



RAWLINS MUNICIPAL LIBRARY POLICY MANUAL

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Rawlins Municipal Library
 1000 E. Church St.
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 (605) 773-7421

Circulation Policy

Rawlins Municipal Library

CIRCULATION GUIDELINES

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

Although Rawlins Municipal 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 of no use away from the library (microfilms requiring special readers, etc).

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

REGISTRATION

Residents who demonstrate proof of physical address within Pierre or Fort Pierre city limits may register for use of library materials free of charge. Proof of physical address consists of producing a photo ID (tribal ID is also valid) and one mailing to the applicant's stated physical address (no PO boxes). Patrons who live outside of the above stated areas may borrow materials upon payment of \$35 annual fee. Residents of Stanley County may obtain reimbursement for this cost by submitting their receipt of payment for a library card to the Stanley County Treasurer.

Juvenile accounts (under the age of 18) may be set up if a parent/guardian completes and signs the registration/informational sheet for the child. Family accounts are also available upon request. Card may be kept at Circulation desk upon request and family members must identify themselves before borrowing is allowed.

All patron accounts will be reviewed and updated every two years to verify information is current. Non-resident fees will be collected on an annual basis. Library cards must be presented at time of check out. Patron's card must be free of any fines and have no overdue materials listed on their account in order to check out materials.

Library cards and lanyards are provided free of charge on first visit. A replacement fee of 50 cents will be charged for lost or damaged cards.

TEMPORARY REGISTRATION

Temporary cards will be issued to patrons who will be residing in Pierre for less than six (6) months (ex: summer interns). Those requesting a temporary account must have a photo ID and provide their home address, phone number, and point of contact. A \$35 deposit fee is required. Once all items are returned, the \$35 will be refunded to the patron via a check sent to their permanent address.

RECEIPTS

Receipts shall be issued for payment of out-of-county registrations and lost items. A receipt may be given for fines or photocopying at the patron's request.

CIRCULATION

<i>Loan Periods:</i>		<i>Number of Items That Can Be Borrowed:</i>
Books	28 days	30
Audiobooks	28 days	30
eBooks	varies (7, 14, or 21 days)	5
DVDs	7 days	5
Music CDs	7 days	5
Magazines	7 days	5
Backpacks	7 days	3

All items may be renewed up to two times unless there is a hold on the item by another patron or library staff member. There is a limit of 30 books per checkout. Teachers must also adhere to this borrowing limit unless prior approval has been given by the supervising librarian. Interlibrary Loans may not be renewed.

HOLDS

Rawlins Municipal Library will permit a patron to reserve a book that is on loan to another patron. The request may be made by mail, phone, in person or through the library's email or automated OPAC. Patrons will be notified through their preferred method of contact: text message, email, standard mail, by phone or in person when reserved materials become available. Material will be held for one week. If the item is not picked up within that time frame, the reserved material will be loaned to the next patron on the list or returned to the shelf, whichever is applicable.

DVDs

DVDs are intended for *Home Use Only* unless otherwise marked. They may NOT be shown at public meetings and viewers may NOT be charged a fee for viewing. Some of the DVDs available will have been purchased with public performance (PP) rights and therefore may be shown without the *Home Use* restrictions. Nursing homes and assisted living facilities are considered to be "home use" and group viewing is allowed in such cases.

MPAA ratings are voluntary ratings applied by the motion picture industry to guide people in their selection of appropriate entertainment. Patrons ages 17 and younger are restricted from checking out R-rated DVDs. Library staff will verify age prior to checkout.

INTERLIBRARY LOANS (ILLs)

The Rawlins Municipal Library strives to provide, through Interlibrary Loan, resources and information not available in our library. RML will request materials not owned in our collection through the use of library networks and resource databases at our disposal (OCLC, SDSL, Share-It). Interlibrary Loan privileges are available to all registered patrons upon request. Every effort will be made to order ILL requests quickly and efficiently according to ILL staff schedules.

Most libraries will not lend best-sellers or high-demand items, audio or video materials, computer software, reference materials, art prints, or entire magazines. Rawlins Municipal Library reserves the right to leave those requests unfilled.

The circulation manager procures all loans, both in and out of state. Borrowers must adhere to strict user limits which often vary from Rawlins standard check out periods. Patrons are required to pay any associated fees that accompany the request, such as genealogy-related materials, films, etc. (notification of such charges will be sent to patron before item is ordered.) Patrons are also responsible for all fines or charges resulting from overdue, lost, or damaged materials. Patrons who consistently neglect to pick up their Interlibrary Loan materials upon receipt of notice may lose their ILL borrowing privileges or be asked to reimburse the cost to re-request the items. NOTE: Fine Free Wednesdays does not apply to ILL loan period or cost of accumulated fines.

HISTORICAL COLLECTION (GLASS CASE) – SOUTH DAKOTA (WEGNER-NORBECK) ROOM

Because of the historical value of the collection and the fact that much of the material is irreplaceable, the material housed in the Glass Case of the South Dakota Room should be used within the library. Exceptions may be made with the approval of the Library Director or the Circulation Manager.

FINES FOR OVERDUE MATERIAL

Fines on overdue materials will be assessed at 10 cents per item/per day with the exception of items returned on “Fine Free Wednesday”. All fines, past or present, will be removed on any materials returned to the library on Wednesdays during open hours. Items returned in the outside drop box before the opening of the Library the following day will also be eligible.

LOST/DAMAGED MATERIAL

In general, wear and minor damages occurring through normal use will incur no penalty. However, damages occurring through misuse or negligence WILL be assessed to the patron (replacement cost plus processing fee).

All materials will be inspected by library staff upon check in to assure they are in good condition before placing them back on the shelves.

RESTRICTION OF BORROWING PRIVILEGES

A patron’s privilege to borrow materials may be suspended under the following circumstances:

1. Accumulated fines of \$10 or more
2. Overdue items (beyond 8 weeks)
3. Accumulated charges for lost or damaged materials
4. Failure of registered patron to renew expired card
5. Disruptive behavior that resulted in suspension of internet privileges and/or library use. Term of suspension is determined by library supervisor.

In all cases, full privileges shall be restored upon payment of the fine or fee, return of materials, renewal of the card, or suspension resolution.

Revision Approved by Rawlins Municipal Library Board of Trustees: 04.26.2021

Library Card Policy

The following guidelines are established to provide consistency and accountability in the process of borrowing library materials.

REGISTRATION

Residents who demonstrate proof of physical address within Pierre or Fort Pierre city limits may register for use of library materials free of charge by filling out a registration form at the circulation desk. Proof of physical address consists of producing a photo ID and one mailing to the applicant's stated physical address (no PO boxes). Patrons who live outside of the above stated areas may borrow materials upon payment of \$35 annual fee. Residents of Stanley County may obtain reimbursement for this cost by submitting their receipt of payment for a library card to the Stanley County Treasurer.

Juvenile accounts (under the age of 18) may be set up if a parent/guardian completes and signs the registration/informational sheet for the child. Family accounts are also available upon request. Those cards will be kept at Circulation desk upon request and family members must identify themselves before borrowing is permitted.

Library cards and lanyards are provided free of charge on first visit. A replacement fee of .50 will be charged for lost or damaged cards.

TEMPORARY REGISTRATION

Temporary cards will be issued to patrons who will be living in Pierre for less than six (6) months (ex: summer interns). Those requesting a temporary account must have a photo ID and provide their home address, phone number, and point of contact. A \$35 deposit is required. Once all items are returned, the \$35 fee will be refunded to the patron via check sent to their permanent address.

LIBRARY CARD PROCEDURES

Patrons wishing to borrow library materials must present their Library Cards at the time of check out. Patron's card must also have no fines and no overdue materials listed on their account in order to check out materials. The process for handling payment of fines as well as restricted status for patrons who meet specific criteria is outlined in the RML procedures manual.

This policy is set forth to encourage responsible borrowing behavior and to safeguard the materials entrusted to Rawlins Municipal Library (property of the City of Pierre).
See Procedures Manual for detailed guidelines.

*Approved by Rawlins Municipal Library Board 02/27/2017
Amended by Rawlins Municipal Library Board 04.27.2021*

INTERNET USE POLICY

RAWLINS MUNICIPAL LIBRARY INTERNET USE POLICY

The Internet is an unregulated global information resource. Rawlins Municipal Library has no control over information that can be accessed through the Internet and cannot guarantee the accuracy and/or authenticity of information accessed through this resource. Users who find information or subject matter that is erroneous, out-of-date, illegal and/or offensive should contact the original producer or distributor of that work directly. Rawlins Municipal Library offers wireless internet service which is open and unsecured; however, Rawlins Municipal Library reserves the right to disable any website that disrupts its Internet or network connectivity or causes damage to its computer hardware.

Rawlins Municipal Library:

- cannot guarantee confidentiality over the Internet and users who enter personal information do so at their own risk
- is not responsible for work or information lost due to computer or system malfunction
- is not responsible for misplaced or stolen equipment
- disclaims any liability or responsibility arising from access to, or use of, information obtained through the Internet, or any consequences thereof
- 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. Children age 5 and younger must be in the company of a parent or responsible person (12 years or older) at all times.

1. Parents or legal guardians must complete an Internet Access Contract for Minor before their minor children may access the Internet the first time.
2. Users may not engage in actions that will, but are not limited to:
 - destroy, alter, prevent, or interfere with the configuration of the Library computers
 - violate copyright or software license agreements
 - ignore time, printing and workstation occupancy limits
 - invade or violate another Library user's privacy
 - disrupt others with loud excessive talking and /or disrespectful behavior.
 - be for any illegal, criminal or commercial purposes

Noncompliance with this policy will result in revocation of computer privileges and/or Library use privileges. Illegal use may also result in criminal prosecution. It is assumed that use of the Library's computers constitutes acceptance of the Policy.

*Approved June 23, 2003 by Rawlins Municipal Library Board
Amended November 26, 2007 by Rawlins Municipal Library Board
Amended December 14, 2009 by Rawlins Municipal Library Board
Amended December 1, 2015 by Rawlins Municipal Library Board
Amended June 24, 2019 by Rawlins Municipal Library Board*

RAWLINS MUNICIPAL LIBRARY

INTERNET ACCESS CONTRACT FOR MINOR (UNDER AGE 18)

_____ I have read the Rawlins Municipal Library Internet Use Policy.

_____ I understand that I am responsible for the information accessed by my child.

_____ I agree the Rawlins Municipal Library assumes no responsibility for any damages, direct or indirect, from use of its electronic information system, or any consequences thereof.

_____ I understand that if my child is deemed by the Library staff to be misusing the Internet or failing to comply with the Library's computer procedures, his/her Library Internet access privileges and /or his/her Library use privileges will be revoked.

NOTE:

*Rawlins Municipal Library has no control over information that can be accessed through the Internet and is not responsible for inadvertent exposure to potentially offensive material accessed by Internet users on Library equipment.

*Parents and legal guardians are responsible for the information accessed by their children and are advised to provide guidance and supervise their children's Internet use.

*Minors must be able to log in and operate a computer independently or have a parent or legal guardian assist them.

*Minors age 5 and younger must be in the company of a parent or responsible person (12 years or older) at all times.

*Library staff is not responsible for controlling children's Internet use.

My child, _____
has my permission to access the Internet at Rawlins Municipal Library.

PARENT PRINTED NAME _____

OR

LEGAL GUARDIAN PRINTED NAME _____

ADDRESS _____
STREET/P.O. BOX/ROUTE CITY STATE ZIP

TELEPHONE _____

CHILD'S DATE OF BIRTH: MONTH ____ DAY ____ YEAR ____

CHILD'S SIGNATURE _____

DATE _____

PROCTORING SERVICE POLICY

As a public service and as part of the library's effort to support the goal of lifelong learning, the Rawlins Municipal Library provides written and online exam proctoring, subject to availability of staff, space, and technology, and in accordance with the conditions and procedures listed below. Rawlins Library reserves the right to limit or deny this service if the proctoring request does not meet the test proctoring guidelines.

Requirements and Fees:

The Library charges a \$15.00 fee for each exam proctored. Students must schedule their exam at least 24 hours in advance and present a valid I.D. at the time of the exam. The library will proctor exams only during open hours, including evenings and weekends. The librarians reserve the right to cancel the exam for reasons such as technology malfunction, weather or staffing changes.

The Library Will Provide:

- Staff members who are authorized to provide proctoring
- Space for test-taking (there may not be a separate quiet area available at all times)
- The ability to mail, fax, or email a completed examination
- The ability to provide the technology for most on-line testing

The Student Will:

- **Contact the Library to make arrangements a minimum of 24 hours prior to exam**
- Verify with library staff that the requirements of the institution giving the examination can be met
- Verify that the physical environment at the Library meets test-taking needs
- Call ahead of time to ensure that the test has arrived via email or postal mail
- Arrange for an accessible computer if needed
- Notify the library if they are not able to make the scheduled time
- Prior to taking exam make payment of \$15.00 to Rawlins Municipal Library (cash or check)
- Pay for any exams or other supporting documents that are printed out for the student by the library
- Arrive with all supplies needed to take the exam – i.e., calculators, etc.
(The library can provide pencils and scratch paper for the student)
- Provide an appropriately sized, addressed envelope with required postage to return examination to the institution if not provided...*Or* – provide a FAX number and/or email contact for alternate means of returning the exam.

Additional Guidelines:

- Proctoring times are Monday-Thursday 10:00 am – 8:00 pm, Friday-Saturday 10:00 am – 4:00 pm, and Sunday 1:00 – 4:00 pm.
- The Library will not proctor tests on official holidays or when the Library is not scheduled for normal hours of operation.
- The Library proctor will set the student up for testing and periodically check back with them for any specific needs, but there should be no expectation of continuous supervision of the student during the test. If a more formal supervision directive is

required by a student or the examining institution, an alternate testing site must be chosen to proctor the exam.

- The Library does not provide supplies and equipment other than a public computer and Wi-Fi.
- Online Test Proctoring is administered using a public internet station. Library staff will attempt to seat the test taker in a quiet zone or provide wireless access. Two private study pods are also available for this purpose.
- During busy hours, the student may have limited privacy and quiet, depending on availability of an area for that purpose.

Approved by Rawlins Municipal Library Board of Trustees: 05/23/2016

Revised by the Rawlins Municipal Library Board of Trustees 09/25/2017

INTERLIBRARY LOAN POLICY

Rawlins Interlibrary Loan policy is designed to mutually share resources with other libraries. We will attempt to borrow items that we do not own for our patrons. We agree to loan items from our collection, within the guidelines of our lending policies, to requesting libraries.

Requests to borrow from other libraries:

Patrons may request items that we do not own using our ILL request form, the SD Share-It app on our web page, or a variety of other methods including e-mail, mail, phone or fax. Patrons must have a Rawlins library card and be in good standing. We will not request items that we own, unless the requested item is exceptionally overdue or lost. Rawlins will place a hold on that material for our patron.

Requests will be handled as quickly as possible, and are generally filled within 2 weeks if the item is available for loan. Library staff will first attempt to borrow from libraries using the courier system, then in-state libraries not on the courier, and finally from an out-of-state library if the patron agrees to pay an ILL fee (currently \$2.50 which goes towards postage).

Items borrowed will be subject to the lending libraries' policies. Most will not loan new materials, high demand items, or in some cases specific format types. The lending library sets the date for when items are due and may or may not allow renewals. We will notify the patron that the item has arrived and they are responsible for the care of the item when it is in their possession. If a fee is due, it is to be paid when picking up the item. Patrons are responsible for all fines or charges resulting from overdue, lost, or damaged materials. Patrons will be notified if we are unable to fill their request.

Libraries requesting materials from us:

Most requests will be received through the SD Share-It programs. Our lending policies will determine if the item will be sent or not. If it is checked out, a current release, or from a collection that has restrictions, we will not supply the item. The request will then move on to another library.

Most items will travel by courier; however, we will allow direct mail when necessary. Our materials will loan for a month and will allow one renewal if no one else is waiting for it. The borrowing library will be responsible for any lost or damaged expenses.

Approved by Rawlins Municipal Library Board of Trustees: 05/22/2017

Materials Selection Policy

Rawlins Municipal Library

POLICIES and OBJECTIVES

The purpose of this policy is to guide in the selection of materials and to inform the public about the principles upon which selections are made.

LIBRARY AIMS

The aim of the Rawlins Municipal Library is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of the community is the Rawlins Municipal Library's broad purpose. More specifically, it helps individuals to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All print, non-print and electronic materials are selected by this library in accordance with these basic objectives.

RESPONSIBILITY FOR MATERIALS SELECTION

This library board adopts as part of its policy the following paragraphs from the LIBRARY BILL OF RIGHTS:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prohibited or removed because of partisan or doctrinal disapproval.

Final responsibility for selection of books and library materials is and shall be vested in the library director and/or the acquisitions librarian. However, the director may delegate to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections.

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 the system, in other libraries, or in print;
4. Timeliness or permanence of the book;
5. Authoritativeness;
6. Inclusion in standard bibliographies or indexes
7. Price;

8. Format.

ELECTRONIC RESOURCES

The Library Board recognizes that the various formats in which information is stored and transmitted are expanding and that as the library collects materials in the new formats, there will be duplication. Many of the new resources that make up collections in the library will not physically be in the library building, but will be hosted on servers elsewhere and be delivered electronically and/or online via the Internet. The library will select these resources using the same types of criteria as it uses for physical materials.

SCOPE OF THE COLLECTION

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

The library acquires textbooks and other curriculum-related materials only when such materials serve the general public.

The library acknowledges a particular interest in local and state history; therefore, it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota, whether or not such materials meet the standards of selection in other respects. However, the library is under no obligation to add to its collection everything about South Dakota or produced by authors, printers or publishers with South Dakota connections if it does not seem to be in the public interest to do so.

GIFTS

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

Generally, 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.

The same standards of selection will govern the acceptance of gifts as govern purchase by the library. If material is useful but not needed, it may be repurposed or disposed of at the discretion of the library director.

MAINTAINING THE COLLECTION

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library 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 the 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.

CENSORSHIP

The selection of library materials is predicated on the library patrons' right to read and similarly, their freedom from censorship by others. Many materials are controversial and any given item may offend someone. Selections for this library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. This library holds censorship to be a purely individual matter and declares that while anyone is free to reject for themselves books and other materials of which they do not approve, they cannot exercise the right of censorship to restrict the freedom of others.

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

It is the right of any citizen of Pierre or other Rawlins Library patron to recommend materials for selection consideration by the Rawlins Municipal Library Board of Trustees and it is the obligation of the library director and staff to consider such recommendations with the same evaluative criteria established above. It is also the right of any citizen of Pierre or other Rawlins Library patron to question any library materials selected by the Rawlins Municipal Library since opinions may differ in our democracy. Such questions shall be presented in writing on forms developed and made available by the library director and shall be specific as to title and nature of the material being questioned.

Approved by Rawlins Municipal Library Board of Trustees: 10 / 30 / 2015

Revisited and approved by Rawlins Municipal Library Board of Trustees: 3/26/2019

WEBSITE LINK SELECTION POLICY

Section 1: Purpose

The Rawlins Municipal Library website contains Internet resources links to meet the needs of Pierre area citizens. It is our intent to cover as broad a range of interests and viewpoints as possible and to connect to resources supporting the needs and interests of the general public.

Internet resources added are selected by Library Director and authorized staff, and evaluated as to their usefulness to the library user with the following criteria considered:

Section 2: Criteria for Inclusion

Sites in this collection are selected based on the usefulness, relevancy, quality, and currency of the contents, and the navigability and ease of use of the site's design. Sites included should have an identifiable content authority, be reliably accessible, updated frequently, and be easy to use.

Specific criteria:

ACCESS

The site...

- Uses standard HTML
- Loads easily and in a reasonable amount of time
- Is not often overloaded or unavailable, and is consistently available
- Has an unchanged URL
- Is open to all without fees
- Any rules for use are stated up front
- If there are links to other sites, they are appropriate to the age intended

DESIGN

- Pages are concise and website design is responsive to all formats
- Instructions are clear and placed before links
- Links work properly
- Site works intuitively
- Site is both exciting and friendly; makes appropriate use of technology
- Site encourages appropriate and safe user interaction
- Site is organized and easy to navigate
- Site does not require additional software or hardware to operate

CONTENT

- Site clearly states scope, authority, and intended audience
- Titles and headings are clear, descriptive, and appropriate for intended audience
- Content is of adequate scope and is organized to meet needs of intended audience

- Site provides appropriate links to additional sources of information
- Site is up-to-date with links maintained
- Site changes and grows to encourage future visits
- Site content is documented and accurate
- Site makes appropriate use of multimedia elements
- Information on the site is accurate, factual and unbiased
- Site contributes something unique to the subject
- Site content well-written (easy to read, correct spelling and grammar)

SCOPE

- Is the purpose of the resource clearly stated?
- Is the site appropriate for the intended audience?
- How does the site compare with other sites on the same subject?

AUTHORITY

- What are the author's qualifications and reputation in the subject covered?
- Are sources of information stated?
- Can the author be contacted for clarification or to be informed of new information on the subject?

Approved by Rawlins Municipal Library Board of Trustees: 11.23.2015, revised 04.29.19

GIFT POLICY

Gifts of Books

Gift books will be subjected to the same scrutiny as new books with reference to their value to 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 determined by library staff. In most cases, gift books will not be accepted unless the items may be separated and shelved in the regular collection.

Memorials

The library will allow 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 special titles 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.

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

Special Collections

Large gifts of materials on a particular subject or large monetary gifts intended for purchase of books in a certain field require careful examination, as accepting a special collection brings with it an obligation to continue to build up that collection or retain it for an undetermined amount of time. The material must be considered of general interest to the community and the library must ascertain the funding necessary for perpetuation of the collection.

Rawlins Municipal Library will not make a monetary evaluation of gifts or memorials, but will help the donor locate an experienced book dealer who is prepared and willing to make evaluations for tax purposes, etc.

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

Gifts of Art Objects

The Rawlins Municipal Library Board of Trustees will consider gifts of works of art and make the final decision whether to accept or reject those gifts.

To be accepted, any work of art must meet the following standards:

1. Quality – The work must be, in the judgement of the Board, of high quality with respect to execution and artistic merit. The Board may solicit expert opinion to aid in the evaluation of the work from art museums or experts in the field.
2. Safety – The work must not, in the judgement of the Board, pose a safety hazard.
3. Appropriateness – The work must be, in the opinion of the Board, appropriate to its proposed setting, to the image of the library, and to the standards and best interests of the citizens of the Pierre/Ft. Pierre 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 the Library Board and/or Director.

The Library Board and/or Director may apply additional criteria as 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 and/or Director.

Gifts become the property of the Rawlins Municipal Library. Disposition of gifts is at the discretion of the Rawlins Municipal Library Board and/or 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, the Chair of the Library Board, and the Library Director following the 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 stolen, 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 the gifts
- Any restrictions by the donor on the use of the gifts
- The practical use of the gifts for the library and its patrons

The Library Board and/or Director will approve the use of presently owned and future gifts. The Library staff will carry out the display and storage of gifts. All gifts are accepted with the provision that if they become outdated or worn, they may be disposed of as the Library Board and/or Director decides best.

In order to avoid disappointments and misunderstandings, no purchases for the Rawlins Municipal Library should be made by any individual or organization without the approval of the Library Board and/or the Director.

The Library will keep a record of all gifts and memorials with information as previously outlined.

Planned Giving

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

- Upgrades to library technology
- Growth of current collections
- New collection formats
- 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 for guidance. These gifts may include bequests from an estate, life insurance, stocks and mutual funds, real estate or other tangible items.

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

Approved by Rawlins Municipal Library Board of Trustees: 11.23.2015

Amended by Rawlins Municipal Library Board of Trustees: 05.20.2019

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS AND DISPLAYS POLICY

As in handling any type of complaint about library operations, a courteous and calm approach is essential. Above all, the complainants must know that their objections will be given serious consideration and that their interest in the library is welcome.

All requests to reconsider materials must be on the written form accompanying this document as provided by the library. As soon as the complaint has been filed, the Library Director should review the objections. Simultaneously with the review, the Director should notify the Library Board that a complaint has been brought forth.

The staff person in charge of that collection (Adult Services Librarian, Technology Services Librarian, Young Adult Librarian or Children's Librarian, etc.) along with the Acquisitions Librarian will evaluate the reasons for the purchase. The objections should be considered both in terms of the library's Materials Selection Policy and the opinions of the various reviewing sources used in materials selection.

The objections and the response by library staff should be given to the Library Director. The Director will review the response and add his/her own comments. At this point, the Director will generate a written response to the complainant. The response should be made within ten (10) working days of the receipt of the complaint.

If the complainant is not satisfied, then the Library Director can serve as the person to whom an initial appeal is made. The Director should contact the complainant, explaining the decision of the library and advising the complainant that further discussions are welcome.

If the complainant still feels that his/her objections have been dealt with inadequately, the complainant can make a final appeal to the Library Board of Trustees by presenting their challenge in person at the next scheduled Board meeting. The appeal will be noted on the Library Board Agenda under 'New Business.' The Library Board will in turn decide upon an appropriate course of action that evening during open session, or if further discussion is warranted, respond to the complainant no later than forty (40) days after the meeting.

Adapted from the Intellectual Freedom Manual, published by the American Library Association, Office of Intellectual Freedom.

Approved by Rawlins Municipal Library Board of Trustees: 01/24/2016

Revised and approved by Rawlins Municipal Library Board of Trustees 10.28.2019

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS OR DISPLAYS

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents

- _____ Himself/herself
- _____ Name of Organization _____
- _____ Other group, please identify _____

1. What do you object to in this item? (Please be specific; cite pages)

2. What do you feel might be the result of reading/viewing/hearing this item?

3. For what age group would you recommend this item? _____

4. Is there anything good about this item? _____

5. Did you read the entire book (listen to the CD/record/tape) (view the video)? _____

What parts? _____

(Continued on other side)

6. Are you aware of the judgment of this item by critics? _____

7. What do you believe is the theme of this item? _____

8. What would you like the library to do about this item? _____

9. In its place, what item of equal quality would you recommend that would convey as valuable a picture and perspective of our society? _____

Signature of Complainant

Today's date

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

In order for patrons to make full and effective use of library resources, they must feel confident that information about the books they read, the materials they use, and the questions they ask will remain private. Therefore the Board of Trustees of the Rawlins Municipal Library has adopted the following policy concerning the disclosure of information about library patrons:

No employee of the Rawlins Municipal Library shall divulge any information that identifies library patrons with materials borrowed, questions asked, information requested, meetings attended, or the frequency or dates of visits to the library. However, a parent or legal guardian requested to pay fines or penalties incurred by a minor child for materials borrowed may, upon request, be informed of the specific materials borrowed and the reason for imposition of the fines or penalties.

This policy does not prohibit library employees from responding to a parent's request to contact a minor child by telephone while the child is at the Rawlins Municipal Library, or prohibit the release of composite library statistics.

Procedures have been developed to address compliance with requests by law enforcement officers. 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 notify the Board of Trustees and consult with the City Attorney before complying with the order.

Approved by Rawlins Municipal Library Board of Trustees 07/27/2015

Revised and approved by Rawlins Municipal Library Board of Trustees: 01.28.2019

MEETING ROOM POLICY

The Rawlins Municipal Library meeting room, also known as the “South Dakota Room”, houses the library’s state historical collection and also serves as a library programming room and as a public meeting area. The room is available for use by community organizations engaged in civic, cultural, educational, or charitable activities. All meetings must be open to the public.

Reservations

When scheduling the use of the room, priority is given to educational programs supported by the library. The meeting room is generally not available during the months of May - July as it is set aside during that time for the Summer Reading Program.

If not reserved for library purposes, the meeting room is available for public gatherings of non-profit organizations. The Library reserves the right to limit the use of the room by any one group to best accommodate the various requests for this facility. There may be no fund raising, promotion of fee-based products or services, sale of items on the premises, admission fees charged, nor collections taken in the Library meeting room. Any exception to this procedure must be approved in writing by the Library Director.

The room must be reserved in advance (no more than 2 months prior). All uses of the room will be scheduled on a first-come, first-served basis. Reservations must be registered with the Library staff and approved by the Library Director.

Youth Groups

Youth groups may schedule use of the meeting room only if sponsored and supervised by an adult (Adult must be present in the room at all times). Groups comprised of children under the age of 18 must be sponsored and supervised by the adult responsible for that group.

Meeting Room Hours

Meetings may be held only during regular hours of library service and staffing. Meetings **MUST** be concluded prior to normal closing time on that day to give participants ample time to exit the building.

Please allow time needed for setup, cleanup, and related support services when scheduling the room. Any group whose gathering extends beyond closing time will be charged a \$25 per hour fee for any part of an hour.

Room Arrangement

Seating arrangements and equipment setups are the responsibility of the organization using the meeting room. All responsibility for damage to equipment or facility rest with the user organization or individual. The room must be returned to its original state.

Refreshments

Refreshments are restricted to within the meeting room and are not to be taken into the main Library. The reserving organization is responsible for cleanup and/or damage incurred while serving food or beverages. The Library reserves the right to assess a fee of \$25.00 if clean-up is necessary or damage has occurred while in use by the reserving organization.

Legal Restrictions

By state law, smoking and alcohol use are not permitted in the Library meeting room. The Library assumes no responsibility for preservation, protection, or possible theft of any property of the organization or personal safety of persons using the Library meeting room. The fact that a group is permitted to meet in the Library does not in any way constitute an endorsement of the group's policies or beliefs.

Library Board Authority

The Rawlins Municipal Library Board of Trustees reserves the right to deny or revoke permission for use of the meeting room to any group that violates the rules or is disorderly or objectionable in any way. An organization may request a clarification from the Library Board at a regularly scheduled Board meeting.

Approved by Rawlins Municipal Library Board of Trustees: 4.25.2016



Policy on Photography, Videotaping, and Use of Other Recording Devices

The Library's *primary* mission is to provide library services to the residents of Pierre/Ft. Pierre. Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.

Individual Photography/Videotaping

Persons photographing, videotaping, or recording on library premises have the *sole* responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor requires the permission of the minor's parent or guardian. (Permission form in Appendix 13). The library undertakes *no* responsibility for obtaining these releases.

Library Staff Photography/Videotaping

The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the library's website), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures. Permission must be obtained from parent/guardian if using children's names specifically in a photograph or video recording.

This policy extends to photographs and filming by library staff at Friends of the Library events and at library booths and programs at public events in the community.

Approved by Rawlins Municipal Library Board of Trustees: June 6, 2015

Re-approved by Rawlins Municipal Library board of Trustees: September 24, 2018

Senior Outreach Policy

Information on outreach services Rawlins Library offers to seniors and caregivers:

Rawlins Municipal Library provides Outreach Services to people who could not otherwise have access to the library. Trained, motivated staff make visits to facilities throughout Pierre area, as well as provide services to homebound individuals. The Adult Services Librarian will deliver specially selected items once per month to people living in assisted living and nursing home facilities, and to homebound residents upon request. This vital link to library services means greater enrichment and a better quality of life.

Library Services to Seniors and Caregivers:

Senior Care facility deliveries: The Outreach coordinator visits several nursing homes and assisted living facilities each month, bringing print and audio-visual materials, and other requested materials to residents. Outreach customers can choose from a variety of titles in large print format and an assortment of DVDs, audio-books, and other items selected especially for them. Residents may choose from the selection provided as well as make specific requests for specific titles or series.

A representative for the organization must sign and accept the annual agreement for services rendered. This Facility Caregiver will be in charge of managing the checkout sheet and making sure the borrowed items are accounted for and returned to the library totes by the following month's Outreach visit. Renewals are permissible upon request.

Organizations receive an initial four (4) week checkout for all items. Authorized renewals are allowed. No late fines will be assessed to the facility or the residents, but the facility is financially responsible for replacement of lost items. There is no limit on the number of checkouts a resident may have, but all items must be returned in good condition and in a timely manner. The Outreach Librarian will accommodate special title requests.

Approved by Rawlins Municipal Library Board of Trustees - June 22, 2015

Re-approved by Rawlins Municipal Library Board of Trustees - March 4, 2019

DISPLAY POLICY - Bulletin Board, Posters, Fliers, Pamphlets, Publicity Materials, etc.

This policy of the Rawlins Municipal Library is meant to establish a limited public forum for the display, distribution, and exhibit of materials from not-for-profit organizations. Limited display space within the library requires that materials accepted for posting, display, distribution or exhibit be governed by regulations as listed below. This policy governs the use of literature distribution racks, bulletin boards, display cases and tables in the Rawlins Municipal Library.

- Materials from not-for-profit organizations and/or functions may be accepted for posting, display or distribution on a “space available” basis. In the case of space limitations, priority will be given to events occurring in Pierre and Ft. Pierre.
- Items from commercial or profit-making organizations or individuals will not be accepted for display or distribution. This regulation includes but is not limited to: advertisements for child care, music lessons, items for sale, boutiques, and garage sales.
- As a publicly supported institution, the Library will not display information or materials that engender a specific political or religious viewpoint.
- The Library Director or designated staff persons retain the right to refuse any material for display based upon size and space limitations and content (must be appropriate to be viewed by the general public, including children). The final decision for display or distribution will rest with the Library Director.
- All items must be brought to the circulation desk or Director’s Office for approval and should not be directly posted by an individual or group.
- The Library Director and/or designated staff persons will determine when material will be posted, displayed or distributed and when it will be removed.
- Requests to reconsider a display will be handled in the same manner as reconsiderations of other library materials.
- Acceptance of a display does not constitute a commitment to that individual/group/organization to display or hold display areas for them on a regular basis.

All opinions contained in posted or displayed materials are those of the contributor. The Rawlins Municipal Library does not advocate or endorse the beliefs or viewpoints that may be the subject of displays.

Approved by the Rawlins Municipal Library Board of Trustees: 4/25/2016

Theft of Library Materials Policy

The Rawlins Municipal Library establishes the following policy to protect its collections and other property against theft and mutilation.

1. No library materials may be taken from the library unless those materials have been properly checked out or other authorization for removal been given.

The willful taking of materials without authorization will be considered as an act of larceny. After a reasonable effort has been made on the part of the library staff to recover the stolen items, the patron or patrons responsible for the theft of those materials will be reported to the City of Pierre Police Department.

2. The willful mutilation of materials by marking, underlining, removing pages or portions of the binding, removing electronic book detection devices, or in any other way injuring or defacing materials will also be considered theft if patron is in non-compliance with the damage/replacement policy as found in the Rawlins Municipal Library procedural manual.

3. Any other act defined as theft of library materials under state and local law will be considered and treated as theft under this policy.

4. For the purposes of this policy, materials are defined as any book, picture, photograph, painting, drawing, map, newspaper, magazine, pamphlet, document, public record, microfilm, sound recording, audiovisual materials in any format, electronic data processing records, computer hardware and software, artifacts or other documentary, written or printed materials regardless of physical form or characteristics, belonging to, on loan to, or in the custody of the Library. This definition includes all institutional property housed in or intended for use in the Library.

Original policy approved by Rawlins Municipal Library Board of Trustees: June 22, 2015

Revised policy approved by Rawlins Municipal Library Board of Trustees: November 26, 2018

Patron Code of Conduct Policy

Rawlins Municipal Library patrons are expected to use the library, including its facilities, grounds, resources, and materials in a responsible, appropriate, and courteous manner. Illegal acts or conduct in violation of federal, state, or local laws, ordinances, or regulations are prohibited. Behavior that disturbs or infringes on the rights of other library patrons, staff, or volunteers, or which damages library materials and/or property is not permitted. The Library reserves the right to remove a patron from the Library premises as well as revoke his/her library privileges if patron fails to comply with policy guidelines. City of Pierre Police Department will be notified in the case of non-compliance. This policy applies to patrons of all ages.

Rawlins Municipal Library will follow and enforce the City of Pierre Police Department Morals and Conduct Public Order Laws which are attached to this policy.

Noncompliance of the Patron Code of Conduct Policy:

- Failure to comply with this policy and/or the library's established rules, regulations, and procedures will result in a warning and may also result in exclusion from the library for the day or for a specified period of time or permanently, and/or arrest.
- Library staff and volunteers will not hesitate to call the City of Pierre Police Department if they feel there is an imminent danger to patrons, staff, or the library facilities.
- Any person who is asked to leave the library as a result of violating these guidelines and refuses to do so shall be considered trespassing. The library staff will contact the city of Pierre Police Department in all cases.

- Individuals banned from the Library will be asked to sign a Behavioral Policy Agreement before Library privileges are reinstated.
- In the case of unacceptable behavior by minor children, parents or guardians will be notified.
- Individuals who repeatedly call the library asking to have patrons paged should be gently reminded that the library's phone is a business phone and ask that they limit paging requests.
- Any patron whose privileges have been denied by library staff may appeal the decision to the Rawlins Municipal Library Board of Trustees within thirty (30) days of the decision.

Approved by Rawlins Municipal Library Board of Trustees:

June 22, 2015

Revised policy approved by Rawlins Municipal Library Board of Trustees: October 29, 2018

Revised policy approved by Rawlins Municipal Library Board of Trustees: April 25, 2022

City Ordinances: <https://tinyurl.com/yup98wm4>



Unattended Children Policy

The Rawlins Municipal Library encourages visits by young children and wants their library time to be memorable and enjoyable.

It is the policy of the library that all children 7 years of age and under must be in the company of a parent or responsible person who is 12 years or older while in the library. "Unattended" means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children. Parents are responsible for their children's behavior in the library.

Children under the age of 7 may not be left unattended in any part of the Library. If a child under the age of 7 is attending a Library program, a parent or childcare provider must remain in the library until the conclusion of the program.

If a child is left unattended in the Library, the staff will attempt to locate his/her parent/care provider. If they are not found in the library, the staff will attempt to contact the parent by phone. Parent/care provider will then be informed of the library's policy concerning unattended children.

Twenty minutes before closing time, library staff will remind young people to contact a parent/guardian for a ride home. If a parent/guardian cannot be reached or does not arrive within 15 minutes past closing time, the police may be called to escort the child home or keep the child until parents can be reached. Two staff members are required to wait with the child until that time. The library staff is not permitted to give an unattended child a ride home.

Approved by Rawlins Municipal Library Board of Trustees: June 22, 2015

Re-approved by Rawlins Municipal Library Board of Trustees November 26, 2018

Active Shooter Policy

Rawlins Municipal Library

DEFINITION

An Active Shooter is an individual who is actively engaged in killing or attempting to kill or injure people in a confined and populated place; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because Active Shooter situations are often over within 4-10 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

AWARENESS

The purpose and objective of a public library is to encourage people to make use of its facility and its resources, not to restrict access; consequently, it is more difficult to establish a secure environment in this type of setting. Staff members should be attentive to patrons and activities in the library at all times, keeping in mind that there is no stereotype of an Active Shooter; persons can be well-dressed, composed, female, etc., so it is important to assess subtle behaviors and report any suspicious or potentially threatening activity to the library supervisor or local authorities immediately. The public relies on library staff for guidance in such emergencies; therefore, preparedness and situational awareness is paramount in effecting the best possible outcome in the event of such a catastrophic incident.

PROCEDURAL GUIDELINES

When an Active Shooter is in the vicinity, assess the situation quickly and decide on one of the following options: Run, Hide, or Fight. (RML=Rawlins Municipal Library)

1. RUN

- Have an escape route and plan in mind.
RML – Front Door, Emergency Exit, Staff Workroom Exit
- Leave your belongings behind.
- Prevent others from entering an area where the active shooter may be.
- Help others escape if possible.
RML – calmly but quickly usher patrons (children in particular) to the exit doors or to one of the previously established “safe rooms” - see “HIDE”. Staff and patrons who have escaped the building should be directed to gather in the YMCA lobby for safety and accountability reasons.
- Evacuate regardless of whether others agree to follow.
- Remain calm. Do not panic. Patrons are counting on your guidance and direction.
- Do not attempt to move the wounded.
- Call 911 when you are safe.
If using RML phone, remember to dial 9 for an outside line first!
- Do NOT leave the immediate safe area and drive away. Staff and patrons need to be accounted for.

2. HIDE

- If escape is not possible, direct patrons to one of the previously established “safe rooms.”
RML – Staff Workroom, Director’s Office, Public Restrooms, S. Dakota Room, Utility Room in Basement
- Lock door(s) or barricade the entrance to your hiding place.
- Silence cell phones (including vibrate mode) and remain quiet.
- Close blinds, turn off lights and cover windows.
- Call 911.
- If escape to a “safe room” is not possible, hide in an area out of the shooter’s view (under desks, behind shelving, etc).
- If you can’t find a place to duck under, curl up into the smallest possible target. Firing is generally done from the hip. If someone has an automatic weapon and is sweeping back and forth, it’s better to be as low to the ground as you can be.

3. FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible; a combined group defense is more effective
- Improvise weapons or throw items at the Active Shooter
- Commit to your actions....your life depends on it!

ADDITIONAL INCIDENT RESPONSES

1. 911 – provide the following information to 911 operators:

- State that you are calling from Rawlins Library and provide the address
- Describe what is happening.
- Provide approximate location of the Active Shooter.
- Tell operator number of shooters.
- Give physical description of shooter(s).
- Provide type of weapon/size of gun being used and approximate shots fired.
- Give number of potential victims at location.

2. When Law Enforcement arrives:

- Remain calm and follow instructions.
- Drop any items you may have in your hands (bags, jackets, etc)
- Raise hands and spread fingers so you are not considered a threat to officers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or shouting – Remain calm!
- Do not ask questions when evacuating.

The first officers to arrive on the scene will not stop to help the injured; their task is to immobilize the shooter. Expect rescue teams to follow initial officers to treat and remove the injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do NOT leave the area until authorities have instructed you to do so.

3. Notify employees who may be on their way in to work for shift change. Apprise them of the situation and warn them to stay away from the scene.
4. Notify other authorities: the Library Director if not at the scene, city officials (Mayor, City Administrator), Library Board President, and the Office of Homeland Security within the State Department of Public Safety. (phone numbers listed on final page of this document).

POST INCIDENT REVIEW

An After Action Review (AAR) should be conducted immediately following an Active Shooter training exercise or actual event and should involve representatives from the library staff, law enforcement officers, rescue personnel on the scene, the city administrator and/or the mayor, as well as the South Dakota Department of Homeland Security. This review should include information on the major events, the lessons learned, and discuss any new initiatives developed or identified during the exercise or event. The AAR should also include a discussion of all techniques, tactics, and procedures utilized during the exercise/event to include what went right and what went wrong. It should identify any issues and the consequences resulting from the potential outcomes of those issues. An After Action Improvement Plan (AAR/IP) should be written which identifies areas that require improvements and the Active Shooter policy adjusted accordingly.

PROGRAM AND PLAN MAINTENANCE

The Active Shooter Response Plan will be maintained, reviewed, and updated on a regular basis through the practice of planning, training, and evaluation. This will allow for the identification of areas to be sustained, improved upon, or added to enhance the Rawlins Municipal Library's overall preparedness in the event of an Active Shooter event.

The South Dakota Office of Public Safety and Homeland Security has produced a brief video entitled **Options for Consideration Active Shooter Preparedness** which is available for viewing at <https://www.dhs.gov/video/options-consideration-active-shooter-preparedness-video> or **Run, Hide, Fight: Surviving an Active Shooter** at https://www.youtube.com/watch?v=zcnA_Cq_Csk

Emergency Phone Numbers: (dial 9 for an outside line if calling from a library phone)

9-911

- Pierre Police Dept.: 773-7410 (dispatch), 773-7413 (8 am-5 pm)
- Fire Department: 773-7401
- Emergency Medical Services: 773-4031
- Ambulance Services: 473-5284, American Medical Response: 945-0390

- YMCA: 224-1683
- City Administration: 773-7341
 - Mayor*
 - City Administrator*
- Library Director:
- Library Board President
- Dept. of Homeland Security: 773-3450 or 367-5940
- Public Safety: 773-3178

Approved by Rawlins Municipal Library Board of Trustees: 03/29/2016

EMPLOYEE DRESS CODE POLICY

Section 1: Purpose

It is the policy of the Rawlins Municipal Library that all employees maintain and present themselves in such a manner that their hygiene and general personal appearance conform to acceptable standards. Employees are expected to be neat and clean, and to use prudent judgment, regarding appropriateness of attire. Attire shall not interfere with job performance or job safety. The underlying standard for this dress code is “business casual.” Nothing should be worn that has sexual innuendos, political messages, obscene language, etc.

Section 2: Acceptable Attire

Acceptable attire includes:

- All employees must wear shoes
 - Employees are expected to wear comfortable shoes that works for them and the work they do at the library
- Jeans
 - Jeans cannot be distressed, have holes, be baggy or saggy, low cut, or reveal undergarments
- Slacks
- Capris
- Skirts of an appropriate length
 - If the skirt is too short the Director reserves the right to ask the employee to go home and change
- Blouses
- Sweaters
- Collared Shirts
 - Sleeveless, collared shirts are allowed
- Leggings are allowed to be worn under dresses, skirts, or long shirts
 - Leggings by themselves are not allowed
- City of Pierre Shirts and Rawlins Library Shirts are allowed any day of the week

Section 3: Unacceptable Attire

Unacceptable attire includes:

- Flip flops
- T-shirts on any day of the week, including reading t-shirts
 - The only exception for t-shirts is if the Director makes an exception for a t-shirt for a special event
- Shorts
 - The only exception for shorts is if the Director makes an exception for shorts for a special event
- Sweatpants
- Sweatshirts
- Tank tops, cropped tops, tube tops, halter tops, etc.
 - Undergarments must not show underneath the employees shirt
- Hats, caps, bandanas, etc.
 - There are exceptions for employees undergoing medical treatment
- Tattoos that are vulgar, obscene or intentionally offensive in content, or excessive piercings, are not allowed to be visible and should be covered during working hours.

Approved by Rawlins Municipal Library Board of Trustees:

07.27.2015

Re-approved by Rawlins Municipal Library Board of Trustees

03.04.2019

Re-approved by Rawlins Municipal Library Board of Trustees

05.24.2022

LIBRARY STORYTIME POLICY

Rawlins Municipal Library seeks to offer an active schedule of programs appropriate for young children. Among these is Storytime.

The purpose of Library Storytime is not to teach the child how to read, but rather to encourage the love of language and literature in all its forms. Children listen to, observe and imitate the books and activities we share, thus building reading readiness as they grow. Our goal is to create positive interactions with books for the parent and the child to experience together.

Library Storytime is more than reading stories aloud; it is a lively, curiosity-sparking experience introducing and celebrating children's literature and making it accessible to various groups of children. As such, it is generally recommended that Library Storytime be conducted by one of the professional children's librarians. Library Storytime will generally have a theme that the content of the book will emulate.

The Library staff and Director are in charge of all library-sponsored programs. The Library staff and Director will choose appropriate material for programs and may invite guest to participate as they see fit. When occasionally utilized, outside Library Storytime Readers will not be allowed to promote political views, individual(s) or group agendas, or personal opinions.

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

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

All library programs provided as a service to the community and there is no charge. Registration may be required for planning purposes or when space is limited. Any sales of products at library programs must be approved by the Library Director. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

The Rawlins Municipal Library may provide off-site outreach programming to insure equity of access and service to all patrons. These programs could include Library Storytime events at local preschools or presentations to community groups or organizations for the purpose of providing or promoting library services. Library programs may be cancelled for several reasons including cases of severe weather, presenter conflict, or low registration numbers.

Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Rawlins Municipal Library is handicapped accessible.

Interpretation and application of this policy is at the discretion of the Library, the Rawlins Library Board of Trustees, and the City of Pierre.

*Policy approved with revisions – August 26, 2019
Rawlins Municipal Library Board of Trustees*

PRESCHOOL STORYTIME GUIDELINES

Some Guidelines for Parents and Caregivers:

- Please make every effort to be on time for Storytime sessions. There is a limited time-frame for presentations, and disruptions prevent children's ability to focus their attention when reading a story.
- Parent participation is the key to the success of this program. Please join in the activities and show your child it's fun!
- RELAX! It is not expected that your child will sit completely still and participate in every activity. Our goal is to have fun with rhymes, songs, books, and other language-building play.
- A patron may be asked to leave Storytime if the librarian judges that the participant's actions are interfering with the ability of others present to listen. If your child is crying loudly or otherwise distracting others, please feel free to step out and "regroup."
- Keep in mind that you set the example for your child. If you don't listen quietly while stories are read, the children will not sit quietly either. Remember, there is a time to socialize as soon as the program is over.
- The program doesn't end when you go home. Share the rhymes and activities you've learned at bedtime, quiet time, or anytime!
- Storytime is provided as a service to the community and there is no charge.

PANDEMIC RESPONSE POLICY

Pandemic Response Policy – Rawlins Municipal Library Pierre, SD

I: Purpose

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing, or take unique measures to help slow the spread of the illness, including service restrictions or modification to digital services, limited hours of operation, or possible closure by order of national or local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

II: Definitions Pandemic Plan.

A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Pandemic. A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

Appropriate Staffing Level

For the purposes of this policy, the Library Director will determine what positions are to be considered essential or non-essential based under the circumstances. Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide essential services safely and efficiently.

III: Library Closure

The Rawlins Municipal Library may need to close the building for services to the public under the following scenarios:

Public Health Mandate

The Rawlins Municipal Library will close to the public due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Discretionary Service Level Changes

At the discretion of City Administration, the Library may close, reduce its operating hours, limit public service to digital, technology mediated, or limit services temporarily in the event that there is not sufficient staff to maintain safe operations, or if unable to maintain adequate social distancing for health and safety. This may include cancellation of all library programs, special events, and meeting room reservations for an extended period of time.

Staff Availability

Minimum staffing level for public service is defined as five or more healthy employees available to be present at the library during all open hours during a temporary period of time. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.);

- Restricted access to areas in the library (e.g., closing rooms or unmonitored areas for safety);
- Social distancing practices (6' separation between individuals) in public and staff areas;
- Reduction of open hours;
- Cancellation of all programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open or closed hours, with timely and appropriate communication;
- Closure of the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences.

If an employee receives medical direction to isolate and is confined to home, they will notify their immediate supervisor and will be excused from reporting to work. If they are able to work remotely, and have received permission to do so from the City of Pierre Administrator, they can continue to perform job duties as assigned by their supervisor.

In the event of library closure, employees shall follow the guidelines as established by the City of Pierre.

III: Communication

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff and Library Board of Trustees.

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on social media and news channels, email and the library website.

IV: Prioritization of Services

Priority will be given to the following essential services:

- Information services for the public, both in-person and online
- Facility Maintenance
- Online programming

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff. If the library building can remain open for non-public service, staff who are healthy should report to work on a schedule identified by the Library. Staff whose job duties include tasks that can be done remotely and have been approved by the City Administration may be assigned tasks and projects to assist the library with offering digital services and support to the public. This work may include working on future program planning, remote training via webinars, providing email reference services to the public, posting information updates and providing digital resources for supporting the social fabric of the community during this time of increased anxiety and stress.

V: Return to Normal Operations and Services

When advised by local, state and/or federal health authorities that the pandemic is no longer a threat to the community, the Rawlins Municipal Library staff will resume normal operations and services in accordance with the Re-opening Procedures Policy.

Approved by the Rawlins Municipal Library Board of Trustees: 4/27/2020

PANDEMIC RESPONSE – LEVELS

Pandemic Response Levels – Rawlins Municipal Library *prepared 3/16/2020*

The Library Director sets response levels in coordination with the City of Pierre Administrators, the State Health Department, and the Mayor's office.

Business as Usual – Preparedness. All library services are provided as scheduled.

First Level – *Business as usual, but all staff are on alert.* When the Health Department issues notice that a pandemic may affect the cities of Pierre, Ft. Pierre, & Hughes and Stanley Counties, staff and public are informed about the risks and preventive measures.

Second Level – *The Library adjusts services to high-risk populations.* When the Health Department issues notice that the illness has been detected in our service population, staff and public are informed about changes in service to high-risk populations. Preparations for Third level are made. Otherwise, business as usual.

Third Level – *The Library shifts to limit public assembly.* On the recommendation of the Health Department and in consultation with the Mayor's office and City Administration, the Director cancels programs, events, and meetings. All outreach activities are cancelled. The public is encouraged to limit time in the library and to make more extensive use of the Library's electronic resources. Social distancing is recommended. The Library may be closed depending on staffing levels and specific recommendations for the community.

Fourth Level — *Rawlins Library will be closed.* On the recommendation of the Health Department and after consultation with the Mayor and City Administration, the Director closes the Library to all public use. Depending on the situation and staff available, online services or other services that do not require direct public contact may continue.

Specific Actions and Duties

When the Director sets a response level, the Senior Leadership Team* assigns and oversees specific tasks as outlined below. The list of tasks is not exhaustive and may be tailored for the specific situation.

Business as Usual: Contingency plans are prepared and exercised. Library stocks health safety supplies such as cleaners and sanitizers. Staff is instructed on preventive measures.

First Level: Information and reliable sites are posted on the library website and on social media. Safety team lead coordinates purchasing and stocking of safety supplies and coordinates purchases with Finance. Safety supplies are distributed with instructions for how and when they are to be used. Staff are informed and educated about specific risks, ensuring they have clear and reliable information and are taking actions based on information from reliable news sources. Staff report to work as usual. The Senior Leadership Team confers frequently to assess risk and appropriate response.

Second Level: The Senior Leadership Team decides which services to change based on which populations are being impacted by the pandemic. Services may include: removing toys from the library floor, removing Kits from circulation, stopping service to off-site facilities such as senior living facilities, daycares, schools, removing internal passive programs, removing puzzles, in-house games.

The Library website is updated with information about service changes. The Senior Leadership Team confers daily to assess risk and appropriate response.

Evaluate travel to conferences outside of service area.

Third Level: The Library website is updated to emphasize the new rules of operation. Updates will also be shared via email and social media. Increased efforts are made to supply staff with protective supplies and make certain they know the guidelines for how to avoid catching/spreading illness.

Staff report to work unless directed otherwise. Leave is authorized as directed by the Human Resources Department, with the realization that notice time may be less than usual. Depending on staff responsibilities and available resources, staff may work from home. Library may be closed for extended periods if staff are unavailable.

Action list:

- Notify event and program presenters and cancel.
- Close Meeting and Study Rooms. Notify affected persons.
- Cancel any remaining Outreach stops.
- Cancel all Outreach activities, including Daycare Delivery. Notify daycares and volunteers.
- Public Computers may be shut down, or reduced to support social distancing.
- Rearrange or remove furniture to support social distancing.
- Remove soft surface items such as toys, stuffed animals, pillows, and bean bag chairs.
- Adjust due dates/hold pick-ups.
- Provide leniency in circulation policies. Be understanding if customers need additional time, fines waived, etc. because COVID-19 affected their ability to follow normal protocol.
- Depending on staffing levels, additional services may be reduced or stopped including: selection, acquisitions, cataloging, Interlibrary loan, Courier.
- Notify volunteers to stop serving until further notice
- Staff: Evaluate staff meetings – switch to phone or video conferencing if possible.

Fourth Level: The Library website and social media are updated with closure information. The Senior Leadership Team meets to decide what public and support services can be maintained, and how to administer these core operations:

- Communication with staff
- Timeclock approval.
- Maintaining the library website, social media, and temporary signage to keep the public informed on Library status and pandemic response.
- Security of library building and collections.
- Communication with outside agencies (ILL, vendors, etc.)
- Preparations to resume full or limited library services.

Key Awareness Points

Communication is always a prime need during an emergency. Staff members should verify that emergency contact information is correct.

Delegation of Responsibilities:

- Director Schrupp – Final decisions. Communication with Mayor’s office, Health Department, City of Pierre, and Library Board

- Circulation Paraprofessional (Edwardson) – Public facing activities, programming, travel, training
- Electronic Resources Librarian (Bowers) – Staff Communications and activities, Public Communications

* Senior Leadership Team consists of:

- Library Director
- Circulation Paraprofessional/Mid-Management
- Electronic Resources Librarian
- Acquisitions Librarian
- Circulation Manager
- Youth Services Librarian

The above plan is a guideline. Changes will occur to reflect current situation and additional information.

Policy established by Rawlins Library Municipal Library Board of Trustees – 04/27/2020