

# **Bowdle Public Library**

Est. 1971 by Rev. Martin Bieber

**Policy Manual**

**Reviewed and Revised 12-9-24**

**Reviewed and Revised 7-1-25**

**Reviewed and Revised 12-30-25**

## **BOWDLE PUBLIC LIBRARY MISSION STATEMENT**

The Bowdle Public Library's mission is to be a strong community partner by fostering a love of reading and education through books, technology and programs while preserving our past, enriching the present and preparing for our future, regardless of race, creed, background, age nor gender.

## **REV. MARTIN BIEBER/BOWDLE PUBLIC LIBRARY HISTORY**

April 18, 1971 marked the official opening of the Rev. Martin Bieber Public Library in Bowdle. It was three years before, in 1968, that Rev. Bieber purchased the Berg Ford building and gave not only the building, but also his book collection and historical artifacts to the city. The City of Bowdle finances the library and appoints the Library Board of Trustees. In December of 2014, the City purchased the Eisenbeisz building on Main Street to be used as the city library. This building became functional in May of 2015.

## **BOWDLE PUBLIC LIBRARY BOARD OF TRUSTEE BYLAWS**

### **Article I-Name**

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

### **Article II-Appointment of Trustees**

Trustees shall be appointed at the annual City Council meeting.

### **Article III-Officers**

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

**Section 2.** Officers shall serve a term of one year from the annual meeting at which they are elected. Officers may serve for not more than two successive terms in the same position.

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

**Section 4.** The Vice-Chairperson shall, in the absence of the Chairperson, exercise the Chairperson's functions.

### **Article IV-Trustee Expectations and Responsibilities**

**Section 1.** Trustees shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their position for improper personal gain.

**Section 2.** Each Trustee shall make a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity to ensure that library provides the best possible service to the community.

Expectations.

A Trustee:

- a) has a current library card;
- b) represents the diversity of the community with respect to interests, age, and socioeconomic levels;
- c) participates in Board meetings and serve on Board subcommittees as requested;
- d) participates in continuing education activities;
- e) will protect the confidentiality of library records;
- f) avoids conflicts of interest;
- g) will comply with the legal authority, state statutes, and local ordinances and board regulations under which the library operates.

Responsibilities.

Trustees will

- a) establish goals and objectives for the library in a written long-range plan that should be revised annually;
- b) determine and adopt written policies to govern the programs, operations, and use of the library;
- c) assist in the preparation of the annual library budget;
- d) approve library expenditures;
- e) advocate for improved library service and resources;
- f) consider citizen or staff complaints or suggestions regarding adopted policies;
- g) ensure the preparation of annual reports and statistics to the city and state library.

## **Article V-Meetings**

**Section 1.** The Board of Trustees shall meet at least every other month at 7:00 PM on the last Tuesday at the Bowdle Public Library.

**Section 2.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year, same as the City Council members take office.

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

- a) Roll call of members
- b) Reading and approval of minutes
- c) Approval of bills
- d) Report of librarian

- e) Financial report of the library
- f) Reports of Committees
- g) Unfinished business
- h) New business
- i) Adjournment

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

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

**Section 6.** Conduct of meetings: Robert's Rules of Order, online edition, shall govern proceedings of all meetings.

## **Article VI-Library Director/Librarian**

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

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

## **Article VII-Committees**

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

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

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

## **Article VIII-General**

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

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

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

## **ACCEPTABLE BEHAVIOR POLICY**

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

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

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

The following is prohibited:

- A. Destroying or damaging library materials
- B. Destroying or damaging any library equipment
- C. Vandalism of library property
- D. Unsanitary habits which create unclean or unsanitary conditions within the library building
- E. Smoking or vaping in the library building
- F. Refusal to leave library building at designated closing times or when requested by library staff
- G. Verbal, physical or sexual harassment of library employees and patrons
- H. Excessive noise that infringes on others' rights

In the case of unacceptable behavior by minor children, parents will be notified of their behavior. Supervision of children is the responsibility of parents. See Library Board Policy on Unattended Children.

## **CIRCULATION POLICY**

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

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

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

## **REGISTRATION**

A valid library card is required to check out library materials. To apply for a library card a person must be 18 years old and have a current Government issued photo ID. Library cards are available free of charge to anyone who owns or rents taxable real property within the city limits of Bowdle valid for up to three years. At

the end of three years, patrons will be asked to verify their current address and contact information to renew their card for another three years.

An annual fee of \$10.00 per year is charged for non-residents. A non-resident is anyone who lives outside of or does not own taxable real property within the city limits of Bowdle. The fee is set annually by the Library Board. At the end of one year, patrons will be asked to verify their current address, contact information, and pay the non-resident fee to renew their card for another year.

Patrons younger than 18 years of age are required to have a parent or guardian's signature before a borrower's card will be issued. Parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values and boundaries. The library also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

The Bowdle Public Library does not check out obscene materials to individuals under the age of 18 without parental permission. The definition of Obscene material is defined in South Dakota Codified Law 22-24-27 (11) "Obscene material," material: (a) The dominant theme of which, taken as a whole, appeals to the prurient interest; (b) Which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (c) Lacks serious literary, artistic, political, or scientific value. (Revised 1-1-25)

## **CIRCULATION**

### **LOAN PERIODS**

Books—three weeks with one renewal

### **NUMBER OF ITEMS THAT CAN BE BORROWED**

Books—five

### **HOLDS**

The Bowdle Public Library will permit a patron to place on hold a book that is on loan to another patron. The request may be made by phone or in person. Patrons will be notified when the reserved material is available. Material will be held for two days. If the material is not picked up within that time, the reserved material will be loaned to the next patron on the list or returned to the shelf, whichever is applicable.

### **HISTORICAL COLLECTION**

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

### **FINES FOR OVERDUE MATERIALS**

There are no fines for overdue materials. Instead, there is a donation box for patrons to add any amount they deem appropriate.

### **RESTRICTION OF BORROWING PRIVILEGES**

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

1. Failure of any registered patron to renew his card on or before the expiration date.
2. Accumulated charges for lost or damaged materials.

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

## **DAMAGED MATERIALS**

In general, wear and damages occurring through normal use will incur no penalty. Wear and damages occurring through misuse or negligence will be charged as follows:

1. If the damage is repairable, no charges will be assessed, but any additional occurrences will be cause for the withdrawal of checkout privileges, at the discretion of the Director.
2. If the damage is not repairable and necessitates replacement of the item, the charge will be the current retail price of the item.

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

## **LOST MATERIALS**

If a patron pays for replacement of a lost or damaged item, no fines will be charged for that item. When a patron returns an item that has been lost and paid for, the cost of the item will be refunded. If it is determined that the library staff has made a mistake charging the replacement fee, a full refund will be given to the patron, along with our apologies.

## **CONFIDENTIALITY POLICY**

Library users need to feel confident that the information about the books they read, materials and services they use, and questions they ask will remain private to the extent possible. The policy of Bowdle Public Library is to protect the privacy of those who use the library. Staff members and volunteers shall protect information about library patrons, their requests for information and materials, the online sites and resources they access, and their loan transactions. Such information will not be transmitted to individuals or to any private or public agency without an order from a court or as otherwise required by law.

As specified in South Dakota Codified Law 14-2-51: All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under 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.

In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director who shall in turn consult with the Board of Trustees and may seek legal advice before complying with the order.

## **DISPLAY POLICY**

### **FORMAL DISPLAY AREAS (Walls and Cases)**

The Library Board of Trustees, in an effort to demonstrate and encourage appreciation of art, will provide the opportunity to display various works of art at the library pursuant to policy approved. The Library Director, as designee of the Library Board of Trustees, has authority for implementing this policy.

Application for exhibit space is to be made to the Library Director. Acceptability of an exhibit is at the discretion of the Library Director whose decisions may be appealed to the Library Board of Trustees.

The Library Board of Trustees recognizes that the contents of an exhibit may offend some library users. A request for reconsideration of any given item in an exhibit will be referred to the Library Director.

Displays will be created by the artist with the library reserving the right to reject any part of an exhibit or to change the manner of display at any time. No prices or signage indicating that the work is for sale may be posted.

Artwork sold by the artist while on display must remain on display until the end of the exhibit. Neither the library nor library staff may act as an agent for the artist in any sale.

The library and the library staff are not responsible for any losses due to damage or theft of the artist's work. The library will not provide insurance coverage. If insurance coverage is required, it will be provided exclusively by the artist.

#### **INFORMAL DISPLAY AREAS (Bulletin Boards)**

Posters, announcements, and advertisements by nonprofit organizations may be posted. All materials must have prior approval of the Director. All posted materials will be removed when activity date has passed or when it has been posted for three months.

### **GIFT POLICY**

#### **GIFTS OF BOOKS**

Gift books will be subjected to the same scrutiny as new books with reference to their value for the library and the community. All gifts are accepted with the understanding that if the library has no use for them or, if they become outdated or worn, they may be disposed of as the library decides best. Gift books will be accepted at the discretion of the Library Director.

#### **MEMORIALS**

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

Collections of books will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gift into the general library collection.

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

#### **GIFTS OF ART OBJECTS**

The Bowdle Public Library Board of Trustees, along with the Library Director, will consider gifts of art and make the final decision whether to accept or reject gifts. To be accepted any work must meet the following standards in the judgment of the Board and Library Director:

1. Quality—The work must be of high quality with respect to execution and artistic merit.
2. Safety—The work must not pose a safety hazard.
3. Appropriateness—The work must be appropriate to its proposed setting, to the image of the library, and to the standards and best interests of the citizens of the Bowdle community.

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

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

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

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

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

### **GIFTS OF EQUIPMENT OR PERSONAL PROPERTY**

Factors to be taken into consideration are the purpose of any gifts of equipment or personal property, any restrictions by the donor on the use of the gifts, and the practical use of the gifts for the library and its patrons. The Board of Trustees and/or Library Director will approve acceptance of large or unusual gifts. All gifts are accepted with the provision that if they become outdated or worn, they may be disposed of as the Board of Trustees/ and or Library Director decides best.

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

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

Unconditional gifts, donations, and contributions to the library may be accepted by the Library Director on behalf of the Board of Trustees. No gifts or donations conditionally made shall be accepted without the approval of the Board of Trustees.

### **PLANNED GIVING**

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

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

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

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

## **INTERLIBRARY LOAN POLICY**

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

Requests to Borrow Materials from Another Library:

The Bowdle Public Library will request materials not owned in our collection through the use of the South Dakota Share-It.

All requests must comply with the copyright law of the United States (Title 17, United States Code).

Every effort will be made to order Interlibrary Loan requests quickly according to Interlibrary Loan staff schedules. Materials generally can be expected within working days. The patron will be notified by phone or e-mail when materials arrive. After notification, the Interlibrary Loan materials will stay on the Interlibrary Loan shelf until the due date. It is the patron's responsibility to obtain the materials in a timely fashion after notification. Materials are checked out to the patron upon arrival at Bowdle Public Library.

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

Requests will also be taken by phone or online. Patrons must have a valid Bowdle Public Library card and be in good standing.

Patrons are required to pay fees connected to genealogy microfilm and materials from the South Dakota State Archives. The patron will be notified of the potentials charges prior to the request being sent.

All return postage costs, etc. are to be paid by the patron.

Patrons who consistently do not pick up their Interlibrary Loan materials upon receipt of notice may lose their Interlibrary Loan privileges or be asked to reimburse the cost to re-request the item(s). If a request is unfilled, the patron will be contacted concerning the difficulty in borrowing the materials and to determine the next course of action. No grace period exists for Interlibrary Loan materials that become overdue. Patrons are responsible for all fines or charges resulting from overdue, lost, or damaged materials.

## **INTERNET USAGE POLICY**

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

The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. However, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal. Individual users must accept responsibility for determining content of Internet sources.

The library upholds and affirms the right of each individual to have access to constitutionally protected material. The Bowdle Public Library assumes no responsibility for the use of the Internet by children. It is the responsibility of the user (or the parent, guardian, or caregiver) to determine what is appropriate.

In compliance with the Children's Internet Protection Act, all library computers are subject to filtering. The filter is set to screen out sites which may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L. 106-544.

The Bowdle Public Library does not monitor and has no control over the information published by third parties that is accessed through the Internet and cannot be held responsible for any such content accessed on the Internet.

## **TERMS OF USE**

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

1. Designated Internet stations will be located where they can be monitored by staff for assistance and security.
2. All users are expected to use the resources in a responsible, ethical manner which includes but not limited to the following:
  - a) Using resources for educational, informational and recreational purposes only, not for unauthorized, illegal or unethical purposes.
  - b) Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
  - c) Making only authorized copies of copyrighted or licensed software or data.
  - d) Not to make any changes to the setup or configuration of the software or hardware.
  - e) Not view, display, print, send, or receive material that may be construed as obscene, including from any website that posts a warning stating that materials are for persons over legal age.
3. Internet stations will be available on a first come, first served basis. Use will be limited to 30 minutes when others are waiting.
4. The library's Acceptable Behavior Policy will be applied.
5. Misuse or abuse of computers or Internet access will result in suspension of Internet access privileges.
6. Library staff is available to assist in the use of online resources, but may not be familiar with every application a patron might wish to use. Because of the many different Internet applications available, we cannot provide complete technical support. The level of assistance will also depend on staffing levels at the time of the request.
7. Users can print from computers and from their own devices at a rate of \$0.10 per black and white page and \$0.50 per color page. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.
8. Patrons should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The patron is solely responsible for his/her actions using the Internet. Patrons are expected to abide by the policies below, which include generally accepted rules of computer and Internet etiquette.

## Bowdle Public Library

- a. cannot guarantee confidentiality over the Internet and users who enter personal information do so at their own risk.
- b. is not responsible for work or information lost due to computer or system malfunction.
- c. is not responsible for misplaced or stolen equipment.
- d. disclaims any liability or responsibility arising from access to, or use of, information obtained through the Internet, or any consequences thereof.
- e. is not responsible for controlling children's Internet use. Parents and legal guardians are responsible for the information accessed by their children. Parents and legal guardians are advised to provide guidance and to supervise their children's use of the Internet. Parents or legal guardians must complete an Internet Access Contract for Minor before their minor children (under age 18) may access the Internet the first time.

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

*Please be aware Bowdle Public Library is a public place. Displaying sexually suggestive objects or pictures may be a violation of the City of Bowdle Harassment Policy 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.)*

## **WIRELESS AGREEMENT POLICY**

The Bowdle Public Library provides free wireless Internet access via an open, unsecured wireless network.

By using this free service, you agree to abide by the Library's Internet Use Policy.

As with most public wireless access points, the Library's wireless connection is not secure. Information transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should be wary about transmitting personal information (credit card numbers, passwords, and other sensitive information) while using any wireless access point. All wireless access point users should have up-to-date virus protection on their laptop computers or wireless devices.

The Library is not responsible for any information that is compromised or for any damage caused to your hardware or software due to security issues, viruses, or hacking. Use of the Library's wireless network is entirely at the risk of the user. The Library disclaims all liability for loss of confidential information or damages resulting from any such loss. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with the use of any wireless services. Wireless users 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 of a patron's computer. The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on wireless access points. Any damage done to the patron's equipment from viruses, identify theft, spyware, plug-ins, or other internet-borne programs (malware) is the sole responsibility of the wireless users, and the wireless user agrees to indemnify and hold harmless the Library from any such damages.

## **COPYRIGHT POLICY**

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the

photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

## **FOOD AND BEVERAGES POLICY**

Bowdle Public Library strives to maintain a pleasant, welcoming and comfortable environment for our public. For the comfort of our patrons, food and beverages are allowed in the library.

We ask our patrons to clean up after themselves, and to notify staff if there is a spill that needs attention. Patrons are expected to “leave no trace” and take responsibility for maintaining a sanitary and pleasant environment. Trash receptacles are provided for your convenience. Patrons who cannot adequately remove food or drink, especially when spilled or dropped, should report it to library staff so that prompt action can be taken to minimize any potential damage.

Unattended food and drink may be removed and discarded. Library staff reserves the right to ask anyone who disregards the conditions of this notice or is causing a disruption to other patron’s ability to use the library, to remove the food or drink from the building or leave.

No food or drink is permitted at the computer stations.

## **ALLERGIES**

Bowdle Public Library cannot guarantee an allergen free atmosphere. Please be aware that at the library we use food in some of our programs, both as snacks and as craft supplies. Persons with food allergies are responsible for monitoring refreshments served at the library. Responsibility for monitoring minors rest with the parent/guardian/custodial caregiver. Parents of minors with allergies shall monitor their children at all times. Library staff do not oversee food for potential allergens, such as nuts or dairy. Those with severe allergies should be aware that allergens may be present in the library.

Library patrons should be aware of the possible presence of allergens on library materials and furnishings. If you are caring for children with allergies, remain vigilant. Be aware that the public is allowed to consume snacks and drinks in the library. Disinfecting wipes and/or cleaner will be available if you wish to wipe down an area. We strongly recommend hand washing and the use of hand sanitizers. The library does not monitor food brought in by outside groups or persons. The Library is available to discuss measures to reduce the likelihood of a food allergy reaction at library programs and activities.

## **MATERIAL SELECTION POLICY**

Bowdle Public Library adopts as part of its policy the following paragraphs from the Library Bill of Rights:

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

- B. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
- C. Final responsibility for selection of library materials is and shall be vested in the Library Director.

## **CRITERIA FOR SELECTION**

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

- 1) The author's reputation and significance as a writer
- 2) The importance of subject matter to the collection
- 3) Availability of material in other libraries or in print
- 4) Timeliness or permanence of the item
- 5) Attention of critics, reviewers, and general public
- 6) The currency of information in rapidly changing fields
- 7) Popular appeal including nature and frequency of patron requests
- 8) Format
- 9) Price

Any patron may recommend materials for selection consideration by the Library. The Director will consider such recommendations with the same evaluative criteria established above.

In compliance with South Dakota law, the library does not collect materials found to violate Section 22-24-27(11).

With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of the child's parents or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.

## **MAINTAINING THE COLLECTION**

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

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

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

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

- a. To improve the collection
- b. To save space and money
- c. To save time
- d. To make the library more appealing
- e. To provide feedback on the collection's strengths and weaknesses.

## **CENSORSHIP**

The selection of library materials is predicated on the library patron's right to read, view or listen and his/her freedom from censorship by others. Many items are controversial, and any given item may offend some persons. Selections for this library will not be made on the basis of anticipated approval or disapproval but solely on the merits of the materials in relation to the building of the collection and the serving the interests of the readers.

This library holds censorship to be a purely individual matter and declares that, while anyone is free to reject for him/herself books and other materials of which he/she does not approve, he/she cannot exercise the right of censorship to restrict the freedom of others. With respect to the use of library materials by children, the decision as to what a minor may read, view or listen is the responsibility of his/her parent or guardian. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

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

## **UNATTENDED CHILDREN POLICY**

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

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

“Unattended” means that the parent or designated person is not in close proximity to the child. Library staff are not responsible for the supervision of children in the library. Parents or adult caregivers must assume responsibility for their children’s access to, and use of library resources. Parents and adult caregivers are expected to monitor and supervise children’s use of the library’s resources, including the internet, in selecting material that is consistent with personal and family values. Parents are cautioned that the library and its available resources may contain materials that some find controversial.

If a child is attending a program where adult supervision is not required, such as Summer Reading or Lego Club, an adult should meet the child in the library after the program concludes.

In the event a Library staff member discovers a child unattended by an adult, steps may be taken in an effort to ensure the child’s welfare and safety. Library staff will attempt to locate the child’s parent/care provider. A parent/care provider, when contacted will be informed of the Library’s policy concerning unattended children. If a parent/care provider cannot be reached or is not willing or able to supervise the child, law enforcement or Department of Social Services may be called to escort the child home or keep the child until a parent/care provider can be reached.

Children over the age of seven may be in the Library alone as long as they adhere to the Library’s acceptable behavior policy. In the instance that a child violates the acceptable behavior policy, a verbal warning will be issued the first occurrence. If a child violates the acceptable behavior policy a second time, the child will be asked to leave for the day and a note will be sent home to the parent/guardian. The parent/guardian must sign the note and return it to the library before the child may return. If a child violates the acceptable behavior policy a third time, the child will be barred for a week and a note will be sent home to the parent/guardian. The parent/guardian must sign the note and return it to the library before the child may return after the week.

Should a patron under the age of eighteen consistently violate the acceptable behavior policy, Library staff will require that a parent/care provider be with them at all times when they are at the library.

The Library staff is not permitted to give an unattended child a ride home.

## **VOLUNTEERS PROGRAM POLICY**

Bowdle Public Library Volunteers Program is designed to expand and enhance public service to the community.

Objectives:

- 1) To strengthen current library programs and assist library staff.
- 2) To free library staff for tasks which require advanced education and training by doing routine tasks which require less education and training.
- 3) Accomplish one-time, large projects which require above-normal staffing levels.
- 4) Provide access to skills and talents that are scarce or lacking in regular staff.
- 5) Establish a pool of volunteer workers willing to be on-call for tasks which are required on an intermittent basis.

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

Volunteers are selected based on their qualifications and the needs of the Library at any given time. Volunteers under 18 years of age must have completed the sixth grade and have parental consent form signed prior to volunteering. Volunteers over 18 must complete a volunteer application. The Library reserves the right to refuse to accept a volunteer who does not meet Library or city needs and standards.

## **EVALUATION POLICY**

Library Director evaluations will be given to the Board of Trustees annually in April and returned to the City Finance Officer before the May City Council meeting. Evaluations will be reviewed at the May meeting for raises at the city's yearly reorganizational meeting.

## **RESTRICTING MINORS FROM ACCESSING OBSCENE MATTER OR MATERIALS POLICY**

South Dakota State Law 22-24-56 requires that the Bowdle Public Library:

- (1) Equip each public access computer with software that will limit minors' ability to gain access to obscene matter or material, as defined by § 22-24-27, or purchase internet connectivity from an internet service provider that provides filter services to limit access to obscene material; and
- (2) Develop and implement, by January 1, 2025, a local policy that establishes measures to restrict minors from accessing obscene matter or materials. The public library shall: (a) Publish the policy on the official website of the political subdivision that maintains the library; or (b) Publish the policy annually in a legal newspaper designated by the governing body of the political subdivision that maintains the library pursuant to § 7-18-3 or 9-12-6.

Definition South Dakota State Law 22-24-27(11) defines obscene materials as: (11) "Obscene material," material: (a) The dominant theme of which, taken as a whole, appeals to the prurient interest; (b) Which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (c) Lacks serious literary, artistic, political, or scientific value.

Patrons younger than 18 years of age are required to have a parent or guardian's signature before a borrower's card will be issued. Parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values and boundaries. The library also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources. The library will not borrow obscene materials to patrons younger than 18 years of age without parental permission.

In compliance with the Children's Internet Protection Act, all library computers are subject to filtering. The filter is set to screen out sites which may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L. 106-544.

Bowdle Public Library is not responsible for controlling children's Internet use. Parents and legal guardians are responsible for the information accessed by their children. Parents and legal guardians are advised to provide guidance and to supervise their children's use of the Internet. Parents or legal guardians must complete an Internet Access Contract for Minor before their minor children (under age 18) may access the Internet the first time.

### **RECONSIDERATION POLICY--Adopted July 1, 2025**

The library welcomes public input and library staff are always willing to discuss with any member of the public about items in the library collection and reasons why items are included. Anyone who has a concern of question about items in the collection is invited to discuss the matter with the Library Director. Any library cardholder in good standing may request reconsideration of an item or items in the library's collection. The reconsideration request may ask for removal of the item, relocation of the item, or some other disposition.

Because removal of an item from the collection prevents all library users from accessing it through the library, and because relocation of an item may place a barrier between the item and its intended audience, a reconsideration request requires special effort on the part of the person making the request and should not be made lightly or frivolously. Reconsideration requests are measured against the Bowdle Public Library Material Selection Policy criteria. If the item in question is determined to have met selection criteria, it will remain in the collection. Further, libraries must take special care to ensure that individuals' freedoms to read and view under the First Amendment of the United States Constitution are upheld.

### **GENERAL REQUIREMENTS**

- Anyone requesting reconsideration of an item must have been a library cardholder for a minimum of 30 days and must be in good standing (no overdue or lost items).
- A patron requesting removal or relocation of an item must read or viewed the work in its entirety before requesting reconsideration.
- A patron requesting removal or relocation of an item must read the Bowdle Public Library Material Selection Policy and this Reconsideration Policy and Procedures in their entirety.
- A patron may request reconsideration of no more than three items in any one-year period.
- Any number of patrons representing a single group or organization may request reconsideration of no more than three items in any one-year period.
- No more than five requests for consideration will be accepted in any one quarter due to the time required to review and respond to such requests.

- No challenged materials which have been duly selected shall be removed from the library's collection except on the recommendation of the Library Director or upon formal action of the Board of Trustees when a recommendation of the Director is appealed.

## **RECONSIDERATION PROCEDURE**

1. A patron expressing concern about an item must first discuss their concern with the Library Director. The patron will be provided with a Reconsideration Packet, including the Bowdle Public Library Material Selection Policy, the Reconsideration Policy and Procedures and the Statement of Concern About Library Resources form.
2. If reconsideration is still requested, the patron will complete the Statement of Concern About Library Resources form. A form must be completed for each item requested for reconsideration. The form must be filled out completely. The Library Director may decline to review requests for which forms are not filled out completely or on which the patron indicates not having read or viewed the item in its entirety.
3. The Library Director will review the request for reconsideration in relation to the Material Selection Policy and respond to the patron with a decision.
4. If the patron is not satisfied with the Library Director's response, the patron may appeal the Director's decision to the Bowdle Public Library Board of Trustees. Any request for appeal must be received by the Library Director within 20 calendar days of the date of the Library Director's response.
5. The Board of Trustees will review the request for reconsideration at its next regularly-scheduled meeting. Requests for review received within one week of a regularly-scheduled meeting may be deferred to the next regularly-scheduled meeting.
6. The Board of Trustees will review the material in question, the Statement of Concern About Library Resources form and the Library Director's decision with its rationale, and will respond to the patron when the review process is complete.
7. The decision of the Board of Trustees is final.
8. For items retained in the collection following a reconsideration request, no further reconsideration requests for the same item will be accepted for a period of five years.
9. Any determination regarding whether any matter or material is obscene may be appealed to the Bowdle City Council, in accordance with South Dakota Codified Law 22 24-56. Any determination made by the Bowdle City Council as to whether any matter or material is obscene is subject to judicial review in a court of competent jurisdiction. Edmunds County is in the Fifth Judicial Circuit.