

SHERIDAN COUNTY LIBRARY POLICY MANUAL

2023-2027

Sheridan County Library
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INTRODUCTION & POLICY STATEMENT

Mission Statement

The mission of the Sheridan County Library is to connect people and communities, share knowledge and information, and inspire personal growth and lifelong learning.

Policy Statement

The Sheridan County Library Board's policies governing Library operations have been compiled in this manual for the use of board members, staff and patrons. The manual is intended to ensure consistency in service throughout the library, to inform the public about the principles on which decisions are made, and to provide a base for policy development and plans for the library. Sheridan County Library Board Trustees act as representatives of the community, setting policies and approving services for the institution. Based on these policies, the library administration then develops procedures.

Policy Implementation, Evaluation and Revision

The Sheridan County Library Board of Trustees will review and make any revisions to these policies every four years unless additional revisions are required. The library staff and the Library Director will initially review the Policy Manual and submit recommendations presented to the Board of Trustees for approval. Staff members will be notified of the contents of the manual in order to better answer questions from patrons about selection criteria and to aid implementation.

Cooperation with Other Libraries and Agencies

It is the plan of the library to cooperate with other libraries, information services, networks and systems – local, state, regional, national and international. Reciprocal service agreements among area libraries are encouraged and developed. The library will work with educational institutions and community agencies in order to provide better service to county residents.

PUBLIC SERVICE POLICIES

The primary users of the Sheridan County Library, located in the county seat of Plentywood, are residents of Sheridan County and Daniels County. Other users include communities on the border of Sheridan County and Divide County, North Dakota.

Collection Development Policy

Mission Statement

The mission of the Sheridan County Library is to connect people and communities, share knowledge and information, and inspire personal growth and lifelong learning.

Purpose and Responsibility

The purpose of the Collection Management Policy is to guide the Library Board and staff in the selection of materials and equipment for the Library and to inform the public and governing organization about the principles upon which these selections are made. It will ensure wise use of funds, support budget requests, assist in cooperative library development programs and will communicate that plan for continuing development of the library's resources.

The Sheridan County Library Board of Trustees delegates to the Library Director the authority and responsibility for selection and management of all print, non-print and electronic materials within the frame work of this policy. Actual selection and management activities of materials may be shared among trained library staff acting within the guidelines of this policy and within the limitations imposed by the annual budget.

General Statement of the Collection

The collection is in good general condition maintained by additions, withdrawals, and repair programs. The collection is designed to provide general recreational and informational materials for all ages. The library collects a very limited amount of technical/professional level materials and does not support research level materials.

Materials Selection

The Library Director, along with the Board of Trustees, is responsible for the allocation of resources to fulfill the library's collection development goals. The allocation procedure should be as fair and equitable as reasonably possible in optimally supporting the mission of the Sheridan County Library.

Selection is based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. It is the responsibility of the library to provide materials that enable the citizen to form his/her own opinion. Every attempt is made to strike a balance between selections of materials according to their demand. The selection of material is based on reviews in professional journals, patron recommendations, popular demand, subject area needs, scope and focus of the collection, and cooperative collection agreements.

Materials selected should meet standards of factual accuracy, significance, and responsibility of opinion. The library will provide, as far as possible, materials on all sides of controversial

issues; materials which are written in a reasonable fashion and show results of careful study. Materials on a controversial issue which are written in violent, sensational and inflammatory manner will ordinarily not be selected. Occasionally books of temporary value, such as campaign biographies or fiction in great demand, will be acquired by the library and discarded when they have served their purpose.

Criteria for Materials Selection in All Collections

Decisions regarding acquisitions will be made with consideration of space limitations as well as schedules for weeding the collection. Each type of material must be considered in terms of its own merit and intended audience. Individual items shall be judged as whole works and not solely based on random or selected parts. All selections, both purchases and gifts, must meet applicable criteria from the following:

- Patron requests and past demand.
- Potential relevance to community needs and interests.
- Suitability of subject, style and physical form for intended audience.
- Currency of materials to present collection and subject matter
- Reputation of the author judged by previous works or authority on a subject.
- Attention to critics, reviewers, awards, and public.
- Price of the item.

Materials selected should meet the interests and needs of the community the library serves. In the selection of fiction the library must recognize its obligation as a public institution serving the reading needs and interests of a large group of people with varied backgrounds, education, reading tastes, and interests. Many resources are used in the selection of library material.

Materials are selected using a variety of resources including respected book review publications which utilize the recommendations of library and education professionals, and industry specialists. The following is a sample list of additional resources that may be used. Any one or combination of the following may be used.

Resources/Selection Tools for Material Selection

- Review and professional journals
- Publishers', jobbers' and authors' brochures, publications
- Staff and patron suggestions
- Visits to local bookstores
- Expert recommendations
- Award Winners
- Internet Searches

Collection Areas

- Fiction—the library has an extensive, heavily used collection in both adult and children's areas. Both classic and popular fiction are collected. The Fiction section is the largest collection and is collected based on patron demand, current trends and literary value.

- Non-fiction—books collected must be accurate and up-to-date and suitable for the age group intended. The goal is to provide a well-balanced collection that will introduce readers to the subject and indicate the varieties of information available elsewhere.
- Reference – the majority of reference materials have been re-located into the general non-fiction section. Reference materials are rarely purchased and unless a specific demand is warranted, will be added sparingly. Materials located in the reference collection may not circulate except at the discretion of the Library Director.
- Periodicals & Newspapers—purchased or discontinued as public demand and budget allow.
- Audio CDs and DVDs—purchased for collection areas depending on patron demand and cost of materials.
- Special Collections / Local and area histories – There are both circulating and non-circulating collections of general Montana history, Sheridan County history, and locally related area materials. Histories of other counties are, in general, not collected. Older works of Montana history are retained, and new titles are acquired on a regular basis. Plans are to continue to acquire new material for these collections including local authors and materials of local interest. All issues of the Sheridan County News, all available issues of historic county newspapers, and other items of local historic value such as books, videos, DVDs, etc., are kept indefinitely.
- Special Collections also extend to the Nurse’s closet in which the library circulates a selection of medical equipment on behalf of the Sheridan County Health Department.
- Digital Collections – The Sheridan County Library is a member of MontanaLibrary2Go, a digital audio and e-book consortium made available through the Montana State Library. Other digital collection formats (streaming services, databases, etc.) are added or removed based on need and/or demand.
- Periodicals and newspaper purchases are evaluated each year. Subscriptions are cancelled or added depending on patron demand and interest.

Future Acquisition Levels and Goals

Collection assessment is a continual process. The collections will be reviewed annually to determine usage and trends and any new acquisition opportunities which may be of benefit to patrons.

- Fiction: continue to collect in all areas of fiction based on current trends, patron requests, and popularity of items.
- Non-Fiction: continue to collect in all areas of non-fiction but on a lesser scale than fiction due to lower circulation rates, interest levels and information needs.

Materials Requests

We purchase books based on patron requests, booklists and reviews. All requests for acquisition of materials will be considered in light of the materials selection criteria. After a request that meets these criteria has been made, an order will be placed for the materials contingent on funding. If a requested item does not meet the acquisition criteria, Interlibrary Loan will be considered.

Multiple Copies

Multiple copies are not purchased except for book club kits and for local authors and/or local interest materials.

Languages

The majority of materials acquired, with the exception of foreign language dictionaries and material for learning a language, will be in English.

Material Types/Formats

The Sheridan County Library maintains and/or collects the following collection items:

- Books, including Large Print
- Periodicals & newspapers
- CD books
- DVDs
- Newspapers on microfilm
- Digital audio and e-books
- Online databases

Maintenance and Weeding

The ongoing process of weeding, or de-selection, and collection maintenance is the responsibility of the Director, who may be assisted by various qualified staff. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. The library maintains a 3 to 4-year weeding rotation by collection, depending on physical space and need.

Replacement of worn or outdated volumes or audio-visual materials is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions or information.

Materials of local historical value and special regional interest will be retained until their physical state precludes use. If reprints are available, they will be purchased. If rebinding is possible, it will be carried out to prolong the life of the material. If none of the above conditions apply, the material should be donated to the local museum (in case of regional interest), or discarded.

The Sheridan County Library utilizes the criteria set forth in the CREW Manual, a collection maintenance document authored and maintained by the Texas State Library and Archives Commission. The basic criteria for determining removal of materials from the collection are:

- Accuracy and currency of information
- Material condition
- Circulation history
- Copyright of material
- Outside the scope of the Collection Management Policy
- Considerations of physical space

Withdrawn materials are handled in a similar manner and under the same authority as donated materials. Disposal methods include, but are not limited to:

- Library book sales.
- Materials exchange and/or donation with other libraries or entities, including Better World Books, an online bookseller of used and new books.
- Responsible recycling and/or disposal of unwanted materials if none of the above conditions apply.

Complaints and Censorship

The Library Board of Trustees believes that censorship is unacceptable, and although materials are carefully selected, differences of opinion may arise regarding suitability of materials. Freedom of access to materials is the guiding principle acceptable under law. Anyone is free to accept or reject information for him or herself, but they cannot restrict another's freedom to access of information. The presence of materials does not imply an endorsement of those materials. The Library upholds these rights and supports the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association.

Only materials owned by the Sheridan County Library are subject to the Reconsideration of Materials Process.

Reconsideration requests will be addressed individually and in the order in which they are received.

Materials being reviewed will not be removed or added during the review process.

The following action will take place upon the desire of any Sheridan County Library cardholder requesting to have materials permanently removed from the Library.

- All requests will be accepted with respect and courtesy, and forwarded to the library director.
- If the request cannot be resolved informally, and the patron wishes to pursue the matter, a Request for Reconsideration of Material form will be provided. It is the responsibility of the patron to complete the form and return to the Director.

- The form and the material will be presented to the Board of Trustees at the next regularly scheduled meeting. The board members will read, view or listen to the challenged material and make an individual assessment of the material and complaint in question.
- When all reviews have been completed, the Board of Trustees will present their report and a recommendation for action. This should include the vote, the recommendation and reasons provided on the Report of Reevaluation of Material form.

The Board of Trustees asserts their right and duty to keep on the shelves a representative selection of materials on all subjects of interest to readers, which are not prohibited by law. No material will be excluded because of political or social beliefs of the author, or the moral or religious views expressed of a nationality or race, or because of partisan or doctrinal disapproval. The public library has no right to emphasize one subject at the expense of another or one side of the subject without regard to the other side. The responsibility for materials used by minors must rest with their parents or guardians.

CIRCULATION POLICIES

Confidentiality

It is the policy of the Sheridan County Library to protect our user's privacy. We believe that every citizen should have the freedom to use library materials without scrutiny by others. Montana law supports this policy in the Library Records Confidentiality Act, MCA [22-1-1103](#).

[22-1-1103](#). Nondisclosure of library records.

(1) No person may release or disclose a library record or portion of a library record to any person except in response to:

- (a) a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or
- (b) an order issued by a court of competent jurisdiction, upon a finding that the disclosure of such record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy.

(2) A library is not prevented from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation if those reports are presented so that no individual is identified therein.

The Board of Trustees and staff of the Sheridan County Library respect the privacy of library patrons in accordance with the United States Constitution and the Constitution of the State of Montana. Under [MCA 22-1-1101 \(Montana Library Records Confidentiality Act\)](#), patron library records, including those of minors, will not be revealed to anyone without written permission of the library patron, or under a court ordered subpoena, or under certain provisions contained in local, state, and federal law. Any employee or volunteer who discloses information in violation of this policy commits an offense and may be subject to criminal prosecution. The intent of the law is not to withhold information, obstruct justice, or protect criminals, but to ensure that a citizen's right to privacy is not violated.

MINORS

If a parent or guardian of a minor (someone under 18 years of age) is named on the minor's account and holds financial responsibility for the account, they may receive account information under the following conditions:

1. The guardian is in possession of the library card for the minor's account OR
2. The guardian can verify their identity as the individual named on the account.

Library Cards

Residents who are U.S. citizens and whose permanent address is within Sheridan County. Library cards may also be issued to residents of neighboring Daniels County.

All patrons applying for a library card must present identification and proof of residency when applying for a library card.

- Identification can be a current driver's license or picture ID with a Sheridan County or Daniels County address.
- Proof of residency can be a utility bill, rent receipt, bank statement, or check blank with current address. Library cards cannot be issued to a General Delivery address.
- Only 2 items may be checked out on new library card the first time.
- Children 13 years of age or younger will remain under the head of household account.

Temporary Library Cards

Temporary library cards may also be issued to:

1. A user who is using the library for a limited time (generally 6 months or less)
2. A user with no local address or proof of local address.

Temporary library cards are allowed 2 items per checkout.

Requirements:

- Photo ID
- Valid mailing address

Loan periods

The following materials are available for loan through the Sheridan County Library in conjunction with the Montana Shared Catalog.

Materials	Loan Period	Number of Items
Books	4 weeks / 2 renewals	unlimited
Books on CD	4 weeks / 2 renewals	unlimited
DVDs	4 weeks / 2 renewals	unlimited
Magazines	Non-circulating	N/A
Reference	Non-circulating	N/A
Hotspots & iPads	2 weeks/ 1 renewal	N/A

- Patrons are responsible for any items checked out under their card account including fees for lost or damaged items.
- The head of the household is responsible for materials checked out to children under 18 years of age.
- Items may be renewed by calling the library, bringing the materials to the library, or by renewing online through the patron library account portal. Items are not available for renewal if a hold request is placed on the item.

Notification of Late Materials

There is no grace period on any materials. Notices are sent via email or standard mail on Mondays notifying patrons of overdue materials. Once an item reaches Assumed Lost status and the item has not been returned, the patron is then billed for the lost materials.

Lost or damaged items

Charges for items lost or damaged include the cost of the item. If the item is returned after payment is received, and the item has not been previously replaced, the cost of the item will be refunded if not more than one month has elapsed since payment was made.

With prior Director approval patrons may, in lieu of paying the replacement cost, replace a lost item with an exact copy of the lost or damaged item.

Suspension of Library Privileges

Borrowing privileges may be suspended when reimbursement has not been received by the Library for any lost or damaged materials. Library staff may determine appropriate suspension or reinstatement privileges of patrons with a history of lost or damaged items.

Cooperative Collection Management and Interlibrary Loan

Providing materials to meet patrons' needs is the primary goal of the Sheridan County Library. Since the Library is financially unable to purchase all materials for all people, Interlibrary Loan (ILL) and cooperative collection arrangements are used to meet patrons' needs. The Sheridan County Library is affiliated with the OCLC WorldShare system. Interlibrary Loan is used to supply titles which are not purchased by the Library due to narrow scope, age,

lack of demand, and budget constraints. New titles, particularly fiction, are considered for purchase rather than ordered through ILL if the publication date is less than one-year-old. The Sheridan County Library is a member of the Montana Shared Catalog consortium.

Interlibrary loan

Interlibrary Loan is used for requests of items that are not available in the Sheridan County Library collection.

Interlibrary loan is available to library card-holders in good standing. There is no charge for the service.

Interlibrary loan items are circulated according to the policies of the lending agency. Interlibrary loan due dates are set by the lending library. Renewals will be requested from the lending library if the Sheridan County Library is notified within three days of the pending due date.

Every effort is made to only request from those libraries that do not charge for Interlibrary Loans. In the event that the item is only available from a charging library, the patron will be notified and given the option of paying for the request.

Loss of Interlibrary loan privileges may occur if items are returned late or are damaged. A \$5.00 fine may be assessed to patron accounts when:

- the requested item is not picked up after notification that the item is available or
- if the library is not notified that the item is no longer needed.

Requests for interlibrary loan materials

- Requests for an item should include as much information as possible. The following details are helpful in requesting the appropriate item:
 - title of the item
 - format (book, book CD, etc.)
 - author's name
 - date of request and
 - patron's full name and library card number
- Requests for periodical/journal articles must include the publication title, date, article title and author(s) name. If possible, please also include the volume of the publication.
- No more than two items will be requested at one time per patron.

FACILITIES & OPERATIONS POLICY

Hours of Operation

The Sheridan County Library will be open a minimum of 15 hours each week (based on the Montana State Library standard for library service population) excluding holidays and Sundays. The Library Director, with the approval of the Board of Trustees, will determine days and daily hours of operation.

The Library will close on holidays established by the Board of Trustees and at other times deemed necessary by the Library Director with the approval of the Board of Trustees. Except in cases of emergencies, notice of closings will be posted, with at least 48-hours notice, in the Library, on the library website, on the library FB page, and at least one week advanced notice to local media outlets.

In case of emergency and/or when deemed necessary by the Director and with the approval of the Board of Trustees, the library may be closed. The Board may make recommendations concerning special openings/closing of the Library.

Regularly scheduled hours of operation will be established to best meet the needs of library users and will be evaluated periodically.

Photo/video disclaimer

The Sheridan County Library (SCL) reserves the right to use any photograph or video taken at any event sponsored by the Sheridan County Library without the expressed written permission of those included within the photograph or video. SCL may use the photograph or video in publications such as the Sheridan County News or on Sheridan County Library social media or websites.

To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

A person attending a SCL event who does not wish to have their image recorded for distribution should make their wishes known to the photographer and the event organizers. The Sheridan County Library will use the photo solely for identification purposes and will hold it in confidence.

By participating in a SCL event or by failing to notify SCL, either verbally or in writing, your desire to not have your photograph or that of your child(ren) used by SCL, you are agreeing to release, defend, hold harmless, and indemnify SCL to the fullest extent permitted by law from any and all claims involving the use of your child's picture or likeness.

Library Security Cameras

To ensure the safety and integrity of library premises, SCL uses surveillance cameras to monitor the library's entrance and rear exits and the Library Story Time room. SCL's security cameras are not intended to monitor patron use of library services; rather, cameras are installed to enhance the safety and security of library users. Only library staff may access security camera streams and footage.

SCL will cooperate with requests for surveillance recordings if there is demonstrable need to do so or when presented with proper documentation about an open investigation. SCL reserves

the right to review surveillance prior to release and withhold surveillance footage in accordance with the Libraries Records Confidentiality Act (MCA § 22-1-1102(2)).

Library Programs

The Sheridan County Library offers programs for citizens of all ages. Programs may be developed and presented by Library staff or may be co-sponsored by the Library and other community organizations. Preschool story time programs will be presented by Library staff on a regular schedule throughout the year. Other programs for children and young adults will be planned, staff time and budget permitting, during the summer.

Programs for adults may be scheduled throughout the year as interest warrants. Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely nature. Presenters may not directly solicit business before, during or following a program, unless prior permission is given by the Director. The presenter's business cards and brochures may be left on a display table for attendees to pick up. No fees may be charged to attend any library sponsored or co-sponsored program. Library programs are generally open to anyone wishing to attend. Persons attending library-sponsored or co-sponsored programs are expected to adhere to the library's policies on patron conduct.

Library Story Time Room

The Library Story Time room is equipped for serving small groups of thirty people or less. Please call the Library to reserve the room and for after-hours access to the building. Users of the Story Time Room will adhere to the policies found in the Library Behavior Policies.

- All those using the Story Time Room are responsible for keeping the room in good condition and are responsible for any damages. Please leave the facility in the same condition as it was found including all lights turned off, tables and/or chairs put away.
- All special equipment and arrangement of furniture are the responsibility of the group(s) or individual(s) using the room.
- No admission charge is permitted except in the form of tuition charge for classes, workshops, seminars, etc. sponsored by a non-profit educational group or institution.
- The County is not responsible for thefts of items left unattended in the Story Time Room.
- No smoking or alcohol is allowed on Courthouse property.

Hallway Display Case

The Sheridan County Library encourages the public to showcase artwork, displays or other items of interest to the community.

- Displays for the Hallway display case are scheduled through the Library.
- Displays are scheduled for one month or by special arrangement with the person/persons in charge of scheduling.
- Displays are set up and dismantled by the individual, group or organization.

- All items placed in the display case are placed there at the risk of the owner. The Library will not be responsible for any items in the display case that are not library property.
- The Library Director and the Library Board of Trustees reserve the right to refuse use of the Display Case.

Exam Proctoring

Sheridan County Library may assist students taking online or distance learning classes by proctoring exams, as long as staff assistance does not compromise other library services.

- Instructors or institutions must complete a Proctoring Request Form provided by the Library if the institution or instructor does not provide one.
- The Library is limited in the number of exams that can be administered at any one time and proctoring is limited to normal library operating hours.
- The Library will not be responsible for making sure the student takes the test on time or the condition of the test after it has left our possession.

Online examination

The library does not allow the installation of any special software that may be needed to complete the examination on a library computer, unless prior arrangements are made with the library. It is the student's responsibility to ensure that the library's computing resources are adequate for their test taking requirements. The library cannot guarantee uninterrupted internet access.

Student responsibilities

It is the responsibility of the student to:

- Contact the Library to schedule a testing appointment.
- Arrive on time for his/her appointment
- Notify the Library if he-she cannot make the appointment or is running late
- Ensure that the exam and other required materials have been provided to proctor prior to taking the exam
- Cover any related costs of taking the exam such as printing or postage fees.

ADA Compliance Policy

Statement of Policy

The Sheridan County Library makes every effort to operate its services, programs, and activities in such a way as to be readily accessible to and usable by individuals with disabilities.

Any persons who need accommodation in order to receive the benefits of any library service, program, or activity should contact the Library Director for assistance.

PATRON BEHAVIOR POLICY

People of all ages are encouraged to visit the library. The library makes a reasonable effort to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. Children and young people are expected to adhere to the same

standards of patron conduct expected of adults. Parents, guardians, or assigned chaperones are responsible for the behavior of their children while in the Library.

To provide an orderly and pleasant public environment, any staff is authorized to determine whether a library customer is not abiding by these or other Sheridan County Library policies. The Library reserves the right to respond to any and all conduct not expressly set forth herein but which is deemed by library staff to unreasonably interfere with the use of the library by other customers or interfere with the performance of their duties by library employees.

Library Privileges

Library privileges of the Sheridan County Library include:

- The right to borrow any circulating item within the library.
- The right to request materials on Interlibrary Loan.
- In-house use of the library's collections and resources regardless of patron status.

Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional or physical condition; age; or sexual orientation.

The use of the library may be denied for due cause such as the loss or destruction of library property, the refusal to adhere to library regulations or to pay penalties, disturbance of other patrons or any other illegal, disruptive or objectionable conduct on library premises. Personal devices such as laptops, tablets, and cell phones are permitted if use does not interfere with other patrons.

Please observe the following:

- Keep all valuables and personal property with you at all times. The Library is not responsible for lost or stolen items.
- Shirts and shoes required.
- Please leave bicycles outside the building entrance door. Skateboards, in-line skates or other recreational equipment should be left outside the library door.

The following are not permitted:

- Destruction or theft of library materials or property
- Food or drinks (which may be left at the circulation desk)
- Sleeping, except in case of small children.
- Firearms and other weapons unless they are in compliance with Montana law
- Solicitation of any type
- Other than authorized service animals, pets may be limited to cats and dogs, must be well-behaved, non-aggressive, & house trained. Depending on the situation, the library may ask that the pet to be crated or leashed. Should the pet become disruptive (barking, growling) the library will ask the patron to remove the animal from the premises.

Disruptive behavior will not be tolerated. Such behavior includes, but is not limited to: noisy, boisterous actions; inappropriate behavior; smoking, running or loud talking; misuse of library property; uncooperative attitude; obvious intoxication or actions that deliberately annoy others or prevent the legitimate use of the library and its resources. Abusive language and behavior toward staff will not be tolerated. Depending on the nature of the situation, Library staff will follow the guidelines provided in the *Patron Behavior* policy.

Harassment and Lewd Behavior

Patrons and staff have the right to enjoy an environment free from harassment or lewd conduct. Anyone who harasses staff or other library users will be asked to leave the Library, and an incident report form will be filed with the Director. Repeated acts of harassment or acts that may escalate into violent or illegal actions, as well as acts involving minors, will be reported to the Sheriff's Office. All acts of a serious nature will be reported to the Director and documented on an incident report form.

Failure to follow the above policy regarding behavior may result in temporary expulsion from the library. Continued disregard for the policy may result in permanent expulsion. Library staff has the final authority in determining what constitutes disruptive behavior. If needed, appropriate law enforcement authorities will be promptly notified of any unlawful activity.

Anyone violating the policies of the Library may, at the discretion of library staff or the Director, be asked to leave the premises or denied borrowing privileges. According to Montana Code Annotated 22-1-311. Use of Library – privileges, "the board may exclude from the use of the library any and all persons who shall willfully violate the rules of the library." An incident report will be filed by the staff person after the incident.

Appeals process:

- A Library patron may appeal the violation penalty to the Library Board of Trustees, in writing, within seven days of notification of a penalty. The Library Board of Trustees shall review the appeal at the next scheduled board meeting, providing the concerned party has requested its placement on the agenda. The Board will make a final ruling on the appeal and a written response will be sent to the patron. The penalty shall be enforced during the appeals process.

Unattended Children and Vulnerable Adults

Sheridan County Library offers welcoming spaces that encourage patrons to explore, create and connect. Library staff strive to provide a safe environment for all customers, but safety cannot be guaranteed.

- While Library staff are committed to helping children and vulnerable adults with activities and materials at the library, staff are not responsible for the care of unattended children and vulnerable adults and cannot act in lieu of parents, guardians, caregivers, or trained staff.
- While every effort is made to ensure a safe environment for all users, it is not safe or acceptable, to leave children ages **eight** and under unattended in the Library.

- Staff cannot prevent children from interacting with or leaving with persons who are not the appropriate chaperone or caregiver.
- Library staff will not deliberately seek out unattended children.
- Parents or caregivers are responsible for ensuring the appropriate behavior of their children while in the Library.
- Older children who are disruptive will be asked to leave the Library. If the child cannot safely leave the library to return home on his or her own, staff have the child call a parent or caregiver.
- If no parent or caregiver can be contacted, library staff will either allow the child to remain at the library until a parent can be contacted or contact the Sheriff's Office for assistance, depending upon the severity of the situation.
- Children who have not been picked up at closing time will be given the opportunity to call a parent or caregiver. Children who have not been picked up within fifteen (15) minutes after closing will be left in the care of the Sheriff's Office.
- Under no circumstances will staff transport children in a vehicle or accompany them home. In any of the above cases, the director will be notified of the situation.

COMPUTER USE & INTERNET ACCESS

Access

The Sheridan County Library strives to provide resources and services that meet the cultural, informational, recreational and educational needs of our communities. It is within this context that the Sheridan County Library offers internet access to all patrons and visitors via desktop computers, laptops, iPads and mobile hotspots.

Wireless internet access

Sheridan County Library offers free unlimited wireless access to patrons using their laptop computers or other mobile devices. Use of the service constitutes acceptance of this Wireless Access Policy, the library's Computer Use policy, and the library's general rules governing behavior and conduct.

The library's wireless network is an open, unmoderated and unfiltered network, and therefore not secure. The Library cannot guarantee the safety/privacy of communication across its wireless or wired network. There is no guarantee that a wireless connection can be made or maintained. Please refer to the library's Computer Use policy for additional information on acceptable use.

Monitoring & Filters

The library does not monitor or control the content of material available through the internet but expects appropriate use in a public and open environment.

The internet is a dynamic resource containing vast amounts of information. Because of the nature of the way filters operate, there currently is no filter which does not inadvertently block Constitutionally protected material. Many of these unintentionally blocked sites contain valid and valuable information. Filters do not block all potentially offensive sites. Therefore, the Sheridan County Library does not use filters for online public access computers or devices.

Library staff will not monitor a user's internet use except for length of use in order to ensure equal opportunity of access for everyone. The library staff reserves the right to terminate an internet session that disrupts library services or that involves user behavior that violates library policies.

Responsibility for online materials accessed by minors rests with their parent(s) or legal guardian(s). Parents or designated guardians, who wish to limit or restrict the access of their own children should personally oversee their use of the Internet and other forms of electronic information. Minors who visit the library without a parent or guardian are responsible for their own decisions and behaviors.

Acceptable Use

Library users are expected to use the following guidelines based on common sense, decency, and civility applied to the networked computing environment.

- Time limit on use of the public computers and iPads is a maximum of two hours per day for adults; one hour per day for minors. Additional time may be granted on a case-by-case basis.
- If you wish to save files, please use a personal USB drive.
- You may not use your own software on library computers.
- Prompt payment is required by users who incur charges for printing or other authorized fees.
- Users must end their session and leave the terminal when asked to do so by authorized library staff, even if they have not completed their access session.
- By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff.

Response to Violations

The user's access to the library's computer network and Internet is a privilege, not a right. A user violates this policy by his/her action. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers.

Unacceptable Uses of Computers

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- Uses that violate the law or encourage others to violate the law. Transmitting of offensive or harassing messages; offering for sale or use any substance the possession of

which is prohibited by law: transmitting or downloading pornographic materials or materials that encourage others to violate the law.

- Uses that cause harm to others or damage to their property. Engaging in; uploading harmful forms of programming or vandalism; participating in any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of access to the computer network or other networks on the Internet. Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the library's computers; altering the Library's computer settings, damaging or modifying computer equipment or software.
- Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications.
- Uses that violate Confidentiality of Information.

Please note the Sheridan County Library's Acceptable Use Policy falls under the following provision of the Montana Code Annotated (2015)

- 45-5-625. Sexual Abuse of Children
- 45-6-311. Unlawful use of a computer
- 45-8-201. Obscenity
- 45-8-213. Privacy in communications

Disclaimers

- There is sexually explicit material and other possibly controversial information on the internet.
- The internet provides access to a wide variety of information and services whose contents may or may not please, interest, or offend. Not all sources on the Internet provide accurate, complete, or current information. Patrons must exercise judgment and evaluate for themselves the value of the information found online.
- The library computers are public workstations; therefore, they are not private or secure.
- The library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.
- The library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the library's facilities.

Mobile Hotspots

In order to promote access to online resources, the Sheridan County Library offers mobile Wi-Fi hotspots as a part of its circulating collection. All borrowers must sign a Wi-Fi Hotspot User

Agreement form, or have one on file before being allowed to check one out. Wi-Fi Hotspot User Agreements are valid for one calendar year.

The Library is not responsible for information accessed using this device or for personal information that is shared over the internet. Please note that hotspots are **not** filtered. Hotspot users are expected to comply with the Library's Public Access Network Policy.

- **Eligibility:** Person receiving a hotspot must be a Sheridan County Library cardholder, 18 years of age or older, with a card in good standing (i.e. the card is not expired or the cardholder account is not blocked). Hotspots may be loaned to non-residents who provide a refundable \$100 deposit. All other circulation policies and restrictions apply.
- **Availability:** Reservations for hotspots will be made on a first-come, first served basis. Additionally, patrons may place holds on the hotspots, but the Library cannot guarantee their availability for a specific date or time.
- **Loan Period:** Hotspots may be checked out for 14 days with the option for one renewal. Only one hotspot may be borrowed by a household at a time.
- **Non-residents:** Non-resident individuals who are not library patrons may check out a hotspot with a refundable \$100 deposit upon return of the hotspot.

MANAGEMENT POLICIES

Library Board of Trustees

Trustees -- Powers and Duties MCA 2021

22-1-309. Trustees -- powers and duties.

The library board of trustees shall have exclusive control of the expenditure of the public library fund, of construction or lease of library buildings, and of the operation and care of the library. The library board of trustees of every public library shall:

- (1) adopt bylaws and rules for its own transaction of business and for the government of the library, not inconsistent with law;
- (2) establish and locate a central public library and may establish branches thereof at such places as are deemed necessary;
- (3) have the power to contract, including the right to contract with regions, counties, cities, school districts, educational institutions, the state library, and other libraries, to give and receive library service, through the boards of such regions, counties, and cities and the district school boards, and to pay out or receive funds to pay costs of such contracts;
- (4) have the power to acquire, by purchase, devise, lease or otherwise, and to own and hold real and personal property in the name of the city or county or both, as the case may be, for the use and purposes of the library and to sell, exchange or otherwise dispose of property real or personal, when no longer required by the library and to insure the real and personal property of the library;

- (5) pay necessary expenses of members of the library staff when on business of the library;
- (6) prepare an annual budget, indicating what support and maintenance of the public library will be required from public funds, for submission to the appropriate agency of the governing body. A separate budget request shall be submitted for new construction or for capital improvement of existing library property.
- (7) make an annual report to the governing body of the city or county on the condition and operation of the library, including a financial statement. The trustees shall also provide for the keeping of such records as shall be required by the Montana state library in its request for an annual report from the public libraries and shall submit such an annual report to the state library.
- (8) have the power to accept gifts, grants, donations, devises, or bequests of property, real or personal, from whatever source and to expend or hold, work, and improve the same for the specific purpose of the gift, grant, donation, devise, or bequest. These gifts, grants, donations, devises, and bequests shall be kept separate from regular library funds and are not subject to reversion at the end of the fiscal year.
- (9) exercise such other powers, not inconsistent with law, necessary for the effective use and management of the library.

History: Ap. p. Sec. 5, Ch. 260, L. 1967; Sec. 44-222, R.C.M. 1947; Ap. p. Sec. 1, Ch. 47, L. 1927; re-en. Sec. 5668.17, R.C.M. 1935; Sec. 11-1006, R.C.M. 1947; R.C.M. 1947, 11-1006(part), 44-222.

Role of Director

22-1-310. Chief librarian -- personnel -- compensation.

The board of trustees of each library shall appoint and set the compensation of the chief librarian who shall serve as the secretary of the board and shall serve at the pleasure of the board. With the recommendation of the chief librarian, the board shall employ and discharge such other persons as may be necessary in the administration of the affairs of the library, fix and pay their salaries and compensation, and prescribe their duties.

History: En. Sec. 6, Ch. 260, L. 1967; R.C.M. 1947, 44-223.

Funding Considerations

The Sheridan County Library is a tax-supported institution, which receives the majority of its funding from Sheridan County. Additional monies are received from the State of Montana, donations, and fees.

The Library seeks supplemental funding through grants and other sources as opportunities arise. The Library Board's policy is to use grant monies to supplement, not replace, budgeted county funding.

Budget, Legislation, and Planning, and Annual Reports

- Budget: The annual library budget is prepared by the Library Director and approved by the Board of Trustees prior to submission to the County Commissioners.

- **Legislation:** The Library Director and the Board of Trustees should be actively familiar with legislation on local, state and national levels that affect libraries.
- **Planning:** The Board of Trustees, together with the Library Director and the library staff, is responsible for a plan to develop and maintain the future operation and maintenance of the library by outlining long-term goals.
- **Annual report:** The Library Director submits to the Montana State Library a statistics survey for the prior fiscal year. The report is shared with the Board of Trustees and will include additional details such as:
 - Statistics, Programs, Personnel, Public relations
 - The report will further include a general statement on the condition of the library.

Expendable Trust Fund

Fund for gifts, grants, donations, devises or bequests of property, real and personal. This fund was established according to the Montana Library Law Code 22-1-309, paragraph 8. The law states that the Trustees have the power to accept gifts, grants, donations, devises or bequests of property, real or personal, from whatever source and to expend or hold, work and improve the same for the specific purpose of the gift, grant, donation, devise or bequest. These gifts, grants, donations, devises and bequests shall be kept separate from the regular library funds and are not subject to reversion at the end of the fiscal year.

Donation & gift policy

The Sheridan County Library welcomes gifts to be used for the benefit of the Library. It is the Library's policy to accept gifts with the understanding that the Director, the Board of Trustees, and/or appropriate staff use their discretion as to the disposition of these materials.

- The Library accepts gifts of books, monetary donations and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the Director can dispose of them as he/she sees fit. All gift materials are subject to the same criteria specified in the materials selection policy.
- When the Library receives a cash gift for the purchase of a memorial, a tribute, or other materials, the Director will make the selection. Patrons may request a specific memorial item for the Library if the request meets the criteria established by the Board in the Collection Development Policy.
- The Library has the right to refuse any gift that would violate established selection policy and criteria.
- The library will not appraise any donated materials, create lists of donated materials, or estimate the value of donated materials. A donation form which can be used as a receipt for tax purposes is available from library staff.
- Donated medical equipment intended for the Nurse's Closet will be subject to conditional criteria. Any item not added to the Closet will be donated or discarded.

Public participation policy

The Sheridan County Library Board welcomes public input at its meetings. Each agenda item (unless specified otherwise) will be open for public input before the Board deliberates on that item. In an effort to assure adequate notice and assist in public participation, the agenda will be posted at least 48 hours before the meeting on the library website and in the library.

The SCL Board of Trustees will conduct a minimum of six meetings throughout the fiscal year. Dates, times and location of the meeting will be announced in the agenda notice. On occasion the board may call a special meeting or need to change the time and date of the monthly meeting. Notice of such changes will be given at least 48 hours before the changes are made.

While it is recommended that anyone wishing to address the Board notify the library director or the Board Chair at least 48 hours before the meeting so that time may be reserved for such input, it is not absolutely necessary.

Everyone wishing to speak must sign in with the Board Secretary to allow for accurate spelling of names and identification in the official minutes of the meeting.

Since time is limited, the Board chair reserves the right to set reasonable time limits for public input on each topic. Comments may be given orally or in writing. Written comments should be submitted to the library director or board chair at least 24 hours prior to the meeting.

During Board deliberation, the public is asked not to make any comments unless responding to a specific question asked by the Board chair.

Thank you for your interest in the Library and the Board, and for your assistance in keeping our meetings orderly.

POLICIES APPROVAL

This Policy Manual, and the policies therein, was reviewed, accepted and approved by a vote of the Sheridan County Library Board of Trustees during their regular meeting held on

Tuesday December 5, 2023.

Signed: _____

Chair, Board of Trustees

Signed: Margaret D. Fawcett

Signed: Julia R.

Signed: Layla Mawg

Signed: _____

Signed: James L. Secretary

APPENDIX A

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 which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 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.

<http://www.ala.org/advocacy/intfreedom/librarybill>

APPENDIX B

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.

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

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

APPENDIX C

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors#notes>

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

1 *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

2 *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

3 “Privacy: An Interpretation of the Library Bill of Rights,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

5 “Rating Systems: An Interpretation of the Library Bill of Rights,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.

APPENDIX D

Request for Reconsideration of Material

Please describe the item in question as fully as possible. You may attach extra pages if necessary.

Title:

Author (if appropriate):

Format (check one):

- ☐ Book
- ☐ Book on CD
- ☐ DVD
- ☐ Other

Publisher & Copyright Date:

Please answer the following questions:

- 1) Have you read, listened to, or viewed the item in its entirety? Yes No
- 2) What is the subject of the item?
- 3) Do you have any additional information including reviews, articles, etc.? (Please cite source, date and page). Yes No

If Yes, please cite source, date and page.

- 4) Please attach any applicable information that may be useful.
- 5) Please state the action you wish taken on this item:
 - ☐ Add to the Library
 - ☐ Shelf elsewhere
 - ☐ Remove from the Library
 - ☐ Other (specify):
- 6) What are your reasons for this request?

- 7) Please explain how such an action would improve the Library's service to the community:
- 8) What are the positive points of this material?
- 9) Do you feel the material is objectionable to all patrons, or some patrons?
- 10) If you wish for the material to be withdrawn from the Library entirely, what material of equal literary merit would you recommend in its place?

Name: _____
Address: _____
Home Telephone: _____ Work Telephone: _____
Signature: _____
Date: _____

APPENDIX E

Report of Re-Evaluation of Material

Title: _____

Author: _____

Type of Material: _____

This decision was made on the _____ day of _____.

Findings of Fact:

Decision:

The following members are in agreement with the above decision.

The following members are not in agreement with the above decision.

APPENDIX F

Hallway Display Case

- The Hallway display case is for use by area individuals, groups and organizations for informational, educational, cultural and civic displays.
- Display periods will be for one month or less unless otherwise arranged with the library staff.
- Displays are to be set up and dismantled by the individual, group or organization.
- All items placed in the display case are placed at the risk of the owner. The library will not be responsible for any items in the display case which are not library property.
- The library director and the Library Board of Trustees have the option of refusing the use of the display case.

I have read and understand the policies regarding use of the library hallway display case.

Signature _____

Date _____

APPENDIX G

Sheridan County Electronic Device User Agreement

iPads and mobile hotspots require care when using. Please read the following to ensure proper use of the Library's electronic device(s).

- I agree to return any accessories with the iPad or mobile hotspot and in the same condition in which it was originally checked out.
- I will not tamper with the iPad or accessories or attach any equipment not designed to be used with the device, alter, delete or copy any software loaded onto any devices or change existing configuration.
- I understand that I am responsible for logging out of any email software or websites that may contain personal information that could potentially be viewed by others.
- I understand that hotspots and iPads are not filtered and that wireless networks are unsecured. It is my responsibility to use the device in a responsible manner and not for any unauthorized, unethical or illegal purposes.
- I understand that I am responsible for monitoring what my children and/or other minors access or view while using the hotspot.
- Devices can be damaged if returned through the outside Book Return. I agree to return the device to the Circulation Desk during the Library's open hours.
- Devices due 14 days after checkout and may be renewed once. *Devices not returned or renewed prior to due date will result in loss of electronic device privilege for one year.*
- I agree that failure to comply with any of the above conditions may result in the future loss of library privileges.

My signature below indicates that I have read the Electronic Use Agreement, that I am 18 years of age or older for using a hotspot, and I agree to adhere to these conditions when checking out an electronic device from the Sheridan County Library:

Name (Print)

Patron Barcode

Signature

Date

APPENDIX H

SHERIDAN COUNTY LIBRARY

Library Card Application

By completing this application, I agree as a cardholder, parent, or guardian, to accept full responsibility for all materials selected and borrowed on the account listed below, including any lost or damage fees incurred. I agree to abide by all Library policies.

- I agree to notify the Library if the card is lost or stolen.
- I will notify the library of any change in contact information (address, phone, email).
- I understand that I am responsible for knowing the guidelines for borrowing library materials, including the use of interlibrary loan materials.
- Accounts may be blocked in accordance with Library policy without notification.
- First-time borrowers are limited to two library items.
- I understand that internet access on the library's computers, iPads or hotspots is unfiltered.

APPLICANT INFORMATION (please print)

FIRST NAME	MIDDLE NAME	LAST NAME
MAILING ADDRESS		
STREET ADDRESS (IF DIFFERENT FROM ABOVE)		
CITY	STATE	ZIP
	/	/
EMAIL	Date of birth (mo/day/year)	
PHONE (Please indicate if cell/mobile)		

Would you like to have your check-out history activated? Y N

I certify that the information provided is true and correct to the best of my knowledge.

APPLICANT SIGNATURE	DATE
LIBRARY USE ONLY	
Barcode #: _____	Staff initials: _____