

# *Huron Public Library Policy Handbook*

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## **LIBRARY MISSION**

The Huron Public Library will strive to enrich the quality of life in Huron by providing library materials and services, which anticipate and respond to the informational, educational, and entertainment needs of Huron residents to promote life-long learning.

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## **HURON PUBLIC LIBRARY POLICY HANDBOOK**

The policies in this handbook have been prepared and adopted by the Library Board of Trustees of the Huron Public Library to serve as a directive in the operation of the Library. The Huron Public Library Board of Trustees adheres to the revised South Dakota Codified Law, Vol. 9, Title 14, which defines its duties and functions. The policies shall be examined every three years but they may be revised at any time by action of the Library Board of Trustees.

### **I. GENERAL LIBRARY OBJECTIVES**

- To provide, on equal terms, free service to all individuals and groups residing within the City of Huron.
- To provide service to non-residents of Huron on an annual fee basis.
- Through the Elaine C. Smogard Trust the library offers free library cards to children ages 5 to 18 that live within Beadle County and outside Huron city limits.
- To assemble, preserve, and administer in organized collections, books and related educational and recreational materials.
- To cooperate with other city departments, libraries, and organizations to promote educational, cultural and recreational activities.
- To provide opportunity for education, research and recreation through the use of literature, music, films and other art forms within the sphere of library activities.
- To provide unrestricted access to all library materials to all Huron Public Library patrons.
- To maintain at least minimum standards for public library service as recommended by the South Dakota State Library. (See Appendix A)

### **II. ORGANIZATION**

The Huron Public Library was established by a vote of the people on April 2, 1907. The library is governed by a Board of Trustees consisting of five members appointed by the mayor for a term of three years each, with the terms staggered. Trustees serve without remuneration of any kind. A City Commissioner will be assigned as a liaison between the Library and the City of Huron. The City Commissioner representative is a voting member of the Library Board.

The board is the policy-forming body of the institution with the authority to determine the rules and regulations governing library service and personnel.

Regular meeting of the Board is held on the fourth Tuesday of each month at five o'clock.

### **III. FINANCIAL SUPPORT**

The Huron Public Library is supported mainly by taxation in accordance with SDLA 14-2-47. Other sources of income include fines on overdue materials, annual fees received from non-resident users, and gifts.

The Library Director is authorized to work with The Friends of the Huron Public Library to generate supplemental funds for the Library. All monies raised through The Friends belong to the Friends and are not subjected to financial requirements of the Library or the City of Huron.

The Library Director is authorized to apply for grants that are in alliance with the Library's approved long-range plans. Grants can be made by the Library or in partnership with other organizations whose mission and goals are aligned with the Library mission and goals.

### **IV. SELECTION OF MATERIALS**

#### **1. INTRODUCTION**

##### **Library Mission:**

The Huron Public Library will strive to enrich the quality of life in Huron by providing library materials and services, which anticipate and respond to the informational, educational, and entertainment needs of Huron residents to promote life-long learning.

##### **Collection Development Mission:**

- Library materials and collections for the Huron Public Library will be selected to support the mission of the Library.
- The "Freedom to Read," "Freedom to View," and the "Library Bill of Rights" statements will also be used as a guideline for the development of library collections.

##### **Purpose of the Collection Development Policy:**

- The policy acts as a blueprint to guide staff in the selection and retention of library materials.

##### **Community Served by the Huron Public Library:**

- The Huron Public Library offers library service to the residents of Huron, South Dakota.

- For an annual fee, the Huron Public Library offers library service to people living outside of the Huron City Limits.
- Through the Elaine C. Smogard Trust, the library offers free library cards to children ages 5 to 18 that live within Beadle County and outside Huron city limits.

**Library Defined:**

- “Library” means the Huron Public Library is a building where collections of books and other library materials and services are organized for public use.
- The Library maintains several collections for public use, which include the following items: books, movies, audio books, magazines, newspapers, eBooks, and electronic databases.
- The Library provides computers for public access to the Internet and computers for public access to the on-line catalog and electronic database use in-house. Many of these databases are available 24/7 for use from home and office with password verification by user.

**Co-operation:**

- To offer the best library service possible, the Huron Public Library will cooperate with other libraries in the city, region, state, and beyond by participating through the lending and/or borrowing of library materials through Inter-Library Loan (ILL).
- The Huron Public Library will freely share library materials, services, and information with the schools served within Beadle County to enhance educational opportunities for students and to encourage resource sharing.

**2. COLLECTION DEVELOPMENT**

**Responsibility:**

- As required by South Dakota State Law (14-2-42), the Huron Public Library Board of Trustees delegates to the Library Director the authority and the responsibility to “select and purchase all public library materials—within policies established by the board of public library trustees.”

**Selection Criteria:**

- Library selection criteria for each type of material will be based on its own excellence and the audience for whom it is intended. Some material may be selected primarily for artistic merit, scholarship or value to the community, while others may be chosen to satisfy recreational and entertainment needs of the community.
- As the social and intellectual climate of the community changes, the need for library materials to meet changing interests will need to be considered.
- All selections, both purchases and gifts must meet some of the following selection criteria:

- Appeal to the general and overall interests and needs of individuals in the community.
- Widespread popularity of an author or series and/or contemporary significance.
- Critical reviews.
- Format currently supported by the Library.
- Encourages the enjoyment of reading.
- Currency and quality of information.
- Entertaining presentation.
- Skill, competence, popularity, and purpose of the author.
- Relation to other materials & existing area of coverage in order to maintain a diverse collection.
- Price, budget and shelf space constraints.
- Single copies will be purchased unless multiple copies warranted by public demand.
- Local significance of author or topic.
- Potential user appeal.
- Ease of use of the product.
- Availability to multiple users and/or simultaneously users.
- Equipment, technology and training requirements.
- Access to retrospective information.
- Items will be purchased in library editions whenever possible to ensure product is able to stand up to heavy use.
- Audio items will be purchased in the unabridged edition if available.
- Foreign language materials will be added as variant cultures make Huron their home.
- New formats will be evaluated as to demand and community readiness to adopt any technology needed to use new services.
- A patron suggestion for purchase does not guarantee that the item will be purchased by the Library.

### **Selection Tools:**

- Selection decisions for library materials will be informed by a variety of selection tools. These include professional/trade journals and books, bibliographies, reviews from authoritative sources in various subject areas, magazines, newspapers, broadcast media, publisher and vendor catalogs and information, and recommended lists.
- Consideration is given to materials suggested by patrons.
- Library staff and other readers can be involved in selection process; however, the Library Director makes the final decision of all collection decisions.
- Materials are judged based on the work as a whole, not on a part taken out of context.
- Vendor “Standing Order” lists will be utilized to maintain a current collection of materials by popular authors, series, etc.

- The Library does not accept preview boxes from vendors.

### **Formats:**

- Library materials will be selected in a variety of formats, as patron interest warrants, augmented by respected on-line resources.
- Electronic resources will be provided as interest demands and funding allows.
- The Library Director is authorized to discontinue a format when that format is no longer popular or has been replaced by a different format.
- New formats will be considered when community trends and local requests signify an interest.
- The Library may not be able to retain the wide variety of equipment necessary to use all formats of electronic media.
- In general, textbooks and other curriculum-related materials will not be added to the Library collection unless they would also serve the public. Although the Huron Public Library tries to supplement materials at all educational levels, it is the responsibility of the schools to provide curriculum materials.

### **South Dakota Collection:**

- The South Dakota Collection is a separate collection housed in the SD Room at the Library. It consists of a non-loaning collection. The collection may be used in the library with the supervision of Library Staff.
- The Library will collect materials written by successful and popular South Dakota authors.
- The Library will collect materials written about the culture, history, and life experiences of South Dakota residents.
- The Library will collect local history materials.
- The Library will collect historical Huron materials.
- The Library Director will work with local history authorities to evaluate items in this collection. Duplicate copies, older editions, etc. may be removed from this specialized collection, however, the items will be offered to other libraries and special collections.
- Whenever possible, the Library will digitize items to make them more accessible and preserve delicate/rare items.

### **Collection Maintenance:**

- In general, the Library puts minimal effort in repairing library materials. Minor repairs will be made if popularity warrants.
- An attractive, timely, and useful collection is maintained through a continual weeding, withdrawal and replacement process.
- Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

- Withdrawing materials (weeding) will be done using the latest edition of the CREW method. (The CREW withdrawal method is based on the physical condition of the material, the demand for the material, the timeliness of the material, etc.) This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be disposed of at the Library Director's discretion.

**Copyright:**

- Library abides by all current copyright legislation.
- Library does not take responsibility for the actions of individuals in their use of library materials.
- Library exercises due diligence in limiting access to licenses electronic resources in accordance with currently in-force contracts.
- The Library maintains a public performance rights contract for all movies used in Library programming.

**Access:**

- The Huron Public Library strives to provide free access to library collections for all. Users are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material may not preclude its use by others.
- Children have access to the entire library. Responsibility for selecting a child's library materials must rest with the parent or guardian, not with the Library.

**Intellectual Freedom:**

- The Huron Public Library supports intellectual freedom and subscribes to the principles outlined in the American Library Association's Library Bill of Rights and its statements, "Freedom to Read" and "Freedom to View".
- The Library's role is to provide a balanced collection of materials, which will allow individuals to freely examine issues and make their own decisions. It is the responsibility of individuals to limit their access to library materials, which are not congruent with their individual tastes. While a person may reject materials for themselves and their children, they may not restrict access to the materials used by others. The library does not advocate, condone or reject the ideas found in its collection – it simply makes materials available.
- Although materials are carefully selected, there may be differences of opinion regarding suitable materials. Patrons requesting that library materials be re-considered may complete a "Materials Reconsideration Form" available at the Library.



**a. General Process for Reconsideration of Library Materials**

- i. Individual talks with staff and is directed to Library Director.
- ii. Library Director will discuss the issue with person and listen to their concerns. Director will explain Library Policy that an individual has the right to decide for himself or herself which library materials they do and do not want to use and that parents must decide which materials are appropriate for their children. However, the Library strives to present a wide range of materials to meet differing points of view within the community. The Library Director also discusses the selection process the Library uses for making materials selection decisions.
- iii. If individual still would like to have the material reconsidered, the Library Director supplies the "Materials Reconsideration Form" to them.
- iv. Individual is asked to submit the form to the Director within one week.
- v. The Library Director will search for reviews of the title in question and review other criteria that were used in the selection process for this item. Outside consultants may be contacted for additional information that might be pertinent.
- vi. Item will be placed on the agenda for the next regularly scheduled Library Board of Trustees meeting.
- vii. The Library Director will inform the individual of the decision.
- viii. Item in question will remain in the circulating library collection during this process.
- ix. "Reconsideration of Materials Form" included in Appendix E.

**V. GIFTS**

- The Huron Public Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If the items are not added to the collection, the Library Director may dispose of at the Library Director's discretion.
- The same criteria of selection, which are applied to purchase materials, will be applied to gifts.
- Memorial gifts of books or money are also accepted with suitable bookplates placed in the book if they meet the materials selection policy.
- The Huron Public Library encourages and appreciates gifts and donations. The Library prefers to order the materials from established vendors. Therefore, monetary donations are preferred.

- By law, the library is not allowed to appraise the value of donated materials, though we can provide an acknowledgment of receipt of the items if requested by the donor. However, gifts to the Huron Public Library are tax-deductible. You will be given a copy of the completed gift form for your tax purposes.
- The Library has the right to discard any gifts which are outdated or in poor physical condition (e.g. brittle paper, water or mildew damage, torn and/or missing pages).
- All personal property, if accepted, is accepted only on the condition that it may be retained, sold, given away or discarded at the discretion of the Library Board of Trustees and/or the Library Director. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the item to the Library will be required.
- Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs or in other ways that the Library Board deems appropriate. Monetary gifts offered with restrictions, including endowment funds, require Board approval of such restrictions before the Library Board accepts such monetary gifts. Restrictions must be submitted in writing.
- Gifts become the property of the Library.
- See Appendix F for copies of the gift forms.

## VI. PRIVACY AND CONFIDENTIALITY POLICY

The Huron Public Library's commitment to privacy and confidentiality has deep roots not only in law, but also in the ethics and practices of the library profession. In accordance with the American Library Association's *Code of Ethics*: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

At the state level, Section 14-2-51 of the South Dakota Codified Laws provides as follows:

**14-2-51. Confidential library records.** All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

**Source:** SL 1983, Ch. 154, § 1.

The privacy and confidentiality policies of the Huron Public Library shall comply with the applicable federal, state and local laws. Records will be made available in the event that a duly authorized request is received from a law enforcement agency.

Outlined below are the rights of library patrons, as well as the responsibilities of this institution, which are based in part, on what are known in the United States as the five "Fair Information Practice Principles." These five principles outline the rights of **Notice, Choice, Access, Security, and Enforcement:**

## **HURON PUBLIC LIBRARY'S COMMITMENT TO PATRONS' RIGHTS OF PRIVACY AND CONFIDENTIALITY**

This policy describes patron privacy and confidentiality rights, the steps this Library takes to respect and protect patron privacy when using library resources, and how the Library deals with personally identifiable information that may be collected from library users.

### **1. Notice & Openness**

The Library does not create unnecessary records, only retains records required to fulfill the mission of the Library, and does not engage in practices that would place information on public view.

While the Library must maintain records of information such as overdue and lost items, outstanding fines, and payments to patron accounts, these records are kept secure and are purged from the Library's computer system when no longer needed for library business purposes.

### **2. Choice & Consent**

This Policy explains the Library's information practices and the choices patrons may make regarding the manner in which personal information is collected and used. The Library will not collect or retain any private or personally identifiable information other than that information required to open an account.

If library users wish to receive borrowing and other privileges, the Library must obtain certain information about them in order to establish an account (e.g., name, phone number, email address and street address). When visiting the Library's Web site, patrons may be required to provide name and library card barcode number in order to access some subscription databases or their own account information.

Personally, identifiable information provided will be kept confidential and will not be disclosed to any third party unless the Library is compelled to do so under the law.

### 3. **Access by Users**

Individuals wishing to update or verify the accuracy of personal information may do so at the Library's Circulation Desk. To ensure security of personal data, verification of identity will be required in the form of a photo I.D. (e.g., driver's license, state identification card, passport, etc.).

The purpose of accessing and updating personally identifiable information is to ensure that library operations function properly. Such functions may include notification of the availability of reserved or Interlibrary Loan items, reminders of overdue materials, etc.

### 4. **Data Integrity & Security**

The data collected and maintained by the Library must be accurate and secure. Reasonable steps are taken to assure data integrity and security. Personally, identifiable information is protected from unauthorized disclosure.

#### *Tracking Users*

Library visitors or Web site users are not asked to identify themselves or reveal any personal information unless they are:

- borrowing materials
- requesting special services
- accessing the Internet in the Library
- registering for programs or classes, or
- making remote use from outside the Library of those portions of the Library's Web site restricted to registered borrowers under license agreements or other special arrangements.

*Third Party Security* - When connecting to resources outside the Library's direct control, the only information released is that which authenticates users as "members of the library community." The Library is not responsible for protecting personal information gathered by outside websites.

*Staff access to personal data* - Only authorized library staff with assigned, confidential passwords shall have access to personal data stored in the Library's computer system for

the sole purpose of performing library work. Except when required by law or to fulfill an individual user's service request, the Library will not disclose any personal data collected from patrons. The Library does not sell or lease patrons' personal information to any individual or entity.

#### 5. **Compliance**

Huron Public Library will not share data on individuals with third parties unless required by law. Regular privacy audits are conducted in order to ensure that all library programs and services comply with this Privacy Policy. Patrons who have questions, concerns, or complaints regarding the Library's handling of their privacy and confidentiality rights should file written comments with the Library Director.

Only the Library Director or designee is authorized to receive or comply with requests from law enforcement officers. Library records will not be made available to any agency of the state, federal, or local government unless the Library is served with a subpoena, warrant, court order, or other authorized request that legally requires compliance. All library staff and volunteers have been trained to refer any law enforcement inquiries to library administrators.

*Questions related to this policy should be directed to the Library Director, Monday – Friday during regular business hours, 1-605-353-8530.*

## **VII. CIRCULATION/USE POLICY**

### **Issuance of Library Card and Renewal**

- a. **Residents of Huron who either live within the city limits or own property within the city limits** will have free access to materials in the Huron Public Library collections. They must provide **photo id and proof of address** when applying for their library card.
- b. **Non-Residents of Huron** who live outside of the Huron City limits but within Beadle County qualify for a **Smogard** card. The same service policies apply to this type of card as to resident cards. They must provide photo id and proof of address when applying for their library card.

**Non-residents who live outside of Beadle County** may purchase a one-year library card at a cost of \$25.00. The same service policies apply to this type of card as to resident cards. They must provide photo id and proof of address when applying for their library card.

**c. Institution Cards:**

**Institutions** such as assisted living centers, government agency, group homes, or childcare facilities may apply for an institutional card. An individual that has legal authority to sign agreements for the institution must sign an application for an institutional card. The institution is responsible for all items charged to the institutional card.

- d. Renewal of library cards** – Library cards expire one year after they are issued. Cards must be renewed to continue borrowing items and using library services. Patrons may renew in person or over the phone. Verification of address, phone and email changes will be made.
- e. All patrons are responsible for informing the library of address, phone, and email changes.**

**Loan Policies**

- All patrons will have the same checkout privileges. This means non-resident cardholder will have the same checkout due dates as those living in Huron.
- Patrons accept responsibility for all items checked out on their library card.
- Library cards are for self-use only and not transferable even within family. This is to protect each patron’s borrowing privileges, identity, and to prevent misuse.
- Patrons are responsible for paying their fees in a timely manner.
- If a patron has reached the maximum fine of \$10.00, **all library privileges** will be stopped including internet access.
- The Huron Public Library reserves the right to use a collection agency in the recovery of excessive fees (\$30.00 or above), lost and damaged materials.
- DVD items can only be checked out to age appropriate audience. The Library follows the movie and television rating guidelines for age appropriateness.
- Patrons may renew library items twice without bringing the item to the library and a third time where they must bring the item to the library. Items can be renewed as long as there is not a reserve on the item.

## Loan periods and fines:

Item	Loan Period	Renewal	Fines	Maximum Fine	Borrowing Limits
BOOKS	3 weeks	Yes – Twice	10c/day	\$5.00	25 items
PAPERBACKS	3 weeks	Yes – Twice	10c/day	\$5.00	25 items
MAGAZINES	3 weeks	Yes – Twice	10c/day	\$5.00	10 items
AUDIO/CD MP3	3 weeks	Yes – Twice	25c/day	\$10.00	6 items
DVD	7 days	Yes – Twice	\$1.00/day	\$10.00	6 items
ILL	Varies	Varies	\$1.00/day	\$10.00	Varies

## Fine forgiveness programs for all ages:

### a. Read It Off

Patrons borrow a book, magazine, or audiobook (at their reading level). Item recommendations can be given at the circulation or reference desk. Patrons check the item out and take it home. After reading / listening to the item – patrons bring the item to the circulation desk. Circulation staff will verify that the book was read by asking questions like, “Did you enjoy this book?”, “Why/Why not?”, “Would you like me to help you find more books on the same topic? Or by the same author?” etc. The item is then checked in and the patron receives \$5.00 (amount can be subject to change) off their current fines. If patron still has fines on his/her account repeat the process again.

This program helps patrons develop reading habits and encourages reading. It also helps patrons who do not have the ability or funds to pay fines.

### b. Food for Fines:

Provide patrons with amnesty for fines **on the final Friday of each month**. Each can donated will forgive up to \$1 in fines. Bills for lost or damaged items are not eligible (as well as fines for ILL items - optional). Donated items will be given to local organizations, such as the Salvation Army or the Backpack Program.

This program helps patrons decrease fines and helps local families with food assistance.

## Library Material Replacement Cost Policy

- Borrowers are responsible for returning Huron Public Library materials by their due dates. If borrowers return library materials in such condition that the library decides to replace them, then they will be billed for the cost of replacing the material. In the case of minors, parents or guardians are responsible for returning library materials in reasonable condition and for paying any fees or fines incurred.
- The library reserves the right to assess and declare the condition of all returned library materials. Library staff will assess damage to the materials. Damage fees may vary, depending on the extent of damage, up to the full replacement costs of the item. Highlighting, pen and pencil marks, crayon marks, animal damage and liquid stains are examples of damage to library materials.
- Library materials will be declared lost by circulation staff members based on the specific material's loan period, or if the patron declares the library, material lost before that time.
- The library sends out damaged, lost book, excessive fine and overdue notices by email or via U.S mail.
- **All patrons are responsible for informing the library of address, phone, and email changes.**

## **Replacement Costs**

- Determining a fair and adequate replacement cost for library materials is at the discretion of the circulation supervisor and will be based on the average cost as listed in the MARC record, Amazon or Barnes & Noble. There will be consultation with the Library Director as needed regarding replacement costs.
- The replacement costs will be refunded if the borrower returns the item within 30 days of notification, but the fine will still be assessed.
- A borrower has 30 days to clear their account before replacement costs will be assessed. Patrons will be notified if an item(s) was returned damaged or with missing parts. A letter will be sent to the patron once the 30 days have elapsed and damaged or incomplete materials will be discarded and replacement materials ordered. The Library reserves the right to turn over a patron's account to a collection agency 30 days after a written



notification has been sent if their account has not been cleared or payment arrangements have not been made with the library.

### **Collection Agency Policy**

- The Huron Public Library uses a collection agency to recover long overdue materials and fines of \$30.00 or more.
- All customers receive a minimum of one overdue notice via US mail or via email, if their library account contains their email address, prior to receiving a bill from the Huron Public Library. This is the only notice that may be delivered through standard mail.
- After material is 30 days overdue and/or fines and fees are over \$45.00, an account will be referred for collection. A \$10.00 fee is added to every account referred for collection. Customers who have been sent to the collection agency cannot check out items from the library until their account has been paid in full.
- The library will not refer a patron's account if they wish to resolve their fine issues via our Food for Fines or Read It Off programs.
- The collection agency will contact customers who have been referred. Staff involvement will be minimal and limited to regular circulation duties.
- Customers who have been referred and have questions regarding their account can contact Circulation at 353-8530.

### **Collection Agency Timeline**

- The day the delinquent account is received from the library, the collection agency will mail a letter to the patron.
- Twenty-one days later, a second letter will be mailed.
- Thirty-one days later the delinquent account will be reported to the credit bureaus.

### **Non-sufficient Fund Checks**

- Any patron who passes a dishonored check "bad check" at the Huron Public Library will automatically and immediately have his/her library privileges revoked until their account is cleared.
- The Library will charge a penalty fee of \$30.00 for a bad check.
- The Library will post the penalty fee for a bad check at the circulation desk.
- The Library reserves the right to turn bad checks over to a collection agency or the Beadle County State's Attorney.

## **Denial of Services**

The use of the Huron Public Library or its services may be denied for due cause, which may include, but is not limited to, the following:

- Failure to return borrowed items.
- Failure to pay fines, penalties, or fees.
- Destruction of library property.
- Disturbance of other library patrons by failure to follow elementary rules of civil behavior and personal hygiene. An appropriate library environment must be maintained.
- Failure to use the library for its intended purposes; the library is not a shelter or a lounge.
- Viewing of pornography on the library's computers.

## **VIII. MOBILE HOTSPOT LENDING POLICY**

To increase digital access for area residents, mobile Hotspots are available to borrow from the Huron Public Library. Mobile Hotspots help in fulfilling the Library's mission to provide access to informational, educational and cultural resources by providing an access point to digital resources.

A "Hotspot" consists of the mobile wireless Hotspot device itself as well as its charger, charging cord and case. Borrowers are responsible for the safe-keeping and return of these items to the library in good working order and assume liability for the equipment while in their care. The patron must sign the Library's Hotspot Agreement the first time a Hotspot is checked out.

When a patron borrows a mobile Hotspot, the patron's use of the equipment is available under the following terms and conditions. By borrowing a Hotspot, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any claims, losses, damages, obligations, or liabilities directly or indirectly, relating to the use of the library's Hotspot and the internet access provided by the library.

### **Circulation**

- Mobile Hotspots may be checked out by a resident of the City of Huron and Beadle County who is eighteen (18) years-of-age or older with an active Huron Public Library Card in good standing.
- Good standing is defined as an account with a current address and phone number, and no outstanding fines or fees.
- The lending period is seven (7) days and may not be renewed.
- Reservations may be made for mobile Hotspots. Reservations will be filled in the order in which they are received; patrons will be notified when their hold is ready for pick up.
- Hotspots cannot be renewed or reserved for 24 hours after returning. Nor reserved if you currently have a hotspot checked out.

- Reservations not picked up within 1 business day (24 hours) of the requested pickup date may be cancelled.
- Hotspots must be returned to the library circulation desk during regular business hours. Hotspots may not be returned in the library's book drops.
- If the mobile Hotspot is lost or not returned by the due date, wireless service will be terminated, and the Hotspot will become unusable.
- It is the patron's responsibility to know the due date for the mobile Hotspot to be returned.
- Mobile Hotspots will not be considered returned until ALL items associated with it have been returned to the library.
- Borrower is responsible for damaged, missing and /or lost pieces of the borrowed items. Borrower agrees to pay any replacement costs, as determined by the library.
- If the mobile Hotspot is damaged or not returned within 7 days of the due date, the borrower can be charged a replacement fee at the current rate for the Hotspot (approximately \$199).
- The mobile Hotspot must be returned in less than 30 days for the lost fee to be waived.
- If the Hotspot is lost, stolen, or damaged, borrower agrees to notify the Huron Public Library.
- If the Hotspot battery is lost or damaged borrower may be charged for its replacement at the current rate.
- The library reserves the right to temporarily take a Hotspot out of regular circulation to make it available for a specific community event or meeting.

### **Usage**

- Parents are responsible for monitoring minor's use of the internet while using the mobile Hotspot. Internet content filtering is NOT provided through the wireless Hotspot.
- Use of the mobile Hotspot is subject to the Service Provider's Acceptable Use Policy, Privacy Policy, and Terms and Use.
- The Library or Service Provider is not responsible for any files, data, or personal information accessed, transmitted, lost and/or damaged while accessing the internet via the mobile Hotspot.
- Hotspot checkouts are limited to one device per household.
- Deliberate altering or modifying of the configuration of library-owned equipment is strictly prohibited.
- Performance of the Hotspot will vary depending on location and coverage in the area, and the device(s) connected to the Hotspot.
- Hotspots must be kept in a temperature-controlled environment (not left in extreme temperatures).
- The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or unforeseen hardware or software issues.

- Users who experience issues with their use of the Hotspot should contact the circulation desk. In the event an immediate solution cannot be found, the device should be returned, and the patron will be added back to the front of the reservation list.

For each day a mobile Hotspot is not returned after the due date, a charge of \$2 per day will be charged to the patrons account up to \$14 in late fees. **Users who return Hotspots late may lose further Hotspot borrowing privileges for one month.** Failure to abide by the terms of this policy may result in the loss of borrowing privileges. Fines and fees accrued against the Hotspot do not qualify for fine forgiveness programs.

The Library reserves the right to refuse to lend equipment at its discretion.

The Library reserves the right to update this Lending Agreement at any time.

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

Library Card #: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Staff Use Only:** *I have verified patron's phone number and address on their library account.*

*If changes were needed (yes / no), I have submitted those changes. Initials: \_\_\_\_\_*

## **IX. INTERLIBRARY LOAN POLICY**

Interlibrary Loan (ILL) services allow patrons to obtain materials from participating libraries throughout the United States. The Library is able to request materials from these libraries, which can be checked out for use at home. In rare cases, materials provided through Interlibrary Loan will be restricted to in-library use only. Users of the Interlibrary Loan service must hold a valid Huron Public Library card. The following paragraphs describe the Interlibrary Loan policy.

### **I. Principles**

Interlibrary Loan is a primary service that supports the mission of the Library by providing enhanced access to library materials and information. The purpose of Interlibrary Loan is to obtain materials not available at the Huron Public Library and to provide material from our collection to other libraries.

The library affirms that Interlibrary Loan is an adjunct tool, not a substitute, for the Library's collection. In meeting patron needs, the Library will exhaust local resources first. Items in frequent or recurring demand through ILL service will be considered for purchase.

The Library will keep this Interlibrary Loan policy up to date and make it available to users and other libraries on request.

## **II. Definition**

Interlibrary Loan is a transaction in which the Huron Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Huron Public Library on behalf of its patrons.

## **III. Interlibrary Borrowing**

### **A. Users**

1. All current Huron Public Library cardholders with accounts in good standing may request specified material through Interlibrary Loan.
2. All borrowing privileges, including Interlibrary Loan, of patrons who accumulate overdue fines over \$10.00 are suspended until sufficient payments are made to reduce the overdue balance to less than \$10.00.
3. Failure to return Interlibrary Loan items on time may result in the suspension of library borrowing services to the delinquent patron.

### **B. What can be borrowed?**

1. Books and photocopies from materials may be requested.
2. Some requests may not be filled due to high demand, copyright restrictions, inability to locate or rarity of item.
3. A patron may have no more than five (5) items on request at any given time.
4. Materials that will not be requested include items owned by the Library and temporarily in use or on reserve in the library, and electronic full-text information available through the Library purchased databases.
5. The library will generally not seek loans of materials that have been published within the last six (6) months.

### **C. Submitting a request**

1. Patrons may place an Interlibrary Loan request in person at Huron Public Library, or by calling Huron Public Library.
2. Huron Public Library does not charge an ILL fee. However, some lending libraries charge a fee for lending their material. The ILL librarian will contact the patron if there is any cost involved above the minimum amount indicated by the patron on the

request form. ILL requests will be sent to libraries that charge if no other libraries can loan material.

#### **D. Turnaround Time**

1. Interlibrary Loan requests will be filled as quickly as possible. Turnaround time varies depending upon the lending library and materials requested.
2. Patrons will be notified by telephone or e-mail when their materials arrive at the library.

#### **E. Loan Period**

1. Loan periods are determined by the lending library. Items generally are loaned to patrons for three weeks.
2. A due date will be assigned when the patron picks up the item. **Items will be considered overdue if they are not returned to this Library by the assigned item due date**

#### **F. Conditions of Use**

1. Huron Public Library will strictly adhere to conditions set by the lending library for the use of their materials. In rare cases, this will require that loaned materials be used in the library and not checked out for use at home.
2. Items should be returned to a circulation desk for proper processing, and not deposited in the book drop.

#### **G. Overdue and Lost material charges**

1. Lost, damaged or stolen Interlibrary Loan materials are subject to the lending library's rules and regulations.
2. Upon notice that an item cannot be returned, Huron Public Library staff will contact the lending library as to the charge for that material.
3. Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrower.
4. These charges will be reflected on the patron's Library account and may affect his/her borrowing privileges.

#### **H. Renewals**

1. The lending library determines whether renewals are allowed, and no renewals can be made unless the library has been given proper notice and approved the renewal.
2. In certain cases, lending libraries will not allow renewals.
3. Contact the ILL department at the Huron Public Library to request information on specific item renewal options.

## **I. Statistics**

1. The library will maintain records of transactions in order to inform patrons of the status of their requests and will report activity as required through Library reporting mechanisms.

## **X. RULES OF CONDUCT**

The Library is intended to be an inviting, comfortable, clean, and safe place for reading, selecting materials, studying, writing, using computers, and attending Library authorized programs and meetings.

Library users are expected to conduct themselves in a manner that makes quiet study possible, respecting the rights of everyone to use the Library.

1. **These rules** are intended to ensure that all Library users may enjoy good service in pleasant surroundings.
2. **Enforcement of these rules** will be conducted in a fair and reasonable manner. Library staff and police officers are authorized to enforce these rules. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year, or an arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Notice of "no trespass" will be issued in cases of criminal offense.
3. **Individual users have the right** to request an administrative review of an exclusion order that is for a period greater than seven days.

### **Conduct not allowed on Library property:**

- a. Engaging in any activity in violation of federal, state, local, or other applicable law or Library policy.
- b. Failing to comply with a reasonable staff request.
- c. Being under the influence of alcohol/illegal drugs, and selling, using, or possessing alcohol/illegal drugs.
- d. Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, loitering, offensive touching, and obscene acts such as sex acts and indecent exposure.

- e. Selling or attempting to sell items or services on Library property.
- f. Stealing, damaging, altering, or inappropriate use of property, furniture, or equipment in the Library or on Library grounds.
- g. Trespassing in non-public areas, being in the Library without permission of an authorized Library employee before or after Library operating hours.
- h. Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- i. Creating disruptive noises such as loud talking, screaming, or banging on equipment or furniture.
- j. Group activities, which are disruptive to the Library environment.
- k. Using audible devices without headphones or with headphones set at a volume that disturbs others.
- l. Using cell phones, pagers, and other communication devices outside of designated areas. These devices should be in silent or vibrate mode.
- m. Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- n. Littering.
- o. Smoking, chewing, and other tobacco use in Library.
- p. Being in the Library barefoot, without a shirt, or being otherwise attired to be disruptive to the Library environment.
- q. Leaving packages, backpacks, luggage, or any other personal items unattended. These unattended items are subject to immediate confiscation.
- r. Using wheeled devices in the Library including skateboards, skates, bikes, scooters (except for baby strollers and ADA-assistive devices; e.g., wheelchairs).
- s. Lying down or sleeping in the Library.
- t. Blocking aisles, exits, or entrances.
- u. Bringing pets or animals, other than service animals necessary for disabilities, into the Library.

### **Food and Beverages**

Beverages in containers with lids and snacks are permitted in all areas of the Library, except in the South Dakota Room and in any area that is posted as being prohibited.

### **Children and Young People in the Library Policy**

The Huron Public Library welcomes use by children, tweens and teens and offers a wealth of materials and services for their education and enjoyment. The safety of children and young people are of the utmost concern for the staff. However, the safety and responsibility of 12<sup>th</sup> graders and under, at the library, remains primarily with the parent or caregiver and not with the library or its staff. This policy outlines the expectations and guidelines for use of the library by children and young people.



Children, tweens and teens using the Library must follow the Library Rules of Conduct. Any children and/or young people behaving inappropriately may be required to leave the Library.

When necessary, the Library will contact the Police Department to assist a child, tween or teen in need of adult supervision. Thirty minutes before closing time, Library staff will remind young people to contact a parent/caregiver for a ride home. If a responsible person cannot be reached, the police may be called for a ride home or a well-being check. Library staff will not give rides home.

### **Kids' Korner**

Parents and/or caregivers are responsible for directly supervising their children (3<sup>rd</sup> grade and under) in the Library. Caregiver is defined as a person 6<sup>th</sup> grade and older. The Library does not provide long- or short-term childcare. Directly supervised means in sight of and in the immediate vicinity of the child being actively watched.

Family restrooms in children's areas are reserved for use by children and their caregivers.

Adults may not use children's areas as a general reading room. Adults unaccompanied by children and not actively using children's library materials or resources will be directed to use other areas of the Library.

### **Tween and Teen Areas**

Use of the Tween and Teen areas of the Library is limited to tweens and teens between grades 4<sup>th</sup> through 12<sup>th</sup> and adults browsing the teen collection. Adults and young children may not participate or observe programming. Younger children may use the area if a parent or caregiver accompanies them.

Adults may not use the tween and teens areas as a general reading room. Adults unaccompanied by children, tween or teen and not actively using library materials or resources will be directed to use other areas of the Library.

## **XI. INTERNET USE POLICY**

The Huron Public Library provides Internet access for research and educational purposes.

## **1. 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.

## **2. INTELLECTUAL FREEDOM**

### **A. 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 might 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.

### **B. CHILDREN'S USE OF THE INTERNET**

As with other library materials and service, parents or legal guardians are responsible for the information selected or accessed by children. Internet workstations specifically configured for use by children may limit or prevent access to specific Internet sites. The Library provides Internet workstations for children equipped with filtering/blocking technology. Children ages 0-12 are limited to using these filtered Internet computers. However, the library recognizes that filtering/blocking technology is not perfect and may not be a completely reliable means of protection from materials that may be offensive, controversial or illegal. Parents or legal guardians are ultimately responsible for their child's use of the Internet.

## **3. INTERNET USE**

## **A. LIBRARY RULES**

The same principles that guide the use of other library resources apply to the use of the Internet. The Library expects customers 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.

## **B. 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.

## **C. WARNING TO THE INTERNET USER:**

**Please be aware that the Huron Public Library is a public place. Displaying sexually suggestive objects or pictures may be a violation of the City of Huron 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; Title 18, United States Code, Section 2252.)**

## **4. LIMITATIONS**

### **A. ADDITIONAL CONDITIONS OF USE**

Locations may place time, printing and downloading limits depending on volume of use or other conditions.

## **B. ASSISTANCE/TRAINING**

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.

## **5. LIABILITY**

The Huron Public Library assumes no responsibility for any damage, direct or indirect, that users or anyone else may suffer through Library access to the Internet.

## **6. ACCEPTANCE OF TERMS AND CONDITIONS**

This Public Internet Use Policy is posted adjacent to computer workstations used by customers to access the Internet and other library databases. Users must sign an agreement prior to using the Internet indicating they understand and agree to abide by this policy.

## **XII. Wi-Fi Policy**

The Huron Public Library ("The Library") allows personal devices and computers to access the internet via a wireless network throughout the entire building, which is incorporated by reference herein.

1. Persons using the wireless connection ("Wi-Fi") agree to follow current Huron Public Library Internet Policy, which is incorporated by reference herein.
2. Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The library's Wireless network is subject to periodic maintenance and unforeseen downtime. At its sole discretion, the library may terminate this public service at any time without prior notice.
3. The Library's wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's computer.

4. The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Users should have up-to-date virus protection on their laptop computers or wireless devices. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the patron; and the patron indemnifies and holds harmless the Library from any such damage.
5. The Library accepts no responsibility regarding the ability of patron owned equipment to connect to the wireless network. The Library is not responsible for any changes you make to your computer's settings.
6. Unauthorized downloading of copyrighted material(s) is strictly forbidden and will result in suspension or revocation of Library privileges and may result in a formal notification to the appropriate local law enforcement office.
7. Printing is not available via the wireless connection at this time. If the user desires to print, the file can be saved to a flash/thumb drive or emailed to themselves and printed from a public computer for a nominal fee per page.

### **XIII. MEETING ROOM POLICY**

The Huron Public Library welcomes public use of its meeting facilities in keeping with the Library's commitment "to enrich the quality of life in Huron by providing library materials and services, which anticipate and respond to the informational, educational, and entertainment needs of Huron residents to promote life-long learning".

The Meeting Room Policy establishes rules and procedures for the use of the Library's meeting facilities. The Library Director is responsible for implementing this policy and for maintaining reservation lists.

Use of Library meeting rooms by any group signifies acceptance of the terms of this policy. Reservations may be made up to 3 months in advance.

*To complete your [Meeting Room Request Form](#), you must agree to all of the following guidelines.*

#### **Meeting Room Policy**

**(A)** This rule applies to the use of a Library meeting room by members of the public. It does not apply to use of a Library meeting room by the Library or by another department of the City of Huron. This rule is cumulative of other Library uses rules. This rule supersedes another Library rule to the extent of a conflict. This rule may be referred to as the Meeting Room Policy.

The library maintains two meeting rooms. The Jones Room is a multipurpose room which seats 50 people. The South Dakota Room seats 15 people and has restricted use for equipment and refreshments.

**(B) Terms of Use.**

- (1) The use of a Library meeting room by a group or a customer signifies the group's or customer's acceptance of the terms of the Meeting Room Policy.
- (2) There is no charge for meeting room use.
- (3) The use of, and the scheduling of the use of, a meeting room is subject to the needs of the Library, and may not interfere with the Library's operations or the use of the Library by customers. City or Library needs preempt any other scheduled event in a meeting room. The frequency of meetings for any one organization will be at the discretion of the Library Director.
- (4) The use of a meeting room does not constitute Library or City of Huron endorsement of a viewpoint expressed by a group or by a participant in a meeting or activity.
  - (a) A group using a room may not advertise or announce an event to be held in a meeting room if the advertisement or announcement states or implies the endorsement of the Library or the City of Huron.
  - (b) An announcement or notice to publicize an activity may not be posted or distributed on Library premises without advance approval from the librarian in charge.
- (5) The Library Board reserves the right to deny or revoke permission for future use of the meeting rooms to any group that violates the rules or is disorderly or objectionable in any way. An organization may request a clarification from the Library Board at a regularly scheduled Board meeting.

**(C) Who May Use a Meeting Room?**

- (1) A Library meeting room may be reserved by a not-for-profit, non-commercial group engaged in an educational, cultural, intellectual, or civic activity. If a meeting room is

equipped with video conferencing equipment installed by the Library, it may be reserved by a group or by a single individual.

(2) A use of a meeting room must be open to the public and may not be restricted to the membership of the group. A member of the public that sees a meeting taking place may enter and participate in the meeting.

(3) A customer may not reserve a meeting room for individual use unless it is for video conferencing. A customer must sign in at the service desk for individual use of a meeting room.

(4) A child under the age of 10 may not be in a meeting room unless accompanied by a person who is at least 18 years of age, and who is responsible for the child's behavior.

(5) A meeting room may not be used for commercial purposes. A group or customer using a meeting room may not solicit money or another thing of value, charge admission, or sell, or advertise for sale, goods or services.

(6) A meeting room may not be used for a social gathering such as a wedding shower, a baby shower, a birthday party, a dance, or a similar activity.

(7) A meeting room may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, a meeting room may be used for a forum or study group on a political issue.

(8) A meeting room may not be used to provide a direct healthcare service, including an examination, a hands-on demonstration, or a treatment. However, a meeting room may be used for a forum on or the sharing of information about healthcare services.

(9) Permission to use Library meeting rooms will be withheld from a group that has failed to comply with the Meeting Room Policy or from a group that damages a meeting room, the carpet, equipment, or furniture, or causes a disturbance.

### **Reserving a Meeting Room**

(1) A group may request the use of a meeting room online, in person, or in writing. The Library will consider requests on a first-come, first-served basis.

(2) A group that is cancelling a meeting must provide notice of the cancellation to the Library's Meeting Room Coordinator as soon as possible. A group forfeits its reservation if the group fails to appear within 30 minutes after the scheduled time.

(3) If a group fails to appear for two consecutive meetings without making a cancellation, all future reservations of the group are cancelled.

(4) Meetings may not be scheduled before or after library hours. Group representatives may not enter library buildings, nor will deliveries be accepted, before the regular opening time.

(5) A group may not assign or transfer its reservation to another group.

### **Care and Use of a Meeting Room**

(1) A group or customer using a meeting room may not make noise that disturbs another Library customer or the Library staff.

(2) A group or customer using a meeting room must completely vacate the room at least 15 minutes before the Library's closing time.

(3) A group or customer must leave a meeting room in the condition in which the room was found.

(4) The Library provides limited furniture arrangement and equipment setup in a meeting room.

(a) If a group or customer rearranges the furniture, the group or customer must return the furniture to the original arrangement before leaving the room.

(b) A group or customer may not bring furniture or equipment from the main area of the library into a meeting room.

(c) A group may bring its own furniture or equipment into a meeting room with advance approval by the Meeting Room Coordinator.

(i) Arrangements for the use of such furniture or equipment must be made at the time the room is reserved.

(ii) A group or customer must notify Library Staff when furniture or equipment is brought into the Library, and must promptly remove the furniture or equipment at the end of the meeting.

(d) A group or customer may not store equipment, furniture, supplies, or personal effects in a meeting room before or after use.

(5) A group or customer may not leave trash in a meeting room. A group that has produced trash during a meeting must remove that trash from the library at the end of the meeting. Trash bags will be provided.

(6) A group or customer may not affix, tape, or fix with an adhesive any item to any part of a meeting room, including a wall, door, window treatment, or woodwork.

(7) The library does not provide audio, video or other equipment other than that which is already installed in the room. Written instructions for the use of the equipment within



the meeting room are posted in the room. The Library will assist with the equipment if they are available.

(8) A group or customer must keep all doors unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

(9) A group or customer must use a public entrance for all access to and from the building, including all deliveries.

(10) Attendance at a meeting is limited to the capacity of the individual meeting room. Seating or furniture may not be placed in a corridor outside the meeting room.

(a) Attendance of a meeting is to be recorded on the Library's *Meeting Room Survey* sheet which will be given to the group upon arrival.

(11) Food and Drink in a Meeting Room:

(a) Food and drink may be consumed in the Jones Room if the food or drink is individually packaged and does not have to be maintained at a certain temperature, for example: packaged snacks, individual containers of soda and whole pieces of fruit. No foods or beverages are allowed in the South Dakota Room.

(b) Kitchen facilities or equipment are not provided by the library other than a microwave. Popcorn is forbidden to be made in the microwave.

(c) Protective mats or tablecloths must be used on tables when refreshments are being served. Plastic tablecloths will be furnished by the Library.

(d) Alcohol use and smoking are not permitted in the Library meeting rooms.

(12) The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the meeting room.

(13) The Library assumes no responsibility for preservation, protection, or possible theft of any property of the organization or person using the Library meeting rooms.

### **Americans with Disabilities Act**

The City of Huron and the Huron Public Library are committed to compliance with the Americans with Disabilities Act. Reasonable accommodations will be provided upon request. Reasonable modifications and equal access to communications will be provided upon request.

Questions not covered in this policy should be addressed to the Library Director, 605-353-8530 or [librarydirector@libraryhuronsd.com](mailto:librarydirector@libraryhuronsd.com). To discuss exceptions to this policy, please ask the Library Director.

#### **XIV. EMERGENCY CLOSING POLICY**

- A. Under most conditions, the Library will open and remain open according to its regular schedule.
- B. The Library will close whenever government officials in the immediate area declare a Level Three Weather Emergency and people are ordered to stay off the streets and highways.
- C. The Library will be open from 10:00 a.m. – 5:00 a.m. when a Level Two Weather Emergency has been declared for the immediate area. If local weather and road conditions improve sufficiently throughout the day, the Director or Staff-Person-in-Charge may elect to remain open until the Library's regular closing time regardless of road levels.
- D. During situations when level warnings have not been issued, but the Library Director feels that the situation warrants, he/she may call the Officers of the Library Board of Trustees to obtain permission to close. If the Director is not available, the Staff-Person-in-Charge may call the Board Officers to obtain permission to close. If two of the Board Officers are not available, other Board Members may be consulted.
- E. If a staff member feels that his/her safety would be jeopardized by driving on hazardous roadways, he/she has the option of taking a sick day, vacation day, or using accumulated compensatory time. Those staff members without sick days, vacation days, or accumulated compensatory time may choose to take the day off without pay. Part time staff members may/may not make up the time lost.
- F. On rare occasions, it may be necessary to close the Library due to mechanical failures that last for an extended period, generally more than two hours. These include, but are not limited to, loss of electricity, loss of heating/air conditioning, or loss of water/sewer facilities. If the inside temperature drops below 65 degrees or goes above 85 degrees, the facility will be closed.
- G. If the Library has been notified in advance that outside entities need to turn off mechanical systems for upgrading, repair, etc., a sign will be posted for the public and staff will be notified when to report to work. If possible, Board Members will be notified in advance of the closing.
- H. If an emergency occurs, the Library Director will make the decision to close the library. If the Director is not available, the Staff-Person-in-Charge will make the decision. Board Members will be notified in a timely manner.

- I. Whenever standard Library hours are changed, the local radio stations will be called. A telephone tree will be developed to inform staff members of the change. When feasible, a contact person for groups scheduled to use the meeting rooms will also be notified.

### **Snow Emergency Levels**

**Level One Snow Emergency:** Roadways are hazardous and motorists should drive with extreme caution. During a Level One Snow Emergency, motorists may not park along side streets or along roadways with signage prohibiting parking during a Snow Emergency. Vehicles may be fined or towed if they are not removed from designated Snow Emergency routes. A sustained snowfall of about 4-8 inches will likely cause a Level One Snow Emergency to be declared in some counties.

**Level Two Snow Emergency:** Driving is discouraged and residents should call ahead before heading to work. Only necessary travel is recommended during a Level Two Snow Emergency. Schools and some businesses do not operate during a Level Two Snow Emergency. A sustained snowfall of about 6-10 inches will likely cause a Level Two Snow Emergency to be declared in some counties.

**Level Three Snow Emergency:** All public roadways are closed to the public. Only police, medical, and emergency vehicles should be on the roads. Motorists can be fined or arrested if found driving on public roadways in a non-emergency situation. If a Level Three Snow Emergency is declared when students are at school or when a public building is open, attempts are usually made by officials to provide food and drinkable water to those affected. A sustained snowfall of about 12-14 inches will likely cause a Level Three Snow Emergency to be declared in some counties.

### **XV. Proctoring Service Policy**

Huron Public Library provides long distance students with exam proctoring services. In offering this service, we need to balance the needs of the students and the institutions with which they may be working and the needs of other library customers. We can usually meet all of the requirements for proctoring but we do have some limitations.

**We will provide:**

1. Staff members who are authorized to provide proctoring.
2. Space for test taking. However, there may not be a separate quiet area available.
3. The ability to mail, fax, or email a completed examination.
4. The ability to complete most on-line testing.

**The student will:**

1. Contact the library to make arrangements with the designated staff member
2. Verify with library staff that the requirements of the institution giving the examination can be met.
3. Verify that the physical environment at the library meets test-taking needs.
4. Call ahead of time to ensure that the test has arrived via email or postal mail.
5. Arrange for an accessible computer if needed
6. Provide an appropriately sized, addressed envelope with required postage to return examination to the institution if not provided by the institution.
7. Alternatively, provide a FAX number and/or email contact for alternate means of returning the exam. With some exceptions, we will not retain the original examination

**Additional policies:**

1. Proctoring hours are Monday – Thursday 9:30 am-7:30 pm and Friday & Saturday 9:30 am – 4:30 pm (as staff time allows). Each student is allowed up to one 90-minute testing session per day. Library staff will review all school policies, forms and testing requirements before scheduling a session. Testing sessions must be scheduled at least two business days in advance. A fee of \$30.00 is required prior to testing.
2. The Library will not proctor tests on official holidays or when the library is not scheduled for normal hours of operation.
3. Because of varying work schedules, proctoring cannot be limited to one staff member although a single name may be given as the proctor. Any library staff on duty may supervise the test.
4. The library has a small number of staff often occupied with other duties. The proctor will remind the student of the test's requirements regarding what materials (if any) can be used on a test, but may not have continuous visual supervision of the student during the test. If a more formal supervision is required by a proctor, please contact Cornerstones Learning Center (605)353-7175

5. The library does not provide envelopes, postage, calculators, or other supplies and equipment other than a public computer.
6. Library staff may return completed exams via scanned email attachments at no charge to the student or school.
7. Online Test Proctoring is administered using a public internet station. Library staff will attempt to seat test taker in quiet zone. During busy hours, the student would have limited privacy and quiet. Testing systems that require software to be downloaded onto library computer will not be permitted.

#### **XVI. Bulletin Board, Posters, Fliers, Pamphlets, Publicity Materials, etc. Policy**

The Huron Public Library no longer provides a bulletin board for public use. We no longer accept posters, fliers, pamphlets and publicity materials that do not relate to library activities.

#### **XVII. DISPLAYS AND EXHIBITS**

As an educational and cultural institution, the Huron Public Library welcomes exhibits and displays of interest, information and enrichment to the community. Displays of artwork, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

The Library Director shall review and approve in advance of display any material offered for display based on its suitability and availability. Application to exhibit should be mailed to the Library Director. Library use of exhibit and display areas takes precedence in scheduling.

Exhibitors/Artists are responsible for the installation and removal of their displays. The Library does not provide porter service, storage space, or special furnishings.

The Library assumes no responsibility for the preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. If security is a concern, it is recommended that the artist provide a "gallery sitter".

The Library does not carry insurance on artwork/items loaned to the Library for exhibit. The exhibitors must sign a release, an insurance waiver, before any artwork can be

displayed in the Library.

Exhibits and displays may include information about the exhibit/exhibitor.

There will be a donation to the Library of 10% of the price of any works sold during the exhibit.

The following will be posted as part of all non-library exhibits or displays: "Exhibits are offered as a community service and do not carry the endorsement of the Huron Public Library." Signs will state that the articles on display should not be photographed or touched.

The exhibit rooms/areas are multi-functional. Exhibits cannot in any way disrupt the normal routine of the library. Meetings, programs, or other events may be held in the space concurrent with the exhibition.

### **XVIII. Programming Policy**

The Library supports its mission to enrich the quality of life in Huron by providing library materials and services, which anticipate and respond to the informational, educational, and entertainment needs of Huron residents to promote life-long learning.

Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Promotes and makes accessible the Library's services and resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library
- Draws target audiences into the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Library Board of Trustees. The Library Director, in turn, delegates the authority for program management to the appropriate designated library staff.

The Library staff utilizes the expertise, collections, services and facilities in developing and delivering programming. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests

- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on or off site. We reserve the right to kindly ask individuals who are not on time to leave an event. By participating in any Library program, patrons grant the Huron Public Library permission for their photo/image to be taken and used by the library. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library Director. All publicity material (flyers,

brochures, posters, press releases, etc.) must be turned into the Library Director four weeks before the date of the event. Such items are not to be displayed or used for program promotion until first approved by the Library Director.

The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a library program, he/she should first address the concern with a Library staff member. Customers who wish to continue their request for review of Library programs may submit the [Request for Reconsideration](#) form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's [Collection Development Policy](#).

## **XIX. 3D PRINTER**

### **PURPOSE**

The library has a "MakerBot Replicator+" 3D printer in the IT office. We can offer some basic classes about 3D printing and can print 3D objects from your file.

### **3D PRINTING**

3D printing, or additive manufacturing, is the process of building physical objects from digital models. Successive layers of material (filament) are laid down in thin layers to create a physical object. 3D printing has applications in numerous fields.

### **PERMITTED USE AND TYPES OF ITEMS ALLOWED**

The Library's 3D printer may be used only for lawful purposes. Users will **NOT** be permitted to create material that is:

- A. Prohibited by local, state or federal law.
- B. Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the Library environment. (Such use may also violate the terms of use of the manufacturer.)
- C. Disruptive to library use or that otherwise violate the Library's code of conduct.
- D. Larger than 11L x 7W X 6D inches (maximum size of printer build area)

The Library reserves the right to refuse any 3D print request.

### **COPYRIGHT POLICY**



Huron Public Library is not responsible for the improper or illegal use of any printed 3D files submitted for printing. The printer will not be used to reproduce material that is subject to copyright, patent or trademark protection. Those wishing to utilize the library's 3D printer must do so for lawful purposes. Users must abide by all applicable laws and library policy.

Huron Public Library abides by the copyright laws of the United States (Title 17, U.S. Code). These laws govern photocopying or creating other reproductions of copyrighted materials. All users of the 3D printer must abide by copyright laws.

#### **FILE TYPES**

Stereolithographic (.stl) file format preferred. [Tinker Cad software]

#### **COST TO PRINT**

Fees for 3D printing at Huron Public Library are based on a cost-recovery system. Costs are determined by the amount of filament and other materials used during the printing process. Final 3D prints will be weighed and users will be charged ten cents per gram.

#### **FILAMENT COLORS AVAILABLE**

(will vary depending on colors stocked)

#### **SEND US A 3D FILE TO PRINT**

Requests for prints can be made by filling out a "3D Print Request Form"

- A. This form is available online, at the library, or by request.
- B. The completed form must be accompanied by the appropriate file type for printing.
- C. The 3D print request form and file must be delivered to the library in person.

#### **WAIT TIME / MAX USE**

Users must be Huron Public Library cardholders in good standing.

#### **COMPLETED PRINTS**

Except in cases of mechanical failure, objects failing to fully print, errors in the print process, or other factors not in a customer's control, customers are expected to pay for completed objects and may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, design, required support material, or other options pre-selected by the customer.

Objects unclaimed after 7 days will become property of the Library and may be discarded or recycled. The individual listed on the print request must pick up items.

*\*Huron Public Library's 3D printer partially funded with a Huron Community Foundation grant.\**

Updated: March 22, 2022

## **XX. HOMEBOUND BOOK DELIVERY POLICY**

### **Patron Eligibility**

Homebound and outreach service will be provided to residents of Huron, South Dakota who are not able to come to the library. "Homebound" is defined as being generally confined to the residence either temporarily, due to illness or accident, or permanently, due to age, disability, or other mobility problems. Nursing homes and assisted living facilities can also apply for this program by having their programs coordinator contact the Library.

### **Library Card Registration/Use**

Each patron must register for a library card if s/he does not already have one. Accounts will be updated and new cards will be issued for patrons who already have a library card. Library cards will be kept at the Huron Public Library along with completed application forms. Several options exist for setting up a new homebound and outreach book delivery account.

- Accounts can be created over the phone by calling the Library: 605-353-8530
- New patrons can be mailed an application by the Library, and they mail it back filled out  
(no photo id verification needed).
- A family member, friend, or other volunteer can bring an application to a new patron and return it to Library filled out.

If a card has previous fines, depending on circumstances, the library reserves the right to collect fines before service begins.

### **Delivery Schedule/Loan Period**

Huron Public Library bags will be supplied for deliveries. Each bag will have an affixed name placard with the patron's name, home address, telephone number and other contact information. Each participating nursing home will receive two large canvas tote bags (with the library's name on them) that will be used to transport the books.

Materials will be delivered by a Library employee or volunteer on the 3rd Wednesday of the month beginning at 10:00am. These deliveries will be made to the front door. Our library staff and volunteers should not be asked into the homes. This once a month delivery may expand in the future as we judge the number of participants and the

demands for the service. At the time materials are delivered, the items from the previous delivery will be retrieved and returned to the library.

- When the library is closed for a holiday, the delivery that would have been scheduled for that day will be made on the next business day.
- If travel is not advised due to bad weather, the delivery that would have been scheduled for that day will be made on the following week. Patrons will be notified.

### **Fines/Fees**

There is no fee for homebound delivery. Overdue fines will not be charged on items from the Huron Public Library. Only items belonging to the Huron Public Library will be allowed. Inter Library Loan (ILL) items are not included in this service at this time.

### **Loan Periods**

1-month loan periods, with 1 available renewal.

### **Materials Available for Homebound & Outreach Delivery**

The following formats of materials are eligible for delivery:  
regular print, large print, paperbacks, audiobooks, and DVDs.

Homebound patrons will receive longer hold times on checkouts as stated above. Items with holds or on reserve will not be available through the homebound delivery program. Each delivery will be limited to 1 delivery bag.

- **TALKING BOOKS:** Those unable to read conventional print because of poor eyesight or other disability may qualify for Talking Book services, a federally funded program that circulates books and magazines recorded on cassette through the mail. Even the cassette players are provided and it's all free to any qualified subscriber. Call the Huron Public Library for more information and a special Talking Book application form.

### **Requesting Materials**

A staff member can choose titles for patrons in a certain genre or material type, or patrons can call the Library to make requests.

### **Delivery Guidelines**

The Huron Public Library is committed to ensuring that all delivery recipients be treated with dignity, respect and impartiality. In addition, the Huron Public Library is committed to ensuring that the staff member or volunteer making deliveries be treated with dignity and respect and that he/she is safe while serving the public. To that end a set of guidelines have been established that delivery recipients need to abide by:

1. Patrons must be punctual at delivery time. The delivery driver reserves the right to leave after waiting for five minutes for any individual Patron to answer the door so as not to make others wait longer for their deliveries.
2. All patrons must speak courteously to the delivery driver at all times. Any words or acts of intimidation will not be tolerated and may lead to the suspension of further access to the Homebound & Outreach Book Delivery program for that individual.
3. Proper attire is required at delivery time.
  - Patrons must protect all library materials while in their custody. Any library material currently in the possession of a participating patron which appears to have been willfully defaced, mutilated or damaged will be charged to that patron.

Volunteers may recommend suspension of the service for violation of any of the following guidelines. If a volunteer wishes to recommend suspension of service because the occurrence of any of the above is deemed to make the home environment for delivery unsafe or inappropriate, the volunteer shall provide the Huron Public Library Director with notice of why such action occurred together with any recommendation for length of suspension of service.

The Adult Programming Librarian shall send written notice to the patron with the reason for and the length of, any continuing suspension of service and shall provide a copy of the notice to the Library Director. No suspension of service in excess of thirty (30) days shall be imposed unless it is recommended by the Library Director. Any participating patron may request in writing that the suspension of service be reviewed and reconsidered.

## **XXI. CHILDREN IN THE WORKPLACE**

### **PURPOSE**

This policy and procedure addresses employees' children in the workplace. These policies and procedures are necessary to avoid disruptions of HPL employees in the performance of their job duties, to reduce personal and property liability to Huron Public Library and the City of Huron, to protect the welfare and safety of employees' children, and maintain a professional work environment.

### **POLICY**

1. Children are permitted at the workplace for authorized events. Such events at which management may allow children at the workplace include library events such as Children's Programs, Bring Your Children to Work Day, breast feeding an infant, and

family-friendly office gatherings in which children are explicitly welcome, such as office parties and picnics.

2. Children are not permitted at the worksite as a result of daycare difficulties during normal business hours because of the legal liability of permitting such a practice. Managers should be liberal in granting leave to employees who need to make emergency day care arrangements when unforeseen problems arise.
3. No ill children are permitted to accompany any HPL employee to work.
4. Supervisors under unusual circumstances may permit employees to bring children to the workplace in order to assist management in fulfilling the Library's mission. Supervisors may authorize children to be in the HPL workplace only in rare circumstances, and for limited time periods.
5. Employees must ensure that work health and safety laws are followed at all times when bringing children into the workplace.

**PRINCIPLES:**

If approval to bring children into the workplace has been granted, the employee:

1. Must be sensitive and respect the needs of other employees and customers.
2. Must not expect other employees to care for their children.
3. Must take responsibility for the safety of their children at all times.
4. Must supervise his or her children at all times.
5. Must understand that children are not covered by the City of Huron's compensation policies.

**RESPONSIBILITIES**

Employees will:

- Secure permission from their supervisors before bringing children into the workplace.
- Ensure his or her children behave appropriately while in the workplace.
- Ensure his or her children stay within visual range at all times.
- Be responsible for any damage caused by his or her children.

Supervisors will:

- Grant employees permission to bring children to the workplace only under unusual circumstances and for authorized events. This permission is granted only for a short period of time.
- Be flexible in granting accrued leave to employees who need to make emergency child care arrangements.

## **XXII. VIDEO SURVEILLANCE POLICY**

Video surveillance cameras are located in the library building and on the grounds in order to help assure a safe and secure environment for library staff and patrons. Cameras are placed only in areas where individuals lack a reasonable expectation of privacy.

Huron Public Library will comply with all applicable state and federal laws on video surveillance and recordings. Video recordings shall be used primarily for the safety of people and the protection of library assets. Signage will be posted in the library advising of the recording of video surveillance. In accordance with the Library Conduct Policy, individuals using the Library shall be held responsible for willful or accidental damage to the Library's building, furniture, equipment and collections

Confidentiality and privacy issues prohibit the general public from viewing security camera footage, which is secured in a controlled area. If the library receives a request from the general public to inspect security camera footage, the requester may be advised to file a police report.

Only the Library Director, Assistant Director, or the Director's designee may review surveillance recordings. In their absence and in an emergency situation, the Librarian-in-Charge may review necessary recordings, and must promptly notify the Library Director of such activity.

Law enforcement may be supplied with live shots and/or recordings in accordance with applicable state and federal laws, pursuant to the receipt of a proper legal request. This requirement may be waived by the Library Director.

Recordings shall be kept for up to 45 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. Law Enforcement must provide the library with a copy of any still shots or selected portions of recorded data requested. These shall be retained for two years of the incident.

A breach of this policy may result in disciplinary action up to and including dismissal. A library employee who knows of an unauthorized disclosure or breach must immediately inform the Director.

### **XXIII. PERSONNEL EMPLOYMENT**

The Huron Public Library employs individuals following the guidelines of the Huron Municipal Code, Chapter 3.02 – Personnel Regulations. Please see Appendix G for copies of the library job descriptions.

### **XXIV. BYLAWS OF THE HURON PUBLIC LIBRARY BOARD OF TRUSTEES**

#### **Article I – Name and Authorization**

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

#### **Article II – Meetings**

The library board shall meet on the fourth Tuesday of each month at five o’clock at the library.

A quorum shall be present when 3 members are present.

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

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 June of each year.

The rules contained in *Robert’s Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

The public is welcomed to speak before the Library Board in a public forum. The Board will use Resolution No. 2014-07 as their guidelines for the public forum. See attached resolution\*.

Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. They shall be posted 24 hours prior to the meeting.

All Board meetings and all committee meetings shall be held in compliance with South Dakota's open meetings law (SDCL 1 25 1).

### **Article III – Officers**

Board officers shall be a chairperson, vice-chairperson, secretary. The librarian shall serve as secretary of the board. All other officers shall be elected from among the trustees at the annual meeting of the board. Each officer shall serve a term of one year but may be reelected in subsequent years.

Vacancies in office shall be filled by election at the next regular meeting of the Board to fill unexpired terms.

The chairperson 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 chairperson, the vice-chairperson shall perform all the duties authorized for the chairperson.

The board secretary shall remind trustees of regular and special meetings, shall record and keep minutes of all board meetings and issue notices of the proceedings.

### **Article IV - Conflict of Interest**

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Huron Public Library in which they have a direct or indirect financial interest.

A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.



A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

#### **Article V – Committees**

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

#### **Article VI – Quorum**

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

#### **Article VII – Order of Business for Regular Meetings**

Roll call

Public Forum

Agenda Approval

Consent Agenda – A consent agenda is a meeting practice which packages routine committee reports, Board meeting minutes, financial reports, expenditures, acceptance of gifts, and other non-controversial items not requiring discussion or independent action as one agenda item.

Commissioner Report

Unfinished business

New business

Committee Reports

Librarian's report

Executive Session

Adjournment

**Article VIII – Amendments**

These bylaws may be amended by a majority decision of the entire board.

**RESOLUTION NO. 2014-07**

**WHEREAS**, the Huron City Commission sets aside a period of time at every commission meeting entitled Public Forum, at which time any citizen may address the Commission, and

**WHEREAS**, it is appropriate for the city to have rules to govern Public Forum,

**NOW, THEREFORE, BE IT RESOLVED** that the Huron City Commission adopts the following rules for Public Forum:

1. At the opening of every meeting, fifteen minutes will be set aside to hear any citizen who wishes to address the Commission.
2. No action will be taken during the meeting at which the item is presented; however, it may be placed on the agenda for a future meeting.
3. Each person must identify himself or herself by name and address.
4. Each person may speak about any item of concern.
5. Each person may speak for a maximum of three minutes.
6. Each person may exceed the three minute limit only by unanimous consent of the Commissioners after the first three minutes have expired.
7. At the end of fifteen minutes, the public forum will be closed.
8. The Mayor may, at his or her discretion, interrupt or terminate any testimony if a citizen becomes unruly or disruptive.

Passed, approved, and adopted this 2nd day of June, 2014, on a motion by Smith, seconded by Harrington. Motion Carried.

\_\_\_\_\_  
Paul Aylward, Mayor

ATTEST: \_\_\_\_\_  
Paullyn Carey, Finance Director

Adopted: June 2, 2014

## **XXV. REVISION AND ADOPTION**

### Revision:

1. This policy will be revised every 3 years beginning in 2010.
2. The responsibility for revision will lie with the Library Director and the Library Board.

### Adoption:

1. Policies are adopted by a simple majority vote of the Library Board.

## **APPENDIX A**

### **CHAPTER 14-2**

#### **PUBLIC LIBRARIES**

<http://legis.state.sd.us/statutes/DisplayStatute.aspx?Statute=14-2&Type=Statute>

- 14-2-1 to 14-2-26.** Repealed.
- 14-2-27** Definition of terms.
- 14-2-28** Existing libraries covered by chapter--Changes to effect compliance--Terms of previous contracts unaffected.
- 14-2-29** Optional methods of providing library service.
- 14-2-30** Resolution or ordinance to provide services.
- 14-2-31** Services provided on approval by voters.
- 14-2-32** Petition to require referendum on library services--Referendum on motion of governing body.
- 14-2-33** County containing municipalities with libraries--Petition and election outside municipality only--Election of municipality to be included.
- 14-2-34** Services continued by chartered governmental units.
- 14-2-35** Board of public library trustees--Appointment and terms of members.
- 14-2-36** Contract with established library--Annual appointment of additional trustees--Number proportional to contributed funds.
- 14-2-37** Joint public library--Board of trustees--Proportional appointment.
- 14-2-38** School board contracts for library services--Proportional appointment of trustees by board--Maximum number.
- 14-2-39** Per Diem and expenses of trustees.
- 14-2-40** Duties of trustees.
- 14-2-41** Powers of trustees.
- 14-2-42** Duties of librarians.

- 14-2-43** Quarters for library--Location--Selection and approval.
- 14-2-44** Bond issuance for building construction--Use of municipal special assessment funds or county tax levies.
- 14-2-45** Long-term lease for building acquisitions--Maximum term--Property included--Rent payment sources.
- 14-2-46** Building funds--Appropriations--Continuation of previously established funds--Transfer of surplus to other funds.
- 14-2-47** Expenditures for public library services, materials and facilities.
- 14-2-48** Repealed.
- 14-2-49** Discard of old library materials--Marking--Disposition.
- 14-2-50** Discontinuance of services by vote.
- 14-2-51** Confidential library records.

**14-2-27.** Definition of terms. Terms as used in this chapter, unless the context otherwise plainly requires, shall mean:

- (1) "Governing body," the commission, council, or other elected body which governs a local governmental unit;
- (2) "Librarian," the chief administrative officer of a public library;
- (3) "Local governmental unit," any chartered governmental unit, county, or municipality, or two or more of them, if applicable, of the State of South Dakota;
- (4) "Public library," any library that serves free of charge all residents of a local governmental unit and receives its financial support in whole or in part from public funds made available by the governing body of that unit;
- (5) "Public library materials," the various forms in which knowledge, information, and humanity's cultural heritage are recorded that a public library might acquire, organize, and make available to its clientele;
- (6) "Public library services," the performance of all activities of a public library relating to the collection and organization of public library materials and to making those materials and the information contained in them available to its clientele.

Source: SL 1976, Ch. 143, § 1.

**14-2-28.** Existing libraries covered by chapter--Changes to effect compliance--Terms of previous contracts unaffected. Every existing public library shall be considered to be established under this chapter, and the public library board of trustees and the governing

body of the local governmental unit in which the library is located shall make any changes necessary to effect compliance with the terms of this chapter. Nothing contained in this chapter shall affect nor change the terms of any library contract executed prior to July 1, 1976, but, by mutual consent, the parties to such contract may nevertheless amend such contract to make it conform to any or all of the provisions of this chapter.

Source: SL 1976, Ch. 143, § 24.

**14-2-29.** Optional methods of providing library service. Any governing body may provide public library services by either:

- (1) Establishing a public library;
- (2) Contracting with an established public library for extension of its services and loan of its materials to the citizens of the contracting local governmental unit; or
- (3) Joining with one or more governing bodies under the provisions of chapter 1-24 to establish a joint public library.

Source: SL 1976, Ch. 143, § 2.

**14-2-30.** Resolution or ordinance to provide services. Any governing body may provide for public library services under one of the options offered in § 14-2-29 by passing and entering upon its minutes a resolution or ordinance to that effect.

Source: SL 1976, Ch. 143, § 3.

**14-2-31.** Services provided on approval by voters. A governing body shall provide for library services under one of the options offered in § 14-2-29 if a majority of its voters at any general election affirmatively answer the question: "Shall the (local governmental unit) provide public library services?"

Source: SL 1976, Ch. 143, § 5.

**14-2-32.** Petition to require referendum on library services--Referendum on motion of governing body. A governing body shall enter an order for the question as set forth in § 14-2-31 to be placed on the ballot at the next general election upon receipt of a petition signed by a number of registered voters equal to not less than five percent of the total number of votes cast within the boundaries of the local governmental unit for all candidates for Governor at the last certified gubernatorial election or may enter such order upon its own motion.

Source: SDC 1939, § 45.3101; SL 1963, Ch. 284; SDCL, § 14-4-1; SL 1976, Ch. 143, § 4.

**14-2-33.** County containing municipalities with libraries--Petition and election outside municipality only--Election of municipality to be included. When a county is the local governmental unit petitioned under the provision of § 14-2-32 and that county contains within its geographical boundaries one or more municipalities which provide and support public library services, then the petition shall be signed only by those people living outside of, and the election mandated in § 14-2-31 shall be held only outside of, the boundaries of such municipality or municipalities; provided, however, that by a resolution of the governing body of a municipality, such municipality may be included in the election and if a majority of both county and municipal voters, voting separately, vote to provide county library services then such municipal public library services shall cease and henceforth be provided the municipality by the county governmental unit.

Source: SL 1976, Ch. 143, § 6.

**14-2-34.** Services continued by chartered governmental units. Any local governmental unit which becomes a, or part of a, chartered governmental unit shall continue to provide public library services as provided by this chapter.

Source: SL 1976, Ch. 143, § 23.

**14-2-35.** Board of public library trustees--Appointment and terms of members. Any public library established under subdivision § 14-2-29(1) shall be governed by a board of public library trustees. The governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit. One of the citizens shall be appointed for one year, two for two years, and two for three years and annually thereafter reappointments or new appointments shall be for a term of three years or to complete an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the public library board of trustees during that member's term of office.

Source: SDC 1939, §§ 12.2502, 45.3102; SDCL, §§ 14-3-6, 14-4-3; SL 1976, Ch. 143, § 10.

**14-2-36.** Contract with established library--Annual appointment of additional trustees--Number proportional to contributed funds. If a governing body contracts with an established public library under subdivision 14-2-29(2), it may annually appoint additional members to the contracted public library board of public library trustees; provided, that the number of trustees appointed shall be in proportion to its part of the total funds made available during each year by both parties for the provision of public library services, for the purchase of public library materials, and for the provision and maintenance of public library quarters.

Source: SDC 1939, § 12.2505; SDCL, § 14-3-4; SL 1976, Ch. 143, § 11.

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

Source: SL 1959, Ch. 167, § 4; SDC Supp 1960, § 29.03A04; SDCL, § 14-2-2; SL 1976, Ch. 143, § 12.

**14-2-38.** School board contracts for library services--Proportional appointment of trustees by board--Maximum number. A school board of any school district may contract with any board of public library or joint library trustees for provision of any or all school library services. If twenty percent or more of the cost of providing these combined school and public library services shall be borne by the school district, then the school board may annually appoint additional members to the board of public library trustees in proportion to the school district's part of the total funds made available during each year by both parties for the combined school and public library services, for the purchase of school and public library materials, and for the provision and maintenance of quarters for the combined library; provided, however, that the school board shall not appoint more than seven members to the board.

Source: SDC 1939, § 45.3103; SDCL, § 14-4-14; SL 1976, Ch. 143, § 22.

**14-2-39.** Per Diem and expenses of trustees. Members of public library boards of trustees may receive per diem and expenses in the performance of their duties in amounts set by their respective governing bodies.

Source: SDC 1939, §§ 12.2502, 45.3102; SL 1959, Ch. 167, § 4; SDC Supp 1960, § 29.03A04; SL 1966, Ch. 29; SDCL, §§ 14-2-6, 14-3-11, 14-4-3; SL 1975, Ch. 156; SL 1976, Ch. 143, § 13.

**14-2-40.** Duties of trustees. Each board of public library trustees shall:

(1) Appoint a librarian to serve at the pleasure of the board. Any paid librarian shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule, if such schedule exists. If no such schedule exists, the salary shall be set by the local governing body;

- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the library, and the use of public library services and materials;
- (3) Prepare and submit an annual budget request to its governing body;
- (4) Adopt a final annual budget within those funds certified to it as being appropriated in the annual budget of its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to its governing body and to the South Dakota State Library on such forms as may be provided by the State Library.

Source: SDC 1939, §§ 12.2502 to 12.2505, 45.3104, 45.3105, 45.3108; SL 1955, Ch. 23; SL 1957, Ch. 252, § 1; SL 1959, Ch. 167, §§ 5 to 7, 11; SDC Supp 1960, §§ 29.03A05, 29.03A06 (1), (3), 29.03A07, 29.03A11; SDCL, §§ 14-2-7, 14-2-8, 14-2-12, 14-2-24, 14-2-26, 14-3-10, 14-3-14, 14-3-15, 14-3-19, 14-4-4, 14-4-5, 14-4-12, 14-4-15; SL 1974, Ch. 151; SL 1976, Ch. 143, § 14; SL 2002, Ch. 95, § 1.

**14-2-41.** Powers of trustees. Each board of public library trustees may:

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



Source: SDC 1939, §§ 12.2503, 45.3104; SL 1959, Ch. 167, §§ 3, 6; SL 1959, Ch. 277; SDC Supp 1960, §§ 29.03A03, 29.03A06 (2), (4), (6), (7), (9), (10), 45.3109; SDCL, §§ 14-2-11, 14-2-13, 14-2-19 to 14-2-23, 14-3-14, 14-4-11 to 14-4-13; SL 1969, Ch. 127; SL 1976, Ch. 143, § 15.

**14-2-42.** Duties of librarians. Each librarian shall:

- (1) Serve as secretary to the board of public library trustees and keep all its records;
- (2) Prepare such reports, budgets, and other documents as are required by the board of public library trustees or are required of the board by its governing body;
- (3) Appoint such staff as are necessary to operate the public library within its budgetary limitations. Library employees shall receive any employee benefits provided all other employees of the local governmental unit and shall be compensated at rates determined by the governing body's compensation schedule. If no such schedule exists, the salary shall be set by the library board;
- (4) Select and purchase all public library materials for use by the library in its provision of public library services within policies established by the board of public library trustees;
- (5) Publish and enforce the policies of the board of public library trustees;
- (6) Execute all contracts and agreements approved by the board of public library trustees;
- (7) Keep an accurate account of the financial transactions of the public library; and
- (8) Carry out any other activities authorized by law that the board of public library trustees consider appropriate in the development, improvement, and provision of public library services.

Source: SDC 1939, §§ 12.2502, 12.2503, 45.3104; SL 1959, Ch. 167, §§ 6, 9; SDC Supp 1960, §§ 29.03A06 (3), (4), 29.03A09; SDCL, §§ 14-2-8, 14-2-9, 14-2-19, 14-3-10, 14-3-13, 14-4-4, 14-4-11; SL 1976, Ch. 143, § 16; SL 2002, Ch. 95, § 2.

**14-2-43.** Quarters for library--Location--Selection and approval. Each local governmental unit shall provide and maintain quarters for its public library. Such quarters shall be

accessible to and conveniently located for all citizens of the area to be served and shall be selected by the board of public library trustees and approved by the governing body.

Source: SDC 1939, §§ 12.2503, 45.3104; SL 1959, Ch. 167, § 6; SDC Supp 1960, § 29.03A06 (5); SDCL, §§ 14-2-17, 14-3-12, 14-4-11; SL 1976, Ch. 143, § 17.

**14-2-44.** Bond issuance for building construction--Use of municipal special assessment funds or county tax levies. A local governmental unit may issue bonds under the provisions of chapter 7-24 or 9-26 for the purpose of constructing a public library building. Funds or tax levies authorized by §§ 7-25-1 and 9-43-68 may be used for the construction of public library buildings.

Source: SDC 1939, §§ 12.2504, 45.3107; SL 1951, Ch. 248, §§ 1, 3; SL 1955, Ch. 23; SL 1957, Ch. 252, § 2; SDC Supp 1960, § 45.0201-1 (8); SL 1967, Ch. 22; SDCL, §§ 14-2-22.1, 14-3-16, 14-4-7, 14-4-8, 14-4-10; SL 1969, Ch. 25; SL 1969, Ch. 127; SL 1976, Ch. 143, § 18.

**14-2-45.** Long-term lease for building acquisitions--Maximum term--Property included--Rent payment sources. Any governing body or the board of trustees of a joint library with the permission of each of its participating governing bodies shall have the power to enter into a long-term lease, for a term not to exceed thirty years, with or without an option to renew or purchase, for the acquisition of public library buildings. The lease may be for real or personal property, or both, and may cover library building and site or building and contents only, with or without books, furniture, or equipment and may provide for the erection of a public library building and equipping the same with furniture and books of such a public library upon a site owned by the local government unit or the joint library. A lease may be entered into for an existing building or for one to be erected in the future. Rent paid under the terms of a lease may be paid from the general fund of the local governmental unit or may be paid from any fund established for the purpose of providing public library services or the construction of a library.

Source: SL 1969, Ch. 128; SDCL Supp, §§ 14-2-11.1, 14-3-2.1, 14-4-2.1; SL 1976, Ch. 143, § 19.

**14-2-46.** Building funds--Appropriations--Continuation of previously established funds--Transfer of surplus to other funds. Any local governmental unit may establish a public library building fund and make appropriation to such fund. Any public library building funds established under previous law shall be continued and new appropriations may be made to them. If at any time a board of public library trustees ascertains that a building fund or a part thereof is not necessary, it may request its governing body to transfer all or any part of the fund to any other fund for the purpose of providing public library services or for purchase of public library materials and, upon receipt of such request, the governing body shall complete the requested transfer.

Source: SL 1901, Ch. 173, § 6; RPolC 1903, § 1405; SL 1951, Ch. 248, §§ 1, 3; SDC Supp 1960, § 45.0201-1 (8); SDCL, §§ 14-4-8, 14-4-10; SL 1976, Ch. 143, § 20.

**14-2-47.** Expenditures for public library services, materials and facilities. A governing body may appropriate funds for the provision of public library services, for the purchase of public library materials, and for the provision and maintenance of quarters for the public library.

Source: SDC 1939, §§ 12.2504, 45.3107; SL 1951, Ch. 248, § 1; SL 1955, Ch. 23; SL 1957, Ch. 252, § 2; SL 1959, Ch. 167, § 7; SDC Supp 1960, §§ 29.03A07, 45.0201-1 (8); SL 1967, Ch. 22; SDCL, §§ 14-2-12, 14-3-16, 14-3-18, 14-4-7, 14-4-8; SL 1969, Ch. 25; SL 1976, Ch. 143, § 8; SL 1978, Ch. 62, § 25; SL 1985, Ch. 77, § 13.

**14-2-48.** Repealed by SL 1985, Ch. 77, § 42.

**14-2-49.** Discard of old library materials--Marking--Disposition. Any public library may discard over-duplicated, outdated, inappropriate, or worn library materials; provided that such materials shall be marked clearly with the words: "Discarded, \_\_\_\_\_ public library" wherever the property label of such library appears. Such discarded materials may be given to other libraries or to nonprofit agencies, destroyed, offered for public sale, or traded to a vendor for future library material purchasing credits.

Source: SL 1976, Ch. 143, § 21; SL 1977, Ch. 127.

**14-2-50.** Discontinuance of services by vote. Public library services provided for under this chapter may be discontinued only after a vote of the voters of the governmental unit in which the services are provided, taken in the manner prescribed in §§ 14-2-31 and 14-2-32.

Source: SL 1976, Ch. 143, § 7.

**14-2-51.** Confidential library records. All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

Source: SL 1983, Ch. 154, § 1.

## **APPENDIX B**

### **Library Bill of Rights**

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

## APPENDIX C

### **The Freedom to Read Statement**

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

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

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

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of

a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

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

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

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

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through

the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that

individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these



propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

**A Joint Statement by:**

American Library Association  
Association of American Publishers

**Subsequently endorsed by:**

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

**APPENDIX D**

**FREEDOM TO VIEW**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

## **APPENDIX E**

### **Huron Public Library**

#### **Citizen's Request for Reconsideration of Library Materials**

The Board of Trustees of the Huron Public Library, has delegated the responsibility for selection and evaluation of library materials to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials, please return the completed form to the Library Director, Huron Public Library, 521 Dakota Ave. S., Huron, SD

57350

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self? \_\_\_ Or, an organization? \_\_\_ Organization \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book \_\_\_ Textbook \_\_\_ Video \_\_\_ Display \_\_\_ Magazine \_\_\_ Library Program  
\_\_\_ Audio Recording \_\_\_ Newspaper \_\_\_ Electronic information/network (please specify)  
\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource? Yes \_\_\_\_\_ No \_\_\_\_\_

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

## APPENDIX F

### Gift Policy

- ❖ The Huron Public Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If the items are not added to the collection, the Library Director will give them to the Friends of the Library for the Used Book Sale.
- ❖ The same criteria of selection which are applied to purchase materials will be applied to gifts.
- ❖ Memorial gifts of books or money are also accepted with suitable book plates placed in the book if they meet the materials selection policy.

- ❖ The Huron Public Library encourages and appreciates gifts and donations. The Library prefers to order the materials from established vendors. Therefore, monetary donations are preferred.
- ❖ By law, the library is not allowed to appraise the value of donated materials, though we can provide an acknowledgment of receipt of the items if requested by the donor. However, gifts to the Huron Public Library are tax-deductible. You will be given a copy of the completed gift form for your tax purposes.
- ❖ The Library has the right to discard any gifts which are outdated or in poor physical condition (e.g. brittle paper, water or mildew damage, torn and/or missing pages).
- ❖ All personal property, if accepted, is accepted only on the condition that it may be retained, sold, given away or discarded at the discretion of the Library Board of Trustees and/or the Library Director. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the item to the Library will be required.
- ❖ Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs or in other ways that the Library Board deems appropriate. Monetary gifts offered with restrictions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted by the Library Board. Restrictions must be submitted in writing.
- ❖ Gifts become the property of the Library.



## **Huron Public Library Gift Form**

Please print this information and return your gift, payable to the **Huron Public Library**, to:

**Huron Public Library**  
**521 Dakota Ave S**  
**Huron, SD 57350**

I have enclosed a gift of \$ \_\_\_\_\_

**Please circle one:** *in honor of* in memory of *in appreciation of* in recognition of

On the occasion of \_\_\_\_\_

Send notification of the donation to \_\_\_\_\_

Address \_\_\_\_\_

You will be sent a receipt for your donation. Donation amounts are confidential, unless you request otherwise. Please initial here if you would like the honoree to know the amount of the donation. \_\_\_\_\_

Please use my gift to purchase (optional):

book  Computer software

An audio-visual recording  Other \_\_\_\_\_

General subject area: \_\_\_\_\_

My name/organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please contact us for details to donate other financial assets (stocks, bonds, etc.). Phone the Library Director at 605-353-8530.

### **DEED OF GIFT**

I/We, the undersigned, do hereby give, assign, and set over to the Huron Public Library by way of an unrestricted gift all rights, title, and interest in the following described property, which I/We own (or are the authorized representative of the owner). The described property is to be held and administered by the Huron Public Library, Huron, South Dakota according to their policies.

#### **DESCRIPTION OF MATERIALS:**

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\_\_\_\_\_  
\_\_\_\_\_

Donor Print Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Donor Email Address: \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

(For the Huron Public Library)

- Entered on Spreadsheet \_\_\_\_\_
- Entered on Board Agenda \_\_\_\_\_

\*Last updated 02.28.2012

## APPENDIX G

### JOB CLASSIFICATIONS

**JOB TITLE:** Library Director  
**DEPARTMENT:** Library  
**ACCOUNTABLE TO:** Library Board of Trustees/Mayor

**PRIMARY OBJECTIVE OF POSITION:** Under the general direction of the Library Board (as defined in SDCL, 14-2-40) and Mayor, is responsible for the administration, operation and management of the Huron Public Library. Promote the Library as a means of furthering life-long learning. Responsible for managing all library programs and services, supervising staff, and managing departmental budget and facilities.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop guidelines regulating library activities including hours of operation, circulation periods, overdue fees and policies, collection development usage policies, library behavioral policies and gifts to the library.
- Select and purchase quality materials, which match community needs and expectations, the library mission and the budget.
- Oversee key library operations including, but not limited to: facilities, finance, fundraising, information technology, marketing, personnel and public services.
- Develop, direct and carry out library public relations plans and activities to include but not limited to: radio interviews, monthly newspaper column, news releases and press interviews, presentations at service and social organizations, public newsletter, and various special events in the library.
- Promote library materials, programs, policies and use to a wide spectrum of population; and provide reference services to patrons and City staff.
- Design and submit recommendations on library policies and services to the Library Board; and develop procedures to implement policy decisions.
- Review and update the strategic plan, and formulate and implement operational goals within the library, addressing the short- and long-range goals as determined by the Library Board.
- Ensure the proper care and disposition of City property assigned to the Library, file with the Finance Director an annual inventory of all public properties, supplies and stores in his/her custody and, upon termination, turn over all the public personal property in his/her custody.
- Develop space planning and utilization schemes for library.
- Monitor maintenance of materials/facilities and direct the correction of any problems.
- Responsible for maintenance of patron confidentiality as defined in SDCL 14-2-51. Respond to patron questions regarding policy, procedures and materials.
- Leads the organization in developing responsive and innovative services using new trends in technology. Secures adequate expertise to manage library technology, maintain current and future services, and protect systems from cyber security threats.
- Represent the library to the community. Establish and maintain positive relationships for mutual benefit of the community and library; be a good liaison with other agencies, departments and administration; and engage the library in cooperative activities and partnerships with other libraries, agencies, departments, organizations, corporations, and administration.
- Prepare and submit annual departmental budget request for review and comment by the Library Board; and recommend such for subsequent approval by the City Council. Administer the budgets throughout the fiscal year.

- Approve all financial expenditures prior to submission to the Finance Department.
- Provide a safe environment for the public and staff.
- Plan for future needs of the library.
- Oversee, develop and promote programming activities and special events consistent with the Library's mission.
- Participate in library professional organizations and continuing education opportunities.
- Develop procedures to implement Board policies, educating staff and public, application of policies uniformly to all patrons and dealing with any negative responses regarding the policies.
- Prepare reports, correspondence, memos, records and forms as needed, including the Annual Report.
- Work cooperatively and proactively with "Friends of the Library," a community-based Library support organization.
- Stay current and promote new technology as a means of furthering the services and programs of the Library.

#### **SUPERVISORY RESPONSIBILITY:**

- Supervise employees in the Library Department in accordance with the City's policies and applicable laws.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Supervise and train personnel in general philosophy of the library and its mission, simple reference strategies, circulation desk procedure, confidentiality and all other library functions. Ensure that proper up-to-date procedures are administered, particularly for new technology.
- Ability to work with union staff members.

#### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



### **Education and/or Experience**

- Master's degree in the field of Library Science or Information Science from an American Library Association accredited school.
- Three (3) years' experience as a professional librarian or an equivalent of education and experience may be acceptable. Experience in public libraries preferred. Minimum of two (2) years in an administrative or supervisory capacity required.
- Progressive experience with computer technology, hardware and software, and other library related information technology.
- Extensive knowledge and ability to operate proficiently in Microsoft Office, to include Excel and Word.
- Experience in general office procedures and understanding and use of office equipment including video projectors, Microfilm reader/printer, television/DVD players and copy machines.
- Must have ability to have effective and respectful communication and interactions with other department heads, supervisors, employees, individuals from other organizations, and the general public.
- Must have ability to be tactful and handle questions or concerns appropriately.
- Must have excellent public relations abilities and demonstrated skill in communicating verbally and in writing.
- Must be able to multi-task and have good organizational skills.
- Demonstrated ability to exercise initiative and work independently.
- Must have ability to maintain confidentiality and integrity of the office and department.
- Must be available to work a varied schedule to include days, evenings and weekends.

### **Language Skills**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write clearly, logically and concisely for speeches and articles for publication that conform to prescribed style and format. Demonstrates small and large group communications skills for speeches.
- Ability to effectively present information to top management, public groups, and/or boards of directors and express clear objectives and goals to promote strategies for staff cooperation and commitment.

### **Mathematical Skills**

- Ability to work with mathematical concepts with ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to read, analyze, and interpret local, state and federal laws that govern public libraries.

### **Examination, Testing, and Certification**

- Valid South Dakota Driver's License with acceptable driving record.
- Successful competition in written and/or oral interviews.
- Other such examinations as deemed appropriate and necessary by the Library Board and City of Huron.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee frequently is required to stand and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.

### **Typical Performance Requirements:**

- Performance standards are established by the Library Board of Trustees and Mayor.
- Demonstrates effective communications and positive public relations.
- Demonstrates responsible fiscal policies and practices.
- Effective communication skills, to include written and verbal.
- Ability to manage employees and deal effectively with the day to day operations of the library.
- Ability to embrace technology and operate computers.
- Ability to prioritize and complete job tasks independently.
- Ability to understand and follow written and verbal instructions.
- Must demonstrate flexibility with ability respond promptly to customer needs and situations.
- Ability to work efficiently and perform time management practices.
- Ability to perform duties safely.

### **Pre-employment Screening**

Pre-employment screening may include, but are not limited to, the following: references, criminal background, credit history, drug and alcohol screening, and pre-employment physical.

\*Last updated 6.22.2021

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**JOB TITLE:** Technology Librarian/Assistant Library Director  
**DEPARTMENT:** Library  
**ACCOUNTABLE TO:** Library Director

**PRIMARY OBJECTIVE OF POSITION:** Performs administrative, management, professional and technical work to plan, manage, and supervise all library technologies, services supporting the library's mission and operations, cooperative and consortia library technology programs, security, building and physical plant operations. The Assistant Library Director manages the library in the absence of the director. Position is full time, year-round with minimum of 40 hours per week. Some nights and weekends may be required.

**ESSENTIAL JOB FUNCTIONS:** Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). The

position requires extensive close work (eyestrain), extensive PC monitoring, on-call status and some travel to meetings. Work is performed in a controllable atmosphere which may become noisy at times due to library programs. There may be some exposure to angry or hostile individuals.

#### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Works closely with the library's ILS vendor South Dakota Library Network, South Dakota State Library, Minitex, OCLC to configure, test and adjust library software to meet policy and procedural requirements of the library.
- Manages all electronic resources processes (CD ROM, DVD, web access, electronic journal access, library OPAC, e-books, etc.) that provide 60 hours of service each week in the library and 24/7 via the Internet.
- Manage, research, and implement digitization projects including ContentDM.
- Serves as contract compliance coordinator between software vendor, City IT Services provider, and library.
- Works with City IT on all technology issues concerning the library.
- Manages staff users in library automation system, sets up user parameters within the software, maintains documentation on all library decided parameters, institutes security policies and procedures.
- Responsible for technology assessment of all staff and develops technology training for the staff.
- Implements software upgrades from ILS vendor, online databases, PC software, etc. for all public and staff computers.
- Develop and implement the library's technology plan.
- Reviews and evaluates hardware and software for library applications, develops budgets and implementation programs, and makes recommendations to the library Director.
- Manages the daily operations of the Library's computerized integrated library system, related peripherals, and electronics.
- Plans, develops, evaluates, reviews and recommends new library technologies to be integrated with, or to supplement the Library's systems, networks, and telecommunications networks.
- Manages monitors and maintains the Library's local and wide area networks, internet and intranet operations, and telecommunications systems, including the installation of hardware, software, structured cabling systems, and network operating systems.
- Coordinates and manages the Library's webpage, social media, electronic newsletters, etc. with updated information related to the technology, library events and support services.
- Develops and implements procedures covering the backup and recovery of systems, including the installation of necessary systems and training of support staff on the systems.

- Develops training for and supervises support staff in the use of hardware and software on all network connected devices, including the integrated library system, various Windows-based systems, electronic resources, staff and public internet services, intranet and LAN services, telecommunications systems, and a variety of public access technologies.
- Develops training for the public on the use and implementation of our technologies through online videos, classes and through other technologies.
- Assists the Library Director and senior management team with developing, implementing, and evaluating library policies, the annual budget request, and the short and long-range goals of the library.
- Develops recommendations to be forwarded to the Library Director for changes in procedures, standards, work assignments, security, safety, and equipment or supply needs.
- Assists in developing, establishing, and interpreting policies and procedures for circulation and access policies, and develops the online public catalog screens, formats, and online services.
- Assists the Library Director and senior management team in determining what management reports are necessary to provide organizational direction and knowledge, to support existing and proposed programs, and to develop schedules and formats for such reports.
- Acts as library representative at City and Library administrative meetings in the absence of the Library Director.
- Works with support staff to insure that the library's computer systems, networks (local area, internet, and intranet), library management systems, telecommunications, security and daily physical plant functions are available and working every day the Library is open to the public, and that any enhancements and maintenance projects are implemented quickly and accurately with little disruption to public activities.

**CUSTOMER SERVICE:** This is a front-line position for providing excellent customer service to members of the general public and other City employees. Personal contact occurs with other employees of the Library, employees of other City departments, and the general public. Service is provided in person, by mail, by electronic mail, or by telephone contact.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:** Maintains a cordial relationship with the public and assists in the effective use of library resources. The Technology Librarian/Assistant Library Director will establish a good working relationship with the staff and public. Suggests changes to library policy and procedures.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Assists the Library Director in managing the staff.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Graduation from an accredited four year college or university, a master's degree preferred and three (3) to five (5) years of library experience which includes systems management, networking (LAN and internet), general building operations, and management, and a preference of at least two (2) years of supervisory experience. The following knowledge, abilities and skills should be demonstrated:

- Knowledge of computerized integrated library systems.
- Ability to analyze professional and technical problems and arrive at effective, workable, and time solutions.
- Knowledge of library administration, management, and operations.
- Ability to establish and maintain good public relations with associates, citizens, and other using the library facility.
- Ability to prepare clear, sound, accurate and informative reports.
- Ability to analyze problems identifies and plan for alternative solutions, and implements plans in support of goals.
- Knowledge of internet operations, World Wide Web services, and the provision of content and access to internet users.
- Knowledge of networking technologies, TCP/IP, Ethernet, and related products within library operations, with a special emphasis on Microsoft networking and workstation platforms.
- Knowledge of commercial telecommunications systems, and commercial security systems.
- Knowledge of structured cabling systems, hubs, switches, and related networking products.
- Knowledge of microcomputer hardware and software, and troubleshooting.
- Knowledge of issues dealing with public access to a variety of technologies, including internet access, application software access, self-service concepts, and adaptive technologies.
- Knowledge of technical services and circulation services operations, policies and procedures.
- Strong budgeting and resource allocation skills.

\*Last updated 12.23.2019

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**JOB TITLE:** Reference Librarian  
**DEPARTMENT:** Library  
**ACCOUNTABLE TO:** Library Director and Assistant Library Director

**PRIMARY OBJECTIVE OF POSITION:** Develops, administers and coordinates reference, and adult services; performs managerial duties related to library operations, outreach

programs and special activities. Works with community groups and schools to offer and expand library services.

**ESSENTIAL JOB FUNCTIONS:** Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). Work is performed in a controllable atmosphere with little noise.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Works with all Departments, Staff and Administration to provide the community with innovative and efficient reference, inter-library loan, and adult services.
- Responsible for all library services, staff and building when working evenings and Saturdays.
- Responsible for planning the Adult Services materials budget annually with the Director.
- Selects books, magazines, newspapers, for Reference, and Adult Services. Determines location of materials; evaluates collection annually for balance and comprehensiveness; provides assistance in use of the OPAC terminals and Local Area Network in choosing books and other materials for borrowing and locating reference information; conducts orientation visits. Oversees holds on library materials, interlibrary loans and patrons' suggestions for purchase. Reviews subject requests for interlibrary loans monthly.
- Assists the Technology Librarian in selection of databases for public use.
- Applies principles of Effective Reference Training when answering informational questions and treats all users with equal courtesy and consideration in a tactful and nonjudgmental manner. Accompanies user to information source whenever possible and shows user how to search effectively.
- Develops and coordinates adult outreach programs, e.g. book talks, service to the homebound, services to the Senior Center, book clubs etc.
- Organizes book displays and prepares bibliographies for the public.
- Provides reader's advisory service.
- Responsible for the general maintenance and appearance of the following areas: reference, and adult collection. Verifies that all equipment is working properly during work time.
- Responsible for weeding reference, and adult-collections annually.
- Prepares the following reports for the Director: monthly Reference and Adult Services report; monthly budget report; daily Reference Tally sheet statistics recorded; annual proposed library materials budget for Reference and Adult Services; and annual collection development plan for reference, young adult and adult department. Monitors budget expenditures for Adult Services and Reference materials monthly. Prepares the monthly courier and inter-library loan reports for the State Library.

- Keeps informed on trends in library services; participates in professional organizations; attends continuing education workshops and conferences.
- Monitors patrons who are taking exams according to library policy.
- Performs duties in a climate-controlled environment. Routinely and intermittently exposed to computer screens. May be required to lift light to heavy weights, e.g. lifting heavy reference volumes and pushing book carts. Position entails bending, stooping, reaching and standing on a daily basis. Some degree of stress in public contact.
- Educates patrons on the use of all library services including online catalog, providing initial research assistance, and Internet services available.
- Performs other duties as appropriate and assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.
- Maintains a cordial and professional relationship with the public and assists in the effective use of library resources;
- Provides inter-library loan services to library patrons;
- Provides prompt processing of all requests, notifies patrons when requested items are available, and mails items borrowed to or from other libraries;

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

Generally none except when working evenings and weekends

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Bachelor’s Degree required, in Library Science preferred; two (2) years demonstrated Library experience or combination of experience and education. Experience with computer technology required. Must possess a valid South Dakota Operator’s license.

\*Last updated 2.24.2014

**JOB TITLE:** Cataloger  
**DEPARTMENT:** Library  
**ACCOUNTABLE TO:** Library Director

**PRIMARY OBJECTIVE OF POSITION:** The Cataloger performs original and copy cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for library. This position also resolves cataloging problems and aids in the maintenance of the online catalog. The Cataloger provides advice, offers demonstrations, and provides information on best practices and up-to-date policies in cataloging. This is accomplished by keeping up-to-date on relevant programs and services that enhance the ability of library staff to provide quality information to patrons in an effective and efficient manner. The Cataloger is responsible for supervising the technical services unit, bookkeeping duties and some circulation and programming duties; Work



varies little, individual judgment within established standards and procedures may be required.

**ESSENTIAL JOB FUNCTIONS:** Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). Work is performed in a controllable atmosphere with little noise. Must be able to concentrate on detailed information over an extended period of time. Ability to effectively use a computer.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Perform original (including complex) and copy cataloging of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials.
- Maintain authority records and perform needed authority work in the database.
- Consult with libraries in order to resolve cataloging and database problems, report trends in bibliographic services, answer questions, transmit information, and discuss options for handling library materials.
- Responsible for inventory of the library materials which includes weeding the collection.
- Develop and deliver training programs to member library staff and others.
- Develop constructive and cooperative working relationships with internal staff, staff from member libraries, and other relevant community leaders.
- Keep records of inquiries, complaints, and comments, as well as actions taken for members.
- Provide accurate and timely information in a language and format that is easily understood by members and colleagues.
- Perform database maintenance for bibliographic and authority records.
- Loads MARC record files and communicates necessary changes.
- Maintain the integrity of the integrated library system through authority file control; trains and supervises support staff as appropriate; and performs other duties as deemed appropriate and necessary.
- Prepares and submits records, and reports of activities; position requires substantial and frequent contact with fellow employees and the public often requiring tact, diplomacy, and confidentiality.
- Responsibility for collection and accountability of monies; is responsible for facilities and equipment that requires care to prevent damage and following of proper safety procedures to prevent injury; position requires employee to perform moderate physical effort; duties are performed in surroundings where undesirable physical conditions are minor and controllable.

- Assists in the preparation of the budget and financial reports; supervises the collection and the accounting of fines and fees, and makes deposits.
- May prepare handouts, displays, and furnish information on library activities, facilities, and rules.
- Performs other duties as appropriate and assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

**Knowledge, Skills, and Abilities Required:**

- Good working knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.
- Excellent knowledge of Microsoft Office, Quick Books, and integrated library systems. Additional knowledge of LibraryAware and Library Insights preferred.
- Excellent knowledge of computerized cataloging.
- Excellent knowledge of standard bibliographic sources, bibliographic form, and verification tools.
- Good knowledge of professional library theories, issues, and trends.
- Good oral and written communication skills.
- Ability to establish and maintain effective working relationships with staff, and staff from other libraries.
- Knowledge of principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to work in an organization that embraces customer service.
- Ability to be timely in responding to requests.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Ability to demonstrate a positive attitude towards co-workers, and job duties.
- Ability to travel as required.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Technical Services Unit

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Master's in Library Science degree from an ALA accredited school preferred; Two (2) years demonstrated Library experience with computer technology, bookkeeping, and cataloging preferred. Must possess a valid South Dakota Operator's license.

\*Last updated 12.27.2016

**JOB TITLE:** Children's Librarian

**DEPARTMENT:** Library  
**ACCOUNTABLE TO:** Library Director

**PRIMARY OBJECTIVE OF POSITION:** The primary responsibility of this position is the coordination and implementation of the Library's services for children, preschool through 6th grade. The Children's Librarian will have full supervision of the Children's Area and maintain a quiet, safe, productive, and attractive environment. This position involves working directly with children and their parents or caregivers. It is important, therefore, that the person with this title genuinely likes children, is comfortable with them, and enjoys serving them. It is imperative that the person in this position likes and knows children's literature. This position will also involve some time at the Circulation Desk as well, but not as a primary assignment. This is a highly visible and responsible position. Above all, the person in this position should present a positive image of the "personality of the Library" – making all people feel welcome and accepted at the Library.

**ESSENTIAL JOB FUNCTION:** Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). Work is performed in a controllable atmosphere with little noise. Must possess a valid driver's license.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

**Administrative**

- Assists in determining budgets needs for programming and collection development.
- Assists in long range planning.
- Keeps informed of current developments in children's services by attending professional meetings and workshops and reading current literature, print and electronic.
- Prepares publicity for children's programs through press releases, newsletters, bookmarks, posters, social media and websites.
- Cooperates and promotes collaboration with local school through visitations.
- Promotes community outreach with local day cares and preschool facilities.
- Maintains accurate records of programs and attendance figures.
- Provides the Director with the necessary information and make recommendations as to budgetary needs and program planning.

- Solicit funds and find grant opportunities to purchase children's materials and fund children's programs.
- Prepares and submits records, and reports of activities and monthly statistics.
- Ability to work all hours of library operation including evenings and weekends.
- Performs other duties as deemed appropriate and necessary.

### **Collection Development**

- Selecting children's books and materials adhering to the budget.
- Weeding the children's collection of old and/or outdated materials.
- Performs the duties of cataloging, classification of materials, maintaining computerized card catalog associated with the Children's Services. Updates master files and computer to assure all are up-to-date.
- Exploring initiatives for promoting early childhood literacy

### **Programming and Children Services**

- Manages all programs associated with Children's Services'; conducts activities including storytelling, book talks, puppet shows, special activities, computer activities and multimedia programs.
- Planning and coordinating the Library's summer reading program.
- Assisting students and parents in finding information.
- Conducting library tours for any interested groups and/or school groups.
- Creating displays and bulletin boards in the Children's Area of the library.
- Assisting patrons in locating materials and answering reference questions.
- Plans and conducts programs for children to encourage them to read, view, listen and use library materials and facilities.
- Confers with teachers, parents, and community groups to assist in developing programs to encourage and improve the children's library and reading skills.
- Educates patrons on the use of library services including online catalog, providing initial research assistance, how to locate materials, use equipment, and Internet services available.
- Position requires substantial and frequent contact with fellow employees and the public often requiring tact, diplomacy and confidentiality.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** May supervise an assistant, seasonal help or circulation staff.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Bachelor's Degree with Library course work preferred; Elementary Education Degree and/or Library Science Degree desired; Two (2) years demonstrated Library experience. Progressive experience with computer technology and audio-visual equipment preferred. Knowledge of Microsoft Office, Publisher, Excel, social media, and integrated library systems.

\*Last updated 11.23.2021

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**JOB TITLE:** Circulation Services Manager

**DEPARTMENT:** Library

**ACCOUNTABLE TO:** Assistant Library Director and Library Director

**PRIMARY OBJECTIVE OF POSITION:** Position is responsible for supervising Circulation and Adult Services activities and staff; work varies, individual judgment within established standards and procedures may be required. Position is full time, year-round with minimum of 40 hours per week. Some nights and weekends may be required.

**ESSENTIAL JOB FUNCTIONS:** Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). The position requires extensive close work (eyestrain), extensive PC monitoring, on-call status and some travel to meetings. Work is performed in a controllable atmosphere, which may become noisy at times due to library programs. There may be some exposure to angry or hostile individuals. Responsible for referring accounts to the collection agency.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Assists the Assistant Library Director with hiring, training and scheduling employees who are assigned to the circulation desk.
- Assists the Assistant Library Director in writing and implementing library policies and procedures that reflect circulation desk duties.
- Oversees the work of employees on the circulation desk, checking for accuracy and that work is completed in compliance with library policies and procedures.
- Makes daily decisions on circulation issues and informs the Administrative Staff when issues arise.
- Has knowledge of the library's ILS circulation software and is the primary person for patron record data.

- Educate patrons and monitor their use of the Internet, electronic full-text databases, and/or word processing; Assist patrons with the use of microfilm reader/scanner/printer, photocopier and other electronic machines; etc.
- Routinely responds to patron inquiries and resolves patron concern, practicing excellence in customer service.
- Conduct a variety of duties at the Circulation Desk to include: loaning/returning of library materials through use of automated circulation system; monetary transactions, book reserves, shelf maintenance, data inputting, telephone monitoring, material order preparations, cataloging of library materials, processing of library materials, and other duties as necessary and assigned by supervisor.
- Maintain the newspaper and periodical collection, which includes entering data into ILS, keeping abreast of publication patterns, adding issues to the collection, circulation of periodicals, withdrawal of issues and running claims reports.
- Oversee the overdue materials, which include notifying patrons, collecting fines and fees, and referring accounts to a collection agency.
- Communicate any unsafe conditions or accidents / injuries in a timely manner to supervisor in order to facilitate prompt correction or reporting.
- Maintains and promotes the characteristics of excellent customer service in assigned area.
- Maintains a clean and orderly work environment.
- Keeps complete and accurate statistical records on department\_operations. Supplies accurate reports to administration as scheduled or requested.
- Supervises the organization, maintenance, preservation, withdrawal, and disposal of materials.
- Provides reader's advisory guidance to patrons.
- Creates bibliographies, user guides, promotional materials, and publicity spotlighting the library collections, services, and programs.
- Creates displays to enhance the library experience and to promote use of library resources.

**CUSTOMER SERVICE:** This is a front-line position for providing excellent customer service to members of the general public and other City employees. Personal contact occurs with other employees of the Library, employees of other City departments, and the public. Service is provided in person, by mail, by electronic mail, or by telephone contact.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:** Maintains a cordial relationship with the public and assists in the effective use of library resources. Maintains a good working relationship with circulation desk staff. Suggests changes to library policy and procedures that effect circulation desk services.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Frontline manager for circulation desk and library services, helping the Assistant Library Director with scheduling and training of circulation staff and library activities.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Bachelors with emphasis in Library Science required MLS preferred or equivalent library work experience; Knowledge of library services. Must have at least two years of experience with Integrated Library System software.

\*Last updated 1.25.2022

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**JOB TITLE:** Library Technician  
**DEPARTMENT:** Library  
**ACCOUNTABLE TO:** Library Director and Cataloger

**PRIMARY OBJECTIVE OF POSITION:** This is responsible clerical and technical work involving technical support services in a library. Under general direction is responsible for technical assistance; Work varies little, individual judgment within established standards and procedures may be required.

Work involves responsibility for a variety of technical procedures, elementary cataloging, maintaining administrative records and files, and complex clerical and typing work. Duties include carrying out library acquisition procedures, elementary cataloging, entering materials in automated database, resolving problems in procedure, and assistance in file and records maintenance. This position is also invested with making routine library technical assistance decisions. The work requires that the employee have good knowledge, skill and ability in every phase of library technical support function.

**ESSENTIAL JOB FUNCTIONS:** Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). Work is performed in a controllable atmosphere with little noise.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

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- Performs elementary descriptive cataloging using automated bibliographic database.
- Prepares book orders, verifies book deliveries against invoices and maintains records of book acquisitions.
- Resolves routine problems in technical procedures.
- Performs a variety of library clerical tasks, as assigned.

- Responsible for acquisitions and processing.
- Assists at Circulation Desk as required.
- Maintains library supplies which include inventory and ordering.
- Prepares materials for binding, and maintains binding records.
- Prepares new materials for circulation, including applying jackets and cases, property stamping, security stripping, coding, sorting, and shelving the new materials; updates computer records as requested, processes books, DVD, paperback, CD ROM's, audio books, etc.;
- Mends circulating items that are returned broken or damaged.
- Counts the cash register drawer and makes weekly deposits to the bank.
- Some bookkeeping and record management.
- Educates patrons on the use of all library services including online catalog, providing initial research assistance, and Internet services available; resolves patron complaints; attends meetings, training, and seminars as deemed appropriate and necessary; and performs other duties as deemed appropriate and necessary.
- Prepares and submits records, and reports of activities; position requires frequent contact with fellow employees and the public often requiring tact, diplomacy, and confidentiality; is responsible for facilities and equipment that requires care to prevent damage and following of proper safety procedures to prevent injury; position requires employee to perform moderate physical effort; duties are performed in surroundings where undesirable physical conditions are minor and controllable.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Good knowledge of basic library methods, techniques and procedures.
- Good knowledge of standard office and library machines.
- Good knowledge of automated systems as they apply to book processing.
- Good knowledge of Microsoft Office, Adobe and Atrium software.
- Some knowledge of reader interest levels.
- Skill in typing at the net rate of 30 words per minute.
- Ability to communicate both orally and writing.
- Considerable ability to understand and follow written and oral instructions.
- Good ability to maintain library records and carry out library procedures.
- Knowledge and understanding of QuickBooks.
- Considerable ability to pay attention to detail.
- Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.

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**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None.



**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** A two-year degree from a recognized college in library technology or a related field plus some library technical experience, OR, an equivalent combination of education and experience. Knowledge of library services and computers.

\*Last updated 02.22.2022

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**JOB TITLE:** Teen/Tween Librarian

**DEPARTMENT:** Library

**ACCOUNTABLE TO:** Library Director

**PRIMARY OBJECTIVE OF POSITION:** Professional, administrative and supervisory work in planning and managing the activities of teen and tween services in the library.

Coordinator for the development and implementation of programs and services for teens and tweens. Position is full time, year-round with minimum of 40 hours per week. Some nights and weekends may be required. Tweens are ages 9 – 12 years old. Teens are 13 – 17 years old.

**ESSENTIAL JOB FUNCTIONS:** Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). The position requires extensive close work (eyestrain), extensive PC monitoring, and some travel to meetings. Work is performed in a controllable atmosphere which may become noisy at times due to library programs. There may be some exposure to angry or hostile individuals.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Oversees the Teen and Tween Advisory Boards.
- Maintains and develops a library collection focused on young adults.
- Plans, schedules, implements, and publicizes activities for teen and tween patrons.
- Makes frequent contacts with the public, schools, other libraries, social service agencies, civic organizations and other professional organization concerning teen and tween services.
- Coordinates the teen and tween book clubs.
- Provides readers advisory services and makes recommendations in locating age and content appropriate materials.
- Analyzes and recommends library policies as they relate to teen and tween patrons.
- Works with volunteers to enhance teen and tween offerings.

- Solicits funds and promotes donations for youth activities.
- Develops displays and promotional materials for youth related information and programming.
- Maintains a working knowledge of library trends for youth.
- Acts as a liaison between the library and school systems and other local and regional teen and tween library committees.
- Assists other Librarians in the planning and execution of programs for children, teenagers, and adults of all ages.
- Researches and shares new materials for library programming with other program presenters.
- Creates signs, flyers and other publicity material for teen and tween library programs.
- Creates displays for the Library.
- Assists in outreach programs in the Huron community.
- Assists patrons with technology.
- Performs circulation and customer service duties as needed.
- Attends workshops and continuing education programs related to position.
- Undertakes special projects and other duties as assigned.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:** Maintains a cordial relationship with the public and assists in the effective use of library resources. Maintains a good working relationship with the library staff.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Volunteers, teens and tweens.

#### **KNOWLEDGE/SKILLS**

- Knowledge of recreational and educational needs of teens and tweens.
- Ability to translate young adult needs and interests into effective library services and programs.
- Knowledge of current trends in library services, literature and other materials for teens and tweens.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Communicate with others, orally and in writing; correspond often through email.
- Knowledge of current trends in decorating and programming materials.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Bachelors preferred or a combination of the knowledge of library services and at least three years of experience working with Teens, Tweens and Youth services.

\*Last updated 8.28.2018

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**JOB TITLE:** Library Assistant in Youth Services  
**DEPARTMENT:** Library  
**ACCOUNTABLE TO:** Library Director  
Children's Librarian / Tween/Teen Librarian

**PRIMARY OBJECTIVE OF POSITION:** Under direct supervision of the Library Director is responsible for assisting staff and patrons with Library projects. Work varies, requiring individual judgment within professional guidelines and standards.

**ESSENTIAL JOB FUNCTIONS:** Physical demands include sitting, standing, walking, bending, stooping, kneeling, crouching, and lifting. Work is usually performed in an indoor setting but some programs may be held in the park or other locations. Although the noise level in the Library is usually low, the over-abundance of children patrons in the Library can produce a high level of noise. The employee must frequently lift and/or move up to 40 pounds. Moving carts are available for employees to use to move some materials.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Assist Children's & Tween/Teen Librarians in creating the decorations for programs and/or assist in setting the decorations in place.
- Assist Children's & Tween/Teen Librarians prior to programs with activity sheets; running copies, etc.
- Directly supervise the youngsters in one or more specific area of crafts, games, volunteers, etc. Will be responsible to make more copies of items needed for programming and inform the Children's & Tween/Teen Librarians when more supplies are needed.
- Under the guidance of the Children's & Tween/Teen Librarians train young volunteers and supervise those in her/his specific area.
- Together with the library staff, generally supervise all young patrons in the library at all times.
- Assist in shelving children's and teen materials in the correct locations when needed. And "read" children's and young adult library shelves to make sure items are in order.
- Be able to attend the evening and weekend sessions of children's and teen programs to supervise youngsters and assist the Children's & Tween/Teen Librarians.
- Maintain a cheerful and inviting attitude, while still disciplining youth in an appropriate manner. Children don't have to be here; they are the library's guests. However, they should not be doing things that may hurt themselves or others, nor should they be disturbing the other patrons.
- Help maintain and restock the programming supplies and crafting area.

- Perform circulation tasks: charge, discharge, renew and route library materials. Register patrons for library cards. Help patrons locate materials, place requests, and use library equipment. Respond to questions about library policy/procedure. Operate cash register.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Prefer at least one year of college or equivalent. Prior related experience with children's and teens activities/supervision also preferred. Computer and internet experience required. Must possess a valid South Dakota Driver's License.

\*Last updated 1.25.2022

**Job Title:** Part Time Library Clerk  
**Department:** Library  
**Accountable To:** Library Director and Circulation Manager

**PRIMARY OBJECTIVE OF POSITION:** Under general direction is responsible for circulation department functions. Works extensively with the public in satisfying their library needs. Individual judgment within established standards and procedures may be required. Promotes positive customer service.

**ESSENTIAL JOB FUNCTIONS:** Physical requirements include sitting, walking, standing, bending, stooping, climbing ladders, and lifting up to 35#s (greater with assistance). The position requires extensive close work (eyestrain), extensive PC monitoring, and on-call status. Work is performed in a controllable atmosphere which may become noisy at times due to library programs. There may be some exposure to angry or hostile individuals.

**CUSTOMER SERVICE:** This is a front-line position for providing excellent customer service to members of the general public and other City employees. Personal contact occurs with the general public, other employees of the Library, and employees of other City departments. Service is provided in person, by mail, by electronic mail, or by telephone contact.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Assist and educate patrons on use of automated on-line computer card catalog in their search for materials;
- Assist patrons in locating materials shelved according to the Dewey Decimal System;
- Educates patrons on the use of all library services including the on-line catalog, their use of the Internet, electronic databases, and/or word processing;
- Assist patrons with the use of microfilm reader/scanner/printer, photocopier and other electronic machines; etc.
- Conduct a variety of duties at the Circulation Desk to include: loaning/returning of library materials through use of automated circulation system; monetary transactions, book reserves, shelf maintenance, data inputting, telephone monitoring,
- Communicate any unsafe conditions or accidents / injuries in a timely manner to supervisor in order to facilitate prompt correction or reporting.
- Attend training as necessary.
- Perform work in a manner consistent with safe practices and policies.

**EQUIPMENT OPERATION:** Employee will operate computers, software, microfilm reader, scanner, printer, photocopier, multi-line telephone, fax machine, cash register, postage machine and other electronic machines.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** None.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** High School diploma or GED Certification required. Prefer at least one year of college or clerical technical school and at least one year of library or related experience. Computer skills required. Experience in library circulation duties preferred. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively present information to customers. Need basic math skills in order to handle money, make change, etc.

**EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

- Maintains a cordial relationship with the public and assists in the effective use of library resources;
- Answers inquiries of a nonprofessional nature and refers persons requiring professional assistance to a Librarian;
- May assist Children's Librarian with story-time, displays, and special programs as needed;
- Sorts books and other items according to classification codes and returns items to shelves, files, or other designated areas;
- May assist in preparing handouts, displays, and furnish information on library activities, facilities, and rules;

- Performs other duties as appropriate and assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

\*Last updated 7.22.2014

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**JOB TITLE:** Summer Reading Program Aide for Children

**DEPARTMENT:** Library: Kids' Korner – Birth to 3<sup>rd</sup> grade

**ACCOUNTABLE TO:** Library Director

**PRIMARY OBJECTIVE OF POSITION:** The aide will be under direct supervision and is responsible for assisting staff and patrons with Library projects and programs during the Summer Reading Program. Work varies, requiring individual judgment within professional guidelines and standards. May work in one of two positions – children's or circulation. Will work a maximum of 500 hours.

**ESSENTIAL JOB FUNCTIONS:** Physical demands include sitting, standing, walking, bending, stooping, kneeling, crouching, and lifting. Work is usually performed in an indoor setting but some programs may be held in the park or other locations. Although the noise level in the Library is usually low, the over-abundance of patrons in the Library can produce a high level of noise. The employee must frequently lift and/or move up to 40 pounds. Moving carts are available for employees to use to move some materials.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Assist children's librarian prior to start of Summer Reading Program. (SRP) Work may include decorating, running copies, organizing materials, craft preparation, and set-up for a variety of programming.
- Directly supervise children birth – 3<sup>rd</sup> grade in one or more specific areas of the SRP, i.e., crafts, games, volunteers, etc. In this area, although the activities will be chosen previously and materials will be on hand, the summer employee will be in charge and will be required to communicate with the Children's Librarian.
- Together with the children's, tween/teen librarian, other summer employees, and library staff, general supervision of all young patrons (birth – 12<sup>th</sup> grade) is expected.
- When all programming tasks are completed and materials are in good order: shelve library materials, shelf read, organize the play area, clean, and complete other tasks as directed. Self-motivation and initiative is strongly encouraged.
- Be able to work a variety of hours which includes evenings and Saturdays.
- Maintain a cheerful and inviting attitude, while still disciplining children in an appropriate manner. Children don't have to be here; they are the library's guests.

However, they should not be doing things that may hurt themselves or others, nor should they be disturbing the other patrons.

- Assist patrons in locating all materials within the library.
- Educates patrons on the use of all library services including the online catalog, their use of the Internet, electronic databases, and/or word processing;
- Assist patrons with the use of microfilm reader/scanner/printer, photocopier and other electronic machines; etc.
  
- Instruct patrons on how to use our eBook services by demonstrating how to download the materials to their eReader devices.
- Conduct a variety of duties at the Circulation Desk to include: loaning/returning of library materials through use of automated circulation system; monetary transactions, book reserves, shelf maintenance, data inputting, telephone monitoring,
- Communicate any unsafe conditions or accidents/injuries in a timely manner to supervisor in order to facilitate prompt correction or reporting.
- Attend training as necessary.
- Perform work in a manner consistent with safe practices and policies.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** High School diploma or GED Certification, preferred. Prefer at least one year of college. Prior related experience with children's activities/supervision also preferred. Prefer computer and internet experience. Must possess a valid Driver's License.

\*Last updated 1.25.2022

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**JOB TITLE:** Summer Reading Program Aide for Tweens/Teens

**DEPARTMENT:** Library: Tween/Teen Areas – 4th to 12th grade

**ACCOUNTABLE TO:** Library Director

**PRIMARY OBJECTIVE OF POSITION:** The aide will be under direct supervision and is responsible for assisting staff and patrons with Library projects and programs during the Summer Reading Program. Work varies, requiring individual judgment within professional guidelines and standards. May work in one of two positions – tweens/teens or circulation. Will work a maximum of 500 hours.

**ESSENTIAL JOB FUNCTIONS:** Physical demands include sitting, standing, walking, bending, stooping, kneeling, crouching, and lifting. Work is usually performed in an indoor setting

but some programs may be held in the park or other locations. Although the noise level in the Library is usually low, the over-abundance of patrons in the Library can produce a high level of noise. The employee must frequently lift and/or move up to 40 pounds. Moving carts are available for employees to use to move some materials.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Assist Tween/Teen Librarian prior to start of Summer Reading Program (SRP). Work may include decorating, running copies, organizing materials, craft preparation, and set-up for a variety of programming.
- Directly supervise youth 4<sup>th</sup>-12<sup>th</sup> grade in one or more specific area of the SRP, i.e., crafts, games, volunteers, etc. In this area, although the activities will be chosen previously and materials will be on hand, the summer employee will be in charge and will be required to communicate with the Tween/Teen Librarian.
- Assist student volunteers and supervise those in her/his specific area.
- Together with the children's, tween/teen librarian, other summer employees, and library staff, general supervision of all young patrons (birth – 12<sup>th</sup> grade) is expected.
- When programming activities are completed prepare for future programs, record statistics, clean the area, shelve library materials and shelf read.
- Be able to work a variety of hours which includes evenings and Saturdays.
- Maintain a cheerful and inviting attitude, while still disciplining children in an appropriate manner. Children don't have to be here; they are the library's guests. However, they should not be doing things that may hurt themselves or others, nor should they be disturbing the other patrons.
- Assist patrons in locating all materials within the library.
- Educates patrons on the use of all library services including the online catalog, their use of the Internet, electronic databases, and/or word processing.
- Assist patrons with the use of microfilm reader/scanner/printer, photocopier and other electronic machines; etc.
  
- Instruct patrons on how to use our eBook services by demonstrating how to download the materials to their eReader devices.
- Conduct a variety of duties at the Circulation Desk to include: loaning/returning of library materials through use of automated circulation system; monetary transactions, book reserves, shelf maintenance, data inputting, telephone monitoring,
- Communicate any unsafe conditions or accidents / injuries in a timely manner to supervisor in order to facilitate prompt correction or reporting.
- Attend training as necessary.
- Perform work in a manner consistent with safe practices and policies.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None.



**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** High School diploma or GED Certification, preferred. Prefer at least one year of college. Prior related experience with youth activities/supervision also preferred. Prefer computer, coding, and internet experience. Must possess a valid Driver's License.

\*Last updated 1.25.2022

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## **APPENDIX H**

### **Welcome to Huron Public Library Virtual Branch**

#### **INTERNET USE AGREEMENT**

We are happy to provide Internet access to you and want to remind you of your responsibility.

#### **INTERNET USE**

The same principles that guide the use of other library resources apply to the use of the Internet AND Wi-Fi services. The Library expects customers to use the Internet in a responsible manner respecting the rights of others and Library "*Rules of Conduct*". The Library does not condone the use of library equipment to access material that is obscene, features child pornography, or is harmful to minors. Unacceptable use will result in suspension or cancellation of the privilege.

#### **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.

#### **WARNING TO THE INTERNET USER:**

Please be aware that the Huron Public Library is a public place. Displaying sexually suggestive objects or pictures may be a violation of the State and Federal Obscenity laws

(South Dakota Statutes, Section 22-24-1 to 22-24-57; Title 18, United States Code, Section 2252.)

## **LIABILITY**

The Huron Public Library assumes no responsibility for any damage, direct or indirect, that users or anyone else may suffer through Library access to the Internet.

**By clicking the accept button, you agree to abide by this policy.**

**NOTE: Patrons will have to click on the submit button on this splash page before they can progress to actual internet access.**

**APPENDIX I**

**MEETING ROOM RESERVATION FORM**

Date of request \_\_\_\_\_

**The Huron Public Library Meeting Room is available for use by community organizations engaged in civic, cultural, educational, or charitable activities. All meetings must be open to the public. The Meeting Room may be scheduled up to 3 months in advance. The Meeting Room is not available May through July. Meeting room seats 55 adults at tables; Dakota room seats 10 at tables.**

Name of Club or Organization \_\_\_\_\_

President/Leader \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Type of meeting, \_\_\_\_\_

Date meeting room is needed \_\_\_\_\_

Time of day meeting room is needed \_\_\_\_\_

[Meeting room available Mon - Thurs 9 am - 8 pm; Fri - Sat 9 am - 5 pm]

Room requested: Dakota Room \_\_\_\_\_ Meeting Room \_\_\_\_\_

Expected number of people attending meeting, \_\_\_\_\_

Will you be serving refreshments: Yes\_\_ No \_\_  
(Refreshments not allowed in the Dakota Room)

Equipment needed: podium\_\_\_\_ screen\_\_\_\_ projector \_\_\_\_ sound system \_\_\_\_

**Additional information: I have read the Huron Public Library Meeting Room Policy and will use the Meeting Room in accordance with the policy guidelines.**

Signed \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Staff signature \_\_\_\_\_

## **APPENDIX J**

### **Code of Ethics of the American Library Association**

As members of the American Library Association, we recognize the importance of making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics\* states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

\*Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

**APPENDIX K – Displays and Exhibits Forms**

**Huron Public Library  
Insurance Waiver and Release**

I, the undersigned, hereby lend the following works of art or other material to the Library for exhibit purposes only. I (WE) HAVE READ the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the Library, I hereby hold harmless and release said Library from responsibility for loss, damage or destruction while they are on the Library property.

Exhibition to be held in the Room/Area \_\_\_\_\_

During \_\_\_\_\_

Description of materials loaned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address

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Telephone

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Email

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**HURON PUBLIC LIBRARY**  
**Application For Exhibition**

Exhibitor (s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Dates of Exhibit \_\_\_\_\_

Specific Times of Use of Room/Area:

Set Up: \_\_\_\_\_

Opening: \_\_\_\_\_

Removal: \_\_\_\_\_

Description of exhibit. Please attach list of items to be displayed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (We) have read and understand the policy information and understand: 1) the Huron Public Library does not insure the exhibit items; 2) that the Huron Public Library recommends that I purchase insurance to cover the exhibit items; and 3) that in the event of loss or damage I, the undersigned, am solely responsible.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

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For library use:

Date \_\_\_\_\_ Approved and confirmed with applicant (s) \_\_\_\_\_

Please mail this completed form to: Library Director  
Huron Public Library  
521 Dakota Ave S

Huron, SD 57350