weeks, depending on the lending library policy. The library is responsible for the return of the loaned item. If it is determined that the item is long overdue, lost, or stolen the requesting patron will be assessed appropriate fees for the replacement of that item.

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 provided.

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). Failure to return Interlibrary Loan items on time may result in the suspension of library borrowing services to the delinquent patron.

Scotland Community Library reserves the right to charge a postage fee for each Share-it Interlibrary Loan request.

If a request is unfilled, the patron will be contacted concerning the difficulty in borrowing the materials and to determine the next course of action. We cannot guarantee that every request will be filled.

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 on November 29, 1998, by the Scotland Community Library Board, which assumes full responsibility for all legal actions which may result from the implementation of any policies stated.

Library Aims

The aim of the Scotland Community Library is service to all people. 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 Scotland Community Library's broad purpose. More specifically, it helps people to keep current with change in all areas, educate themselves more 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 print and non-print materials are selected by this library in accordance with the A.L.A.'s Library Bill of Rights.

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 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.

Criteria for Selection

Certain factors influence the selection of library materials. The following points list is a guide in making materials selection:

1. The author's reputation 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 book.
5. Authoritativeness.
6. Inclusion in standard bibliographies or indexes.
7. Price, budget, and shelf space
8. Encourages the enjoyment of reading.
9. Currency and quality of information
10. Local significance of author or topic
11. Single copies will be purchased unless multiple copies warranted by public demand.
12. Format including possibility or rebinding, as well as type and legibility
13. A patron suggestion for purchase does not guarantee that the item will be purchased by the Library.

¹ American Library Association. Library Bill of Rights (adopted June 18, 1948; amended February 2, 1962, June 27, 1967, and January 23, 1980, by the ALA Council.

Scope of the Collection

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

The library acquires textbooks and other curriculum-related materials only 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 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.

Maintaining the Collection

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library materials shall be based on the physical condition, use of the materials as determined by last date of loan (5 years for paper back; 10 years for hardcover/reference materials), or by number of loans in the last five years, and age of material, especially in the areas of medicine, law and the sciences. Library staff members are to be thoroughly instructed by the Library Director or Head School Librarian with regard to the necessity for discarding books and library materials. Withdrawn materials will be disposed of at the Library Director's discretion.

Censorship

The selection of library books and materials is predicated on the library patron's right to read and, similarly, their freedom from censorship by others. Selections for this library will not be made on the basis of anticipated approval or disapproval, but solely on the merits of material in relation to building the collection and to 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 approve – 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 the parent or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.²

It is the right of any citizen of the Scotland area to recommend library materials for selection consideration by the Scotland Community Library and it is the obligation of the librarian(s) to consider such recommendations with the same evaluation criteria established above. Such recommendations shall be made in writing.

It is also the right of any citizen of the Scotland area to question any library materials selected by the Scotland Community Library. Such questions shall be presented in writing and shall be specific, stating title and nature of the material being questioned. **“Request for Reconsideration”** forms are available from the Librarian. Requests for reconsideration will be considered by the library board after all board members have had an opportunity to review the request, the item in question, and any supporting documentation. The citizen will receive a written response detailing the decision.

² Policy includes American Library Association’s Challenged Materials: An Interpretation of the LIBRARY BILL OF RIGHTS (ADOPTED June 25, 1971; amended July 1, 1981 and January 10, 1990, by the ALA Council).

Request for Reconsideration of Library Materials

Title _____ Book _____ Periodical _____ Other _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent:

_____ Yourself

_____ An Organization (name) _____

_____ Other Group (name) _____

1. To what in the material do you object? (Please be specific. Cite pages)

2. Did you read the entire work? _____ What parts? _____

3. What do you feel might be the result of reading this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. Are you aware of judgments of this work by literary critics? _____

7. What would you like your library to do about this work?

_____ Do not assign/lend it to my child.

_____ Return it to the selection committee for reevaluation.

_____ Other.

Explain _____

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature _____

Date _____

Gift/Donations

The Scotland Community Library welcomes gift of all types including materials such as books, pamphlets, periodicals, audiovisual materials, and funds. These gifts are accepted with the understanding that the library has the authority to make whatever disposition of the materials deemed advisable, discarding them if conditions warrant.

1. Librarians reserve the right to decide which donated items will remain in the library. Items that are duplicates, outdated, or in poor physical condition will not be kept for Library use. Staff responsible for the evaluation and selection of gift materials will base their decisions on the guidelines set forth in the Materials Selection section on page 11.
2. The library encourages gifts of cash not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the library program.
3. Special collections of gift books that are deemed usable will be integrated into the regular collection rather than be kept together as a separate entity.
4. Requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.
5. Gift items will be withdrawn from the collection by the same guidelines as any material withdrawn. The Library does not assume responsibility for notifying donors of the withdrawal or replacement of worn out or lost items.
6. The library cannot affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor.
7. The same criteria of selection which are applied to purchase materials will be applied to gifts.
8. Gifts become the property of the Library.

Computer Use

- School students are required to follow the Technology Agreement set forth by the Scotland School District during school hours. Any violations will be handled according to the Technology Agreement.
- School Students are allowed to use the computer for educational or recreational games after school hours.
- Computers are not used for games during school hours unless given direction or are under the supervision of a teacher or the librarian.
- Computers should not be used for violent games or negative purposes.
- These decisions are made on the floor by the librarian on duty.
- Patrons must have clean hands.

Headphone policy

Headphones may be used only after school-time hours, and/or on Sat. Headphones must be disinfected on a regular basis. If the Librarian sees abusive use of headphones, the patron will lose these privileges.

Technology/Internet Policy

INTERNET SAFETY POLICY

Scotland Community/School Library
Approved by Board on 6/28/2019

Introduction

The Scotland School/Community Library provides internet access for research and educational and entertainment purposes. Students must follow the Technology Policy as laid out in the School Policy Manual. Patrons of the library will have access to the internet for appropriate entertainment purposes as well.

Scope of Internet Access

It is the goal of the Library to provide the greatest possible access to the Internet within the limits of available resources. The Internet offers access to a wealth of information that can be personally, professionally, and culturally enriching.

Intellectual Freedom/Content

The Library recognizes the right of individuals to determine what is most appropriate for their needs. Users should be aware that information accessed via the Internet may be controversial, inaccurate, or dated. Because the Internet is a vast and unregulated information network, it also enables access to ideas, information, images, and commentary beyond the confines of the

Library's collection, mission, selection, criteria, and collection development policies. Because of this access and because sites on the Internet change often, rapidly, and unpredictably, the Library cannot protect users from information and images, which they might find offensive or disturbing.

It is the policy of this Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA). This Policy relies on the terms and definitions as set forth in the governing statute.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, and preclude access to inappropriate information.

Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, reduced or minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of this Library's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Unacceptable Use:

1. Degrade or disrupt equipment or system performance
2. Vandalize the data of any other user
3. Gain unauthorized access to resources or entities
4. Invade the privacy of individuals
5. Violate Federal, State, or local law regulations (e.g., SDCL 43-43b-1 through 8, Unlawful Uses of Computer)
6. Engage in any activity that is deliberately offensive or creates an intimidating or hostile environment.

Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Library staff to supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the applicable CIPA statute.

Children's Use of the Internet

As with other library materials and services, parents or legal guardians are responsible for the information selected or accessed by children. Children ages 5-17 must use school access sign-ins to access the internet, which provides filtered internet.

Library Rules

The Library expects patrons to use the internet in a responsible manner respecting the rights of others and Library rules of behavior. The Library does not condone the use of library equipment to access material that is obscene, features child pornography, or is harmful to minors. Use of the Internet is a privilege, not a right, and unacceptable use will result in suspension or cancellation of the privilege.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library's designated representative.

WARNING TO THE INTERNET USER:

Please be aware that the Scotland School/Community Library is a public place. Displaying sexually suggestive objects or pictures may be a violation of the City of Scotland Public Safety and Morals (9.40.030 Obscene Literature Defined) or a violation of the State and Federal Obscenity laws (South Dakota Statutes, Section 22-24-1 to 22-24-37; Title18, United States Code, Section 2252.)

Staff is available to introduce Internet access and provide initial instructions on its use. To ensure the equitable delivery of all Library services, the amount of time staff has available to provide internet instruction is limited. Staff will provide individual 30-minute training sessions as long as prior appointments are made.

Scotland School/Community Library assumes no responsibility for any damage, direct or indirect, that users or anyone else may suffer through Library access to the Internet.

Adoption

This Internet Safety Policy was adopted by the Board of this Library at a meeting open to the public following advance notice of the policy, inviting opportunity for public comment and notice of the meeting.

Social Media Policy

Purpose

The purpose of this social media policy is to ensure effective promotion of library services, resources, and events to the public, and to ensure a high standard of customer service on social media.

Scotland Community Library Social Media Accounts

For the purposes of this policy, “social media” refers to any online or mobile platform open to the public, including but not limited to Facebook, Twitter, Instagram, Snapchat, LinkedIn, Tumblr, etc.

The Library Director must approve the creation of social media accounts. The Library Director may assign an employee or employees to manage social media accounts. The Library may require a member of library management or IT to be added as account administrator in order to ensure continuity of access.

Data Ownership

All social media communications or messages composed, sent, or received on library equipment are the property of the Scotland Community Library and will be subject to the South Dakota public records law. This law classifies certain information as available to the public upon request. The Scotland Community Library also maintains the sole property rights to any image, video, or audio captured while a Library employee is representing the Library in any capacity.

The Library retains the right to monitor employee’s social media use on library equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Content of posts: Posts should inform library users about services, resources, programs and events, promote library usage, and encourage dialogue between library users and library representatives.

Social media posts, as with all library media releases, should be positive in tone and should reflect the values and viewpoint of the library rather than personal opinions of library employees.

Social media may also be used, with careful discretion, to occasionally share news from Scotland Community organizations and South Dakota State Library organizations, which library staff determine, will meet the needs and interests of the library’s social network audience. This use of social media will build partnerships with local organizations.

Third-party posts: The library is not responsible for the content of posts or comments made by third parties, including patrons, reviewers, advertisers, etc. Public posts by third parties do not necessarily reflect the position of the Scotland Community Library, its employees, or of the City of Scotland.

The library reserves the right to delete public posts or comments if they include:

- Obscene comments or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Copyrighted, trademarked, or plagiarized material
- Posts in violation of laws or library policies

- Comments, links, or information unrelated to the purpose of the forum
- Duplicated posts by an individual user
- Spam or other commercial, political, or proselytizing messages.

Any content posted by third parties is the sole opinion of the third party posting the message and does not reflect the position, official view or policies of the Scotland Community Library. The Library is not responsible for, or liable for, any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

Complaints or negative comments should not be deleted by staff, but should be addressed as a patron complaint. Staff may move the discussion to a private venue, such as chat or messaging.

Cell Phone Policy

Students: Cell phones are allowed on your person during school hours but are NOT allowed to be used in the Library. City Patrons: Cell phones are allowed in the Library. They must be on silence/vibrate mode while in the Library. You must leave to take a call when students are present. Cell phones are allowed during evening and Sat. hours, using respect for other patrons. No loud rings, or loud conversation. If conversations go on for more than 1-2 minutes, the Librarian on duty may ask the patron to step outside the Library doors. Cell phone policy is displayed in several areas of the Library.

Behavior Policy

Patrons may be asked to leave the library if their behavior is causing unnecessary disturbance to the Librarian or other Library patrons. This shall be determined at the discretion of the Librarian.

Candy, pop, water, etc. may not be carried into the library by students or adults during school hours. The bottles may be deposited on the counter to the right upon entering the library. Exceptions to this rule is for approved Community/School events.

Skate boards must be left outside the Library entrance. Scooters and bicycles are to be left in or near the bike rack provided at the entrance.

Patrons wearing wet bathing suits will not be allowed to use the library facilities. Patrons should clean their shoes before entering the library and should have clean hands to use the computers.

Patrons will be expected to tidy and return their work area to its original condition before leaving the library.

Community Use of Library

1. The Library may be used only for educational, cultural, civic or non-profit purposes.
2. The Library shall not be available for social, political, partisan or religious purposes.
3. The Library will be available for large group meetings only at times when the library is not open to the public.
Small group meetings can be held when the library is open to the public with the permission of the Librarian on duty.
4. The Library will not be available for meetings held on Sunday.
5. Meetings must be concluded by 9 PM. A fee of \$10 an hour/part of an hour may be assessed for meetings which exceed this time limit.
6. Reservations for use of the library will be made on a first come/first serve basis with library or school sponsored activities having priority.
7. Reservation requests are to be made with the librarian a minimum of two (2) weeks in advance and are contingent upon the approval of the Library Board and School and the availability of either a librarian or school personnel to open and close the library for the meeting. A \$50.00 deposit is required at the time the request for a date is made. This deposit will be returned in full if no damage or costs of cleaning, or putting the Library back in order is needed.
8. An agreement must be signed by the adult assuming responsibility for the use of the library prior to the date of the meeting.
9. The librarian will write the date of the meeting and time on a calendar posted in the library and see that this information is passed along to the School.
10. In the event that food or drink is to be served, these can be served only in the designated serving area.
11. Scotland Public Library is a public facility supported by taxes from the residents of the city of Scotland and school district #443. **Non-residents** who desire library borrowing privileges will be charged \$25.00 per year/per household and are Non-Resident patrons. Based on the per capita cost paid by residents of Scotland.
12. Library or school audio-visual equipment may be requested by filling out a request form. A qualified operator of any equipment must be provided by the sponsoring group.
13. Meeting sponsors must return all equipment and furniture to its proper place. All refuse must be deposited in the containers provided.
14. Groups wishing to hold more than a single meeting must obtain permission from the Library Board and Scotland Schools.
15. No deposit fee for use of the library will be required of the Scotland School District, Scotland City Council, SD State Library, Library Board members or library employees.

SCOTLAND COMMUNITY LIBRARY
MEETING ROOM USE AGREEMENT

Name of Organization _____

President's Name _____ Phone No. _____

Billing Address of Organization _____

Meeting Purpose/Function _____

SINGLE MEETING:

Date desired _____ Topic _____

Time needed _____ Approximate Group Size _____

SEVERAL MEETINGS:

Date(s) desired _____

Topic _____

Time needed _____ Approximate Group Size _____

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AV Equipment Request: \_\_\_\_\_  
\_\_\_\_\_

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A \$50.00 deposit is required before the meeting room can be assigned. Clean-up/Damage is the Group's responsibility.

I have read and signed the application and agree to comply with all the rules for use of the meeting room.

Applicant's Signature _____ Phone No. _____

Applicant's Name Printed _____

Address _____

~~~~~

Room Available: Yes \_\_\_\_\_ No \_\_\_\_\_

Dated Scheduled: \_\_\_\_\_

Scheduled by: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

# Guidelines for Student Aides

## **Library aides are under the direction of the School Librarians**

Library aides will be expected to help with some of the day-to-day functions of the library. Some of these duties will be required to be done every day. We depend on the aides to be in the library at their appointed time. If you are going to be absent, please notify the Librarian BEFORE your set time so you can be replaced.

1. Most important duty – always be helpful and pleasant to our patrons.
2. LIBRARY AIDES ARE THE ONLY PEOPLE TO BE BEHIND THE COUNTER OR AT THE CIRCULATION DESK!!
3. Always remember, no games are to be played on the computers and headphones are not allowed.
4. Keep the library neat.
5. Return all checked in books, audiobooks, and DVD's to the shelf WHERE THEY BELONG.
6. See that the magazines are in alphabetical order in the rack.
7. Desk duties: Check books, audiobooks, and DVDs in and out. Only one student need be behind the desk at a time. If you are busy putting items away, be sure to keep an eye on the desk so a patron is not kept waiting.
8. Each day, take a section of shelves and put the books in order. Work your way around the library so all sections are covered during the week.
9. One student librarian should always be behind the counter. You may rotate duties so you have time to use the computers on the floor or use the tables for study when necessary AFTER YOUR REGULAR DUTIES ARE DONE.
10. Leave a note for the librarian about any special request for books or any problems you have.
11. NO FOOD OR DRINKS IN THE LIBRARY! (This applies to not just students and patrons, but also the library aides).
12. This is not a study hall for you, but it is a time to do library work. When duties are finished, you may do your school work using the tables or computers out on the floor. One student must remain at the circulation desk.
13. Remember, the library is a quiet place. That means no loud talking and computers must be muted.

# Duties of Librarians

Wait on patrons for library book checkouts and returns.

Process new books and materials received.

Assist patrons to log on to the computers and help access the information that might be required. Assist with research questions from patrons. Arrange for inter-library loans from the Share-it Interlibrary loan program.

Supervise the Library.

**The Library Director and School Librarian** will prepare an annual budget and keep an accurate account of financial transactions of the library.

**The Library Director and School Librarian** will select and purchase all library books, videos, library materials, necessary shelving, book carts, etc.

**The Library Director** will plan, organize, and order materials, etc. for the Summer Reading Program, which is a four-week summer activity for incoming pre-kindergarten through incoming 8<sup>th</sup> graders.

**The Library Director and School Librarian** will attend all Library Board meetings.

**The Library Director and School Librarian** must attend either Library Institute or Librarian Boot Camp to develop professional skills, knowledge, and abilities to be able to maintain and improve the Library's public services for both the community and school. This course is under the direction of the South Dakota State Library, and information is on the State Library Website.

# BYLAWS

## SCOTLAND COMMUNITY LIBRARY

### **BOARD OF TRUSTEES**

#### *ARTICLE I – Name and Authorization*

This organization shall be called “The Board of Trustees of the Scotland Community Library,” existing by virtue of the provision of Chapter 14-2 of the South Dakota Codified Laws, exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

#### *ARTICLE II – Meeting*

The library board shall meet on the last Monday of month or months at 7:00 PM. An annual meeting shall be held at the time of the regular monthly meeting for the month of April.

Special meetings may be called by the president or upon the written request of three members for the transaction of business stated in the call for the meeting.

#### *ARTICLE III –Officers*

Board officers shall be as follows: president, vice president and secretary. The librarian shall serve as secretary of the board. All other officers shall be elected from among the trustees by ballot at the annual meeting of the board. Each officer shall serve a term of one year in such office and may be re-elected in subsequent years.

The president of the board shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

In the absence of the president, the vice-president shall perform all duties authorized for the president.

The board secretary shall keep a true and accurate account of all proceedings of the board meetings; issue notice of all proceedings of the board meetings; issue notices of all regular meetings, and, on the authorization of the president, of all special meetings, and have custody of the minutes and the other records of the board.

If the library board shall have direct charge of any funds, a treasurer shall be elected in the same manner as the president or vice-president. The treasurer shall have charge of such library funds, shall sign checks on the accounts on the board’s authorization and report at each meeting on the state of the funds.

*ARTICLE IV –Committees*

Special committees for the study and investigation of special problems may be appointed by the president to serve until they have completed the work for which they were appointed.

*ARTICLE V – Quorum*

A quorum for the transaction of business shall be a simple majority of the board members.

*ARTICLE VI – Librarian*

The librarian is the board’s executive officer and shall have sole charge of administering the library under the board’s direction and review. The librarian shall be responsible of the employing and directing the staff, for the selection of library materials, for the care of the buildings and equipment, for the efficiency of the library’s service to the public and for operating the library under the financial conditions set forth in the annual budget. The librarian shall keep exact accounts of all moneys received or expended, and shall report on such receipts and expenditures at each regular meeting of the board. The librarian shall perform the duties of secretary of the library board, and shall attend all board meetings except when her or his employment or salary is to be discussed.

*ARTICLE VII – Order of Business*

The order of business at the regular meetings shall be as follows:

- Roll Call
- Approval of previous meeting’s minutes
- Correspondence and communications
- Report of the librarian
- Financial report and approval of expenditures
- Reports of committees
- Unfinished business
- New business
- Adjournment

*ARTICLE VIII - Amendments*

These bylaws may be amended by a simple majority of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting, which was mailed to the members at least one week before the meeting.

*ARTICLE IX – Limitations on Board Members*

The term of office of the trustees shall be three years. The board shall recommend to the appointing official that a trustee serve no more than two full consecutive terms, that a former board member may

be reappointed after a lapse of one year and that if a trustee is appointed to serve an unexpired term of office exceeding 18 months it shall be considered a full term.

When any trustee fails to attend three consecutive meetings of the board the president shall notify the appointing authority, request the disqualification of the trustee, and suggest two to four persons qualified to fill the position.