

# Rawlins Municipal Library Procedures and Policies

## Table of Contents

<b>Active Shooter Policy.....</b>	<b>1</b>
Definition.....	1
What to Do in the Event of an Active shooter.....	1
When Police Arrive.....	2
Follow Up.....	2
Training.....	2
Text-to-911 Instructional Sheet.....	3
<b>Board Bylaws.....</b>	<b>4</b>
Bylaws Mission Statement.....	4
Article I.....	4
Article II.....	4
Article III.....	4
Article IV.....	4
Article V.....	5
<b>Circulation Policy.....</b>	<b>6</b>
Overview.....	6
Registration.....	6
Circulation Limit.....	7
DVDs.....	7
Historical Collection.....	7
Holds.....	7
Juvenile Patrons.....	7
Juvenile Patrons Without a Parent or Legal Guardian.....	7
Lost or Damaged Materials.....	7
Teacher Cards.....	7
Restrictions on Borrowing Items.....	8
<b>Collection Development Policy.....</b>	<b>9</b>
Mission Statement.....	9
Philosophy.....	9
Community Demographics of Pierre, SD.....	9
Purpose of the Policy.....	9
Authority.....	9
Scope of the Rawlins Municipal Library Collection.....	10
Selection of Materials.....	10
General Criteria.....	10
Content Criteria.....	10
Additional Electronic Criteria.....	11
Gifts and Donations.....	11
Repairs.....	11
Replacements.....	11
Weeding Criteria.....	12
Patrons Reserve the Right to Express Concern About Library Materials.....	12
Request for Reconsideration Form.....	13
<b>Computer and Internet Policy.....</b>	<b>16</b>
Filtering.....	16
How to Request a Site to be Unblocked.....	17
Privacy.....	17
Patron Responsibilities.....	17

How Patrons can Access the Internet and Computers at Rawlins Municipal Library.....	18
<b>Internet Safety Policy.....</b>	<b>19</b>
Definitions .....	19
Access to Inappropriate Material.....	19
Inappropriate Network Usage.....	19
Supervision and Monitoring .....	19
Adoption.....	19
Harmful to Minors.....	19
Sexual Act; Sexual Contact.....	19
Library Patron Computer and Internet Agreement Form.....	20
<b>Confidentiality of Library Records Policy.....</b>	<b>21</b>
<b>Display Policy.....</b>	<b>22</b>
<b>Emergency Response Policy.....</b>	<b>23</b>
Introduction and Purpose.....	23
Media Inquiries.....	23
Building Evacuation.....	23
Shelter in Place.....	24
Medical Emergency.....	24
Fire Response.....	25
Threatening Individual.....	25
Active Shooter.....	25
Bomb Threat.....	28
Bomb Threat Checklist.....	28
Severe Weather and Natural Disasters.....	29
Floods.....	30
Blizzards.....	30
Propane or Natural Gas Leak.....	30
<b>Employee Dress Code Policy.....</b>	<b>31</b>
Purpose.....	31
Acceptable Attire.....	31
Unacceptable Attire.....	31
<b>Gift Policy.....</b>	<b>32</b>
Donations of Books.....	32
Donations of Other Property.....	32
Monetary Gifts.....	32
Gift Receipt Form.....	33
Memorial Gift Information.....	34
Gift and Memorial Book Donation Form.....	35
<b>Interlibrary Loan Policy.....</b>	<b>36</b>
Definition.....	36
Purpose.....	36
Eligibility.....	36
Scope.....	36
Rules and Procedures.....	36
Borrowers' Responsibilities.....	37
Duration of Loan.....	37
Renewals.....	37
<b>Library Databases and Electronic Resources Policy.....</b>	<b>38</b>
<b>Marketing/Public Relations Plan.....</b>	<b>39</b>
Introduction.....	39
Goals.....	39
Objectives.....	39

Positioning.....	40
Key Messages.....	40
Key Audiences.....	40
Year One 2023.....	40
Year Two 2024.....	41
Year Three 2025.....	42
<b>Media Policy.....</b>	<b>44</b>
Spokesperson.....	44
Press Releases.....	44
Media Requests.....	44
Photography Policy.....	44
Photography of Minors.....	45
Photo Release.....	46
<b>Meeting Room Policy.....</b>	<b>47</b>
Criteria to use the SD Room.....	47
Rules.....	47
Criteria of Acceptable Use.....	47
Reservations.....	48
Meeting Room Form.....	49
<b>Outreach Policy.....</b>	<b>50</b>
Eligibility of Outreach Services.....	50
Material Loan Periods for Outreach Services.....	50
Enrolling in Outreach.....	50
<b>Pandemic Response Policy.....</b>	<b>51</b>
<b>Patron Code of Conduct Policy.....</b>	<b>52</b>
<b>Personnel Policy.....</b>	<b>53</b>
<b>Privacy of Patron Information Policy.....</b>	<b>57</b>
<b>Programs Policy.....</b>	<b>58</b>
<b>State Park Policy.....</b>	<b>59</b>
State Park Pass Program Form .....	60
<b>Strategic Plan for Rawlins Municipal Library 2023-2025.....</b>	<b>61</b>
Mission and Vision Statement.....	61
Goals and Objectives.....	61
Annual Action Opportunities and Strategies.....	61
Measures for Success.....	62
<b>Technology Plan 2023-2025.....</b>	<b>63</b>
Purpose.....	63
Mission Statement.....	63
Vision for Technology at Rawlins Municipal Library.....	63
Plan Objectives.....	63
Current State of Technology.....	63
Technology Plan Goals and Objectives.....	64
Evaluation.....	65
<b>Test Proctoring Policy.....</b>	<b>66</b>
Test Requirements.....	66
Testing Fees.....	66
Test Administration.....	66
<b>Unattended Children’s Policy.....</b>	<b>67</b>
Purpose.....	67
Definitions.....	67
Policy .....	67

<b>Appendix of Library Forms A to Z.....</b>	<b>69</b>
Citizens Request for Reconsideration.....	70
Computer and Internet Agreement .....	73
Gift Receipt.....	74
Memorial Book Donation .....	75
Photo Release.....	76
Meeting Room.....	77
State Park Pass.....	78

## Active Shooter Policy

This procedure is intended to provide guidance to staff and patrons in the event an individual is actively shooting person(s) in Rawlins Municipal Library or in the surrounding areas. This procedure will cover the steps to follow in the event that a shooting does occur, what to do when law enforcement arrives, and after the situation has ended.

### Definition

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearm(s) and have no pattern or method to their selection of victims, which creates an unpredictable and quickly evolving situation that can result in loss of life and injury. Other active shooter attack methods may also include bladed weapons, vehicles, and improvised explosive devices. While law enforcement is usually required to end an active shooter situation, individuals can take steps to prepare mentally and physically for the possibility of this type of event occurring in order to save lives.

### What to do in the event of an active shooter

Active shooter situations create an unpredictable and rapidly evolving situation. Due to the nature of the situation the following steps are in place to help mitigate casualties and injuries. The steps are as follows **“RUN,” “HIDE,”** and **“FIGHT”**.

- **STEP 1 RUN**
  - Evacuate if possible. Have an escape route in mind. Look for emergency exits.
  - Move away from the sound of the armed person(s).
  - Leave your belongings behind.
  - If possible take others with you but do not stay if they are refusing to evacuate.
  - Do not attempt to move injured people.
  - When safe call 911 and silence your cell phone. Please refer to the *Text-to-911* Fact Sheet attached to this policy. Staff and patrons are able to text 911 as well.
- **STEP 2 HIDE**
  - If evacuation is not possible stay out of sight and hide.
  - Stay calm.
  - Find a location that will camouflage your location.
  - Put objects between you and the shooter.
  - If able, apply first aid to wounded victims.
  - Stay silent and silent cell phones.
  - If possible call 911. If you cannot speak, leave the phone line open and let the dispatcher listen. Staff and patrons can also text 911.
  - Prepare mentally and physically for the possibility that you might have to fight.
- **STEP 3 FIGHT**
  - This is the last resort and should only be done if there are no other options.
  - Be as aggressive as possible.
  - Yell and make loud noises.
  - Throw whatever items you can find to use as weapons.
  - Attempt to disrupt and/or incapacitate the shooter.

- This is your final line of defense. Do not give the shooter time to react. When the shooter is at close range, and you cannot flee, your chance of survival is much greater if you try to incapacitate them.

### **When Police Arrive**

Police will respond in a rapid manner. However, when officers first arrive on scene they will be moving towards where the shots were last heard as their purpose is to stop the shooters as quickly as possible.

- Run towards the location law enforcement are arriving from.
- Do not grab onto police offers or ask questions.
- Stay in view of the police.
- Keep both hands raised above your heads and palms open.
- Listen to the instructions given by the police.
- If you're hiding and someone knocks on the door do not open it. Stay silent. The officers will identify themselves, making sure the area is safe. Do not exit until told to do so by the police.
- If you're hiding, inform the police how many are in the room with you.
- When you exit the room, put your hands above your head.

### **Follow Up**

Should an active shooter event happen at Rawlins Municipal Library; the Library Director will work with the Pierre Police Department on follow up with the appropriate authorities. Rawlins Municipal Library will follow the recommendations provided by the Pierre Police Department.

### **Training**

The Library Director will work with the Pierre Police Department to host active shooter trainings for the staff and trustees every three years. All new staff will be trained on the location of the panic buttons and on how to text 911.

*Approved by the Rawlins Municipal Library Board of Trustees March 27, 2023*



## **CALL** if you can, **TEXT** if you can't

### **About Text-to-9-1-1**

- Text-to-9-1-1 is available in South Dakota as of March, 2021.
- Text-to-9-1-1 provides direct service for individuals who are deaf, hard of hearing, or those with a speech disability. Texting can also be used by individuals who lost the ability to speak following a medical crisis.
- Text-to-9-1-1 should only be used when a person can't safely make a voice call, such as an active shooter, domestic violence, home invasion, and human trafficking.

### **How to Text 9-1-1**

1. Enter the numbers 9-1-1 in the "To" field.
2. Text your exact location and type of emergency.
3. Send the message.
4. Be prepared to answer questions promptly and follow instructions.



### **Texting Do's and Don'ts**

- Use simple words; do not use abbreviations, pictures, text slang or jargon, emojis or group texts including 9-1-1.
- Once you have initiated a Text-to-9-1-1 conversation, do not delete the conversation or turn your phone off until you have been instructed to do so.
- Texting 9-1-1 with a false report is a crime, as is sending a "test" text. If you accidentally send a text to 9-1-1, send another text or call 9-1-1 to let the dispatcher know that there is no emergency.
- Do NOT text and drive!

### **Text-to-9-1-1 Facts**

- Emergency response may be lengthened due to the time it takes for a text to 9-1-1 to be typed and sent. Text-to-9-1-1 messages are subject to the same service speeds and/or delays depending on network strength in your area.
- Location is not as accurate with text as it is with a call. Be sure to text your exact address or location.
- At this time, 9-1-1 call centers are not equipped to accept photos or videos attached to a text-message.
- A text or data plan is required in order to use Text-to-9-1-1.
- If you attempt to send a text to 9-1-1 where that service is not currently available or your phone is in "roaming" status, you should receive a "bounce-back" message informing you that the service is unavailable.
- There is no language translation service for texts to 9-1-1.
- Texts to 9-1-1 have a 160-character limit, can get out of order, or may not be received.



South Dakota Department of Public Safety  
118 W Capitol Ave, Pierre, SD 57501 605-773-3264 [www.Text911SD.com](http://www.Text911SD.com)

## Board Bylaws

### Bylaws Mission Statement

“The mission of the Rawlins Municipal Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment and enjoyment.”

**ARTICLE I – Name** This organization shall be called “The Board of Directors of the R. E. Rawlins Municipal Library” existing by virtue of the provisions of Chapter 14-2 of the South Dakota Compiled Laws (1975 revision and 1977 supplement) and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.”

**ARTICLE II – Officers** Section 1. The governing body shall appoint five competent citizens broadly representative of the population of the local governmental unit. The officers shall be a chairperson and a vice-chairperson. Section 2. Officers shall serve a term of three years; new appointments shall be for a term of three years or to complete an un-expired term. Members may serve for no more than two successive terms. Vacancies are filled by the City Commission upon recommendation by the Library Board of Directors. Section 3. The Board shall choose one member to act as chairperson for one year and one member to act as vice-chair for one year. In the absence of the chairperson, the vice-chair shall oversee the meeting; in the absence of the chairperson and the vice-chair, the Board shall elect a person to oversee that meeting. Section 4. The Chairperson shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, shall certify all bills approved by the board, and generally perform all duties associated with that office. The vice chairperson shall, in the absence of the chairperson, exercise the chairperson’s functions. Section 5. The Library Board is responsible for presenting the library’s annual budget to the City Commission; for safe guarding the finances of the library; for providing accommodations for the public library; for appointing the librarian; for acceptance of gifts; for the rules and regulations of the library; for contracting with other agencies for interlibrary service; and for submitting an annual report to the South Dakota State Library. Section 6. Board members may be reimbursed for expenses incurred in travel to workshops, conventions, etc. in accordance with Section 6.6.2 of the City of Pierre Personnel Policy Manual.

**ARTICLE III – Meetings** Section 1. The Library Board shall meet a minimum of once during each quarter of the year, with monthly meetings recommended. Special meetings may be called by the chairperson or any other two Board members on twenty-four hours advance notice, for the transaction of business as stated in the call for the meeting. Section 2. A quorum for the transaction of business at any meeting shall consist of three members of the board present in person. Section 3. Conduct of meetings: Robert’s Rules of Order shall govern proceedings of all meetings.

**ARTICLE IV – Library Director and Staff.** The Library Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books and other materials in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. The director shall appoint and specify the duties of other employees with the consent of the city manager. The librarian shall prepare and submit any and all reports requested by the board as required by law; shall issue notices of all regular meetings and on the authorization of the chairperson of all special meetings; shall have



custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the library; shall certify all bills; shall notify the city commission of any vacancies on the board. The librarian shall attend all board meetings and serve as its secretary.

**ARTICLE V** - General Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairperson may vote upon and may move or second a proposal before the board. Section 2. The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been presented to all members at least 10 days prior to the meeting at which such action is purposed to be taken.

*Approved by Rawlins Municipal Library Board of Trustees June 26, 2017*

*Reapproved by Rawlins Municipal Library Board of Trustees March 6, 2023*

*Reapproved by the Rawlins Municipal Library Board of Trustees February 26, 2024*

## Circulation Policy

### Overview

There is a large investment of taxpayer dollars in the library collection. Regulations are established to provide patrons with the opportunities to use the materials while ensuring that library materials are kept in good condition for everyone to use.

### Registration

Residents of the City of Pierre and the City of Fort Pierre are eligible to receive a library card at no charge. Residents of Hughes County are eligible to receive a library card at no charge starting January 1, 2024. Residents of Stanley County are eligible to receive a library card with a \$15 annual fee. However, residents of Stanley County can take their receipt for the \$15 library membership fee to the Stanley County Finance Office. The Stanley County Finance Office will reimburse the \$15 fee back to the library patron each year. Paid patrons are patrons who do not reside in the City of Pierre, City of Fort Pierre, Hughes County, or Stanley County. Paid Patrons will pay a \$15 annually to use Rawlins Library.

Juvenile accounts (under the age of 18) can get a library card if they are linked to a parent/guardian. If a juvenile wishes to obtain a card and lives in Stanley County or is considered a Paid Patron, library staff will create a family card account so the juvenile does not need to pay for a library card. The goal is to keep all juvenile library cards free of charge.

Proof of residency and a government issued photo ID are required for all library patrons to obtain a library card. Proof of residency items include:

- A piece of cancelled mail
- Bank statement
- Homeowner's or renter's insurance policy
- Mortgage statement
- Pay stub
- Phone bill
- Rent receipt or lease
- Tax document
- Utility bill
- Vehicle registration

Proof of photo ID items include:

- Driver's license issued within the United States including U.S. Territories
- Non-driver's photo ID issued within the United States including U.S. Territories
- U.S. passport
- U.S. military ID
- Tribal ID

Patron information will be verified at each check out. City of Pierre and City of Fort Pierre cards are valid for two years. Hughes County and Stanley County cards are valid for one year. Patron's card must be free of any fines and have no overdue materials listed on their account to check out materials. There will be no fee for replacement cards. However, after three replacement cards, library staff will offer patrons the option to keep their library card at the desk.

**Circulation Limit**

There will be a limit of 20 total items that can be checked out per library card. Family library cards can have a total of 50 items that can be checked out at one time. Family cards are defined as those library cards that include multiple residents of one household using the same library card.

**DVDs**

DVDs are intended for home use only. They may not be shown at public meetings and viewers may not be charged a fee for viewing. 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 17 and under are restricted from checking out R rated movies. Photo ID or proof of birthdate in Apollo will be required to prove age for checking out R rated movies.

**Historical Collection**

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 can only be used within the library.

**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 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, or phone) when the reserved materials become available. Materials 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.

**Juvenile Patrons Without a Parent or Legal Guardian**

Juvenile patrons without a parent or legal guardian will be handled on a case by case basis at the discretion of Rawlins Municipal Library Staff.

**Lost or Damaged Materials**

In general, normal wear and tear of materials is expected. 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. Rawlins Municipal Library will assess a \$5 fee per item that is damaged.

Items are considered lost after sixty days overdue. Rawlins Municipal Library will assess a \$5 fee for items not returned after sixty days. Lost or damaged fees must be paid before the patron, or any responsible juvenile(s), can check materials out. In the case of a family card, all fees must be paid before the remainder of the family members can check out. Unpaid lost or damage fees will result in the loss of electronic resources, including the Libby app, until the fees are paid.

**Teacher Cards****Teacher Cards**

Rawlins Municipal Library will offer free library cards to all public and private school teachers in the Pierre and Fort Pierre area. This policy does not apply to charter schools or homeschools. Teachers may stop in to get a teacher card or they may email [rawlinslibrary@ci.pierre.sd.us](mailto:rawlinslibrary@ci.pierre.sd.us) to request a teacher card.

Teacher cards are not required to provide the above listed forms of ID. The only verification required for a teacher card will be the school email address or school issued teacher ID. Teachers can request cards in person and present a teacher ID to receive a library card. Teachers can also request a library card through

email by emailing [rawlinslibrary@ci.pierre.sd.us](mailto:rawlinslibrary@ci.pierre.sd.us). Emails received from school email accounts (@k12.sd.us) will qualify as teacher verification. Library accounts will be created for each teacher and a username and password will be provided to the teacher along with a link to the card catalog. No physical card will be issued.

Each teacher is allowed to reserve up to ten books online per day. Rawlins Municipal Library will be offering free book delivery to schools in Pierre on Monday, Wednesday, and Fridays. Teachers will need to have the materials reserved online by 9 AM on Monday, Wednesdays, and Fridays to be delivered between 12:30 PM and 2:30 PM that same day. There will not be any Tuesday or Thursday deliveries. In Fort Pierre, a pick service will be offered. Teachers will need to have the materials reserved online by 9 AM on Tuesdays and Thursdays to have items ready for pick up between 12:30 PM and 5:30 PM that same day. There will not be any Monday, Wednesday, or Friday pickup service at the library. Rawlins Municipal Library is not available to deliver items to Fort Pierre.

If teachers wish to stop into the library and pick out materials themselves using the teacher account, they are welcome to do so. When checking out, teachers need to simply inform the staff at the desk that they're a teacher and provide the staff with their name and school's name. The staff will look up the teacher's information.

Teacher cards are for professional use only and not for personal use. Teacher library cards will be valid for only one year. Contact information will be reviewed again before the start of each school year and the cards can be renewed at that time. Should any damages occur, or items turn up as lost, the school will be responsible for those costs. If any one teacher becomes chronically overdue with library materials, borrowing privileges for that individual teacher will be revoked.

#### **Restrictions on Borrowing Items**

Patron's privilege to borrow materials may be suspended under the following circumstances:

1. Overdue items
2. Charges on patron's accounts for lost or damaged materials
3. Expired cards
4. Disruptive behaviour that resulted in suspension of internet privileges and/or library use following the Patron Code of Conduct Policy.

*Approved by Rawlins Municipal Library Board of Trustees April 26, 2021*

*Reapproved by the Rawlins Municipal Library Board of Trustees August 30, 2022*

*Reapproved by the Rawlins Municipal Library Board of Trustees October 23, 2023*

## Collection Development Policy

### Mission Statement

The mission of the Rawlins Municipal Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment.

### Philosophy

The primary way the library fulfills its mission is through carefully selected and managed print and online collections. These collections are a major asset and the library's most widely used resources. Library staff members select, acquire, organize, maintain, and provide access to these various materials that provide patrons cultural, informational, educational, and recreational opportunities to create diverse interests in the community.

Collection management embraces the principles of intellectual freedom, the right to read, and equal access for all people. Rawlins Municipal Library strives to include a variety of viewpoints across a broad spectrum of opinions on multiple subject matters to be made available in numerous formats. Using selection practices that are flexible and responsive to the changing needs of the community, Rawlins Municipal Library builds and maintains collections for the public.

### Community Demographics of Pierre, SD

Rawlins Municipal Library serves the citizens of Pierre, Fort Pierre, Hughes County, and Stanley County. Using data from the U.S. Census Bureau, the population of Pierre in 2021 was 14,000. In terms of race, 83% of the population of Pierre identifies as Caucasian while 11% of the population identifies as Native American. Looking at educational factors, 95% of the population of Pierre holds a high school diploma and 37% holds a four-year college degree or higher. In 2020, the median household income was \$68,263 and 14.8% of the population is listed as living at or below poverty level.

Source: <https://www.census.gov/quickfacts/pierrecitysouthdakota>

### Purpose of the Policy

This policy provides guidance for effective management of all aspects of the library's collection. The policy establishes guidelines for acquisitions and management of information and services. The key takeaways are:

- To serve as a guideline for library staff in the selection and management of materials.
- To provide a policy to the public when asked what the standards are for purchasing materials.

### Authority

The ultimate authority of the Collection Development Policy lies with the Rawlins Municipal Library Board of Trustees and the Library Director. The Library Director is able to delegate to other qualified staff the authority to interpret and guide the application of the policy in making day-to-day purchasing and acquisition decisions. Unusual issues that arise in acquisitions should first be referred to the Library Director and then to the Board of Trustees.

As part of the Collection Development Policy, Rawlins Municipal Library refers to the American Library Association and adopts the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement as published by the American Library Association.

Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View: <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

### **Scope of the Rawlins Municipal Library Collection**

The scope of the collection at Rawlins Municipal Library is varied to address a diverse socio-economic population, educational attainment, and varied interests. The library collection will maintain materials on many topics and viewpoints that will be diverse in language and reading level.

Rawlins Municipal Library acknowledges a particular interest in local and state history. The collection will include works by South Dakota authors and materials on South Dakota. Materials that are of historical or archival value will be housed in a special collection in the South Dakota Room. However, Rawlins Municipal Library is not obligated to add every South Dakota author or publication about South Dakota to the collection.

### **Selection of Materials**

Patron demand and interest is the main driving force in the selection of materials and formats offered. Any Rawlins Municipal Library patron may request library material to be added to the collection at any time. However, Rawlins Municipal Library cannot guarantee the availability of all requests. Materials are also selected to ensure that the collection as a whole contains materials on many different topics, provides a choice of materials, and assures that multiple viewpoints are expressed.

Library staff use a set of criteria to guide selection decisions. It should be noted that not every criterion needs to be used for each acquisition purchase. Annually the Library Director will review the collection with the Rawlins Municipal Library Board of Trustees.

Kirkus Reviews will be the official library review tool used when evaluating book reviews. <https://www.kirkusreviews.com/magazine/current/> Other review tools used include Booklist, School Library Journal, Library Journal, New York Times Book Review, Publisher's Weekly

### **General Criteria**

- Authoritativeness
- Availability
- Patron requests
- Present and potential relevance to community needs
- Format options (i.e., print and electronic)
- Subject and style is suitable for intended audience
- Publicity, critiques, awards, and reviews
- Price of material
- Relevance to current trends and events
- Relation to existing collection

### **Content Criteria**

- Competence, reputation, and qualifications of author, illustrator and/or publisher
- Consideration of work as a whole
- Currency of the information
- Objectivity and clarity
- Comprehensiveness

- Represents diverse view points
- Representative of subjects, genres, or trends of lasting interest
- Sustained demand
- Usefulness of information
- Relevance to local, regional, or state history

### **Additional Electronic Criteria**

Rawlins Municipal Library adopts the South Dakota State Library Collection Development Policy for Electronic Resources. Because Rawlins Municipal Library participates in the consortium program with the South Dakota State Library it is necessary that the library adopt their policy and abide by their collection development rules for electronic resources. A copy of the South Dakota State Library Collection Development Policy is attached to this policy.

### **Gifts and Donations**

Rawlins Municipal Library is grateful for gifts and donations. The collection is greatly enriched by contributions from individuals and organizations. The generosity of the gifts is greatly appreciated. Unconditional gifts, donations, and contributions to Rawlins Municipal Library may be accepted by the Library Director.

Rawlins Municipal Library will accept materials in good condition that fit within the scope of the collection. The same criteria will be used for gifts as when selecting new materials for the collection. When deciding whether or not to accept a gift, the library reserves the right to decide whether material will be added to the collection. If a donated material is deemed useful but not needed, the item will be placed on the next library book sale. Often, gifts contributed to a library cannot be used to their fullest potential because the materials are:

- Duplicate copies of existing resources
- In poor condition
- Lack of shelf space for large donations
- Materials with restriction of use
- Out-dated materials
- Outside the scope of the library's collection

### **Repairs**

In general, the library will put minimal effort into repairing library materials. Minor repairs will be made when possible.

### **Replacements**

Withdrawn, lost, or damaged materials are not automatically replaced. Items stolen more than twice will not be replaced. Replacement of said materials is dependent upon numerous factors including:

- Accuracy of the publication
- Availability of newer additions
- Demand
- More recent acquisitions
- Number of holdings on the particular subject area
- Usefulness

### **Weeding Criteria**

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

Materials will be Weeded Based Upon the Following

- If the material has not circulated in the last five years
- Outdated materials that are no longer accurate, current, or relevant
- Unused duplicate copies
- Wear and tear

### **Patrons Reserve the Right to Express Concern About Library Materials**

Widely diverse points of view will be available in the library collection. Rawlins Municipal Library recognizes that some materials or content may be considered controversial or offensive. Inclusion in the collection does not imply library approval or agreement with the contents. The role of Rawlins Municipal Library is to provide materials which allow individuals the freedom to examine subjects and make their own decisions. Patrons are free to reject specific materials in the collection for themselves, but individual patrons may not restrict the freedom of access to materials for other patrons. In regard to minor children, it is the responsibility of the adult or legal guardian to determine what a minor child may or not read.

Rawlins Municipal Library patrons have the right to question any resource in the Rawlins Municipal Library collection. The library is open to hearing expressions of concern patrons may have about an item in the collection. Such concerns will be dealt with in a prompt, courteous, and professional manner. Requests for reconsideration will be heard from library patrons with an active library card residing in the City of Pierre, City of Fort Pierre, Hughes County, or Stanley County. Only one request for consideration can be submitted at a time. Should a patron, present a concern about a material to library staff, the procedure will be as follows:

- Step 1. Staff will listen to the patron's concern, without interjecting commentary, and seek to understand the concern that is being brought forward regarding an item.
- Step 2. Staff will inform the patron that the library has a Collection Development Policy and offer a copy of the policy to the patron.
- Step 3. Staff will inform the patron that the library has a process known as a Citizen's Request for Reconsideration. All requests to reconsider materials must be made in writing on the Citizen's Request for Reconsideration form. Written and signed forms are sent to the Library Director.
- Step 4. A response will be provided to the patron within 10 business days of the receipt of the complaint.
- Please see Appendix B for a copy of the Citizen's Request for Reconsideration Form.



**APPENDIX B**

**Citizen's Request for Reconsideration of Materials or Displays**

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (If known) \_\_\_\_\_

Request Initiated By \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Complainant Represents:

\_\_\_\_\_ Himself/Herself

\_\_\_\_\_ Name of Organization \_\_\_\_\_

\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

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?

---

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5. Did you read the entire book (listen to the CD/view the video)? What parts?

---

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---

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

---

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---

---

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 equality would you recommend that would convey as valuable a picture and perspective of our society?

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Signature of Complainant

---

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Today's Date

*Approved by the Rawlins Municipal Library Board of Trustees October 30, 2015*  
*Reapproved by the Rawlins Municipal Library Board of Trustees March 26, 2019*  
*Reapproved by the Rawlins Municipal Library Board of Trustees January 23, 2023*

## **Computer and Internet Policy**

Rawlins Municipal Library provides free access to the Internet as a tool for patrons. Rawlins Municipal Library respects the need for patrons to use information resources from the Internet to meet the needs of the user. However, Rawlins Municipal Library does not endorse individual websites that patrons may choose to use. As with all Rawlins Municipal Library materials, programs, and services, the responsibility for what minors read or view on the Internet rests with a parent or legal guardian.

Some Internet sites, databases and resources may require passwords, patron identification, or some type of pin to access the website. Users should exercise caution and follow safety measures when interacting with stranger's online or unknown websites. In particular, parents should use caution with minor children about sharing personal information on the Internet.

Rawlins Municipal Library makes every effort to provide a stable and effective Internet connection for all patrons. However, Internet resources may be unavailable due to network or service issues beyond the control of the library.

Within reason, library staff are available to assist patrons needing technical assistance. For more in depth questions, patrons are able to reserve a time for one on one technological help sessions with a librarian. Rawlins Library staff reserves the right to refuse technological assistance if staff do not have the resources available to assist patrons.

### **FILTERING**

Rawlins Municipal Library participates in CIPA filtering and follows a CIPA filtering policy (see attached). With that stated, the library utilizes filtering software on all public access computers and devices using the library's Wi-Fi network.

### **WHAT HAS TO BE FILTERED UNDER THE CIPA ACT?**

The law requires that a filter protect against access to material that is:

- Obscene
- Child Pornography
- Harmful to Minors

### **WHAT OTHER WEBSITES DOES RAWLINS LIBRARY FILTER?**

Internet sites which pose a threat to the library's networks or computers are blocked, including:

- Malware
- Malicious Software and Actions
- Phishing
- Spyware

## **HOW TO REQUEST A SITE TO BE UNBLOCKED**

Though designed to block access to sexually explicit material, in rare instances, the filtering software may block access to sites providing valid information on topics such as breast cancer or AIDS. Rawlins Municipal Library works with a third party company, Golden West, to manage the CIPA filter. If an adult patron wishes to unblock a site that is blocked, please stop at the desk and ask for the site to be unblocked. The staff person will contact the City of Pierre IT person by entering a Help Desk Request with a high priority status. The City IT person who is on call will contact the third party, Golden West, to unblock the site.

## **PRIVACY**

Users of Library workstations are asked to use resources appropriately and respect the privacy of others using nearby workstations. Rawlins Municipal Library reserves the right to limit public access computer usage during peak times in order to accommodate the largest number of patrons possible. Rawlins Municipal Library utilizes the Cybrarian Time Management system to keep track of the time patrons are on the computer and manage wait times for computers.

## **PATRON RESPONSIBILITIES**

Patrons acknowledge that the content on the Internet is not managed or governed by any entity and therefore they may encounter materials that are inaccurate or that they consider offensive. Patrons recognize that their use of the Internet is conducted in a public place that is shared by many people. Patrons acknowledge that the library cannot protect the privacy of data that is transmitted to third parties via the Internet. Patrons shall comply with all federal, state, and local laws, as well as library policies regarding the Internet listed below:

- Library patrons must abide by the Patron Code of Conduct while using public computers and the Internet. Any reports of online bullying or harassment of other people on the Internet will not be tolerated and the Patron Code of Conduct will be enforced.
- Library patrons may not use the library's Internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.
- Library patrons may not knowingly exhibit or display any material that is harmful to minors in its content or material that is obscene in any place of public accommodation where minors are or may be present, and where minors are able to view the material.
- Library patrons must adhere to all copyright laws and may not copy or distribute materials (e.g. with the use of file sharing software) without the permission of the owner. Patrons who do so may be subject to criminal and civil liability.
- Rawlins Municipal Library strictly prohibits the following: attempts to hack into the City of Pierre or Rawlins Municipal Library servers, attempts to access the dark web, and attempts to access illegal websites. Patrons are prohibited from destroying, altering, and interfering with the configuration of public access computers at Rawlins Municipal Library.
- Computer uses must follow time limits set at each public access computer. All patrons are limited to four hours per day.
- Rawlins Municipal Library reserves the right to terminate a computer session should the computer use result in disruptive behavior that violates the Patron Code of Conduct or the Computer and Internet Policy. Violation of state and federal laws will be referred to the proper authorities for legal action.

## **HOW PATRONS CAN ACCESS THE INTERNET AND COMPUTERS AT RAWLINS LIBRARY**

- Rawlins Municipal Library offers AWE computers in the children's area that are safe for kids and offer educational games without Internet access. Any child is welcome to use an AWE computer.
- Youth ages 8 and younger are required to be with a parent, guardian, or caregiver in the library at all times. Youth ages 8 and younger are not eligible to use the Internet without a parent or guardian present (refer to Unattended Children's Policy).
- Youth ages 9 through 17 are allowed to use the Internet with a Computer and Internet Agreement Form signed by a parent or guardian. A library staff member will assign a user name and password for the minor.
- Patrons ages 18 and older are also required to sign a Computer and Internet Agreement Form. All patrons will be assigned a user name and password.
- Guest visitors without a library card are able to use the library by obtaining a guest pass at the desk. Patrons requesting a guest pass will need to show a valid photo ID and sign the Computer and Internet Agreement Form.
- Computer and Internet Agreement Forms will be included with library card applications.
- If a person has received a "juvenile card without a parent or legal guardian" that they can then complete a computer and internet agreement form without a parent or guardians signature.

*Approved by the Rawlins Municipal Board of Trustees March 6, 2023*

## **INTERNET SAFETY POLICY FOR RAWLINS LIBRARY**

### **INTRODUCTION**

It is the policy of Rawlins Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **DEFINITIONS**

Key terms are as defined in the Children's Internet Protection Act.

### **ACCESS TO INAPPROPRIATE MATERIAL**

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

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

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

### **INAPPROPRIATE NETWORK USAGE**

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

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

### **SUPERVISION AND MONITORING**

It shall be the responsibility of all members of the Rawlins Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Rawlins Library Staff.

### **ADOPTION**

This Internet Safety Policy was adopted by the Board of Rawlins Library at a public meeting, following normal public notice, on May 23, 2022.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

*Approved by the Rawlins Municipal Board of Trustees April 25, 2016*

*Approved by the Rawlins Municipal Board of Trustees May 23, 2022*

**RAWLINS MUNICIPAL LIBRARY PATRON COMPUTER AND INTERNET AGREEMENT FORM** In an effort to ensure that the use of the Internet is used in accordance with the Rawlins Municipal Library Internet Policy, the following guidelines will apply:

- Use of the computers is free to the public with a valid library card or guest pass.
- The computers shut down 15 minutes prior to closing time.
- Public Wi-Fi service is available in the outside parking lot 24 hours a day, 7 days per week, as far as the signal reaches. Availability and signal quality are not guaranteed and may be affected by factors beyond our control. A library card is not required to access the public Wi-Fi service.
- All print jobs must be completed, paid for, and picked up before the library closes. Rawlins Municipal Library reserves the right to charge for print jobs.
- Homework printing fees will be .10 cents per page for black and white and .15 per page for color.
- There is a 50 page print maximum per patron per day.
- Library staff may end a computer session at any time if the logged in user leaves the library premises.
- Patrons are limited to a maximum of 4 hours per day on the public computers. Usage can be limited during peak times.
- Patrons who require longer than 4 hours to complete their work (writing a paper or resume, filling out an online form, etc.) may ask staff for a manual time extension.
- Time extensions are granted at the sole discretion of library staff, based on demand for the public computers.
- Attempting to evade or bypass computer time limits by using multiple library cards, or by requesting guest passes when your allotted time has been used, may result in the loss of computer use privileges.
- Children under the age of 9 must be accompanied by a parent, guardian, or caregiver while using computers in the library (see Unattended Children's Policy).
- There is a limit of one patron per computer with the exception of minor children under age 8. Minor children ages 8 and under may share a computer with their parent or guardian.
- Patrons who wish to hear audio content on library computers must use headphones. Patrons may purchase headphones at the front desk for \$2.00 or a USB flash drive for \$5.00.
- Patrons may bring USB flash drives to store their files.
- Patrons may not load programs onto the Library computer hard drives or run unapproved software from CD-ROMs, flash drives, or any other device.
- The library is not responsible for damage to flash drives, any loss of data, or damage or liability that may occur from a patron's use of the library's computers.
- For liability reasons, library staff cannot answer questions of a financial, legal, or medical nature, and for privacy reasons, we cannot fill out online forms for patrons.
- Internet use will be managed in a manner consistent with Rawlins Municipal Library Internet Policy. By signing the Patron Internet Agreement Form, I acknowledge that I have read the Rawlins Municipal Library Internet Policy and agree to follow the regulations outlined in the policy.

Patron  
Name \_\_\_\_\_  
Minor Name (if patron is signing for youth 9-17  
\_\_\_\_\_

Patron  
Signature \_\_\_\_\_  
Minor  
Signature \_\_\_\_\_

Date \_\_\_\_\_



### **Confidentiality of Library Records Policy**

The State of South Dakota law recognizes confidentiality provisions and the confidentiality of information sought or received from library users, including a user's personally identifiable information. Materials subject to privacy and confidentiality restrictions include electronic data that is acquired by a library user. Additionally online search histories, database search records, integrated library system records or other circulation records, interlibrary loan records, and all other personally identifiable uses of library materials, facilities, programs or services are subject to privacy and confidentiality restrictions as established under South Dakota law. Rawlins Municipal Library formally adopts codified law 14-2-51. South Dakota codified law 14-2-51 states, "All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section."

*Adopted by the Rawlins Municipal Library Board of Trustees on August 28, 2023*

## **Display Policy**

Rawlins Municipal Library offers displays, exhibits, and bulletin boards in physical or digital forms as a benefit for the patrons residing in the local communities of Pierre and Fort Pierre. Patrons who wish to express concern about a library display, bulletin board, or exhibit are welcome to fill out the Request for Reconsideration form that is found in the Collection Development Policy.

The American Library Association states, "Libraries are not required to make space available to community groups or individuals for exhibits, public displays, notices, pamphlets, or flyers." Rawlins Municipal Library will devote all display space, exhibits, and bulletin boards to library business.

*Approved by the Rawlins Municipal Library Board of Trustees April 25, 2016*

*Approved by the Rawlins Municipal Library Board of Trustees August 30, 2023*

## Emergency Response Policy

### Important Contacts

Call 911 to report any emergency.

### Non-Emergency:

Police Department

- 605-773-7410

Fire Department

- 605-773-7401

Mayor's Office

- 605-773-7407



### **Introduction and Purpose**

The City of Pierre is committed to the safety and well-being of its employees, customers and visitors. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency or disaster affecting the City of Pierre.

### **Emergency Contact Directory**

Employees should follow the chain of command established for emergencies. Supervisor or Department Head need to immediately contact the following:

Name	Position	Phone
Steve Harding	Mayor	605-295-2356
Kristi Honeywell	City Administrator	605-280-2268
Laurie Gronlund	Human Resources Director	605-280-0407

### **Media Inquiries**

Inquiries from the media during or after an emergency will be addressed by the City Administrator or his/her designee. Under no circumstances should employees other than the City Administrator or his/her appointee discuss emergency or disaster situations affecting the City of Pierre with the media without prior permission from the City Administrator.

## **Building Evacuation**

**Designated Safety Meeting Area:** YMCA

If an evacuation order is issued:

- Immediately exit the building in an orderly manner via the closest exit
- Do not take time to shut down computers, collect personal belongings, etc.
- In the event there is a fire or smoke near the exit closest to you, proceed to another exit
- Upon exiting the building, immediately proceed to the designated safe meeting area. Head counts will be taken to ensure that all employees are accounted for, so it is critical that employees report immediately to this designated area
- Employees should not return to the building or leave the premises unless instructed to do so by authorized personnel (i.e., fire personnel, management, etc.)
- Employees who are unable to evacuate should call 911 and report their location

## **Shelter in Place**

**Designated Shelter in Place Areas: YMCA OR THE LIBRARY BASEMENT IF NOT ABLE TO LEAVE LIBRARY**

Shelter in Place is useful when evacuation is not an option, preferably in a room with no windows. It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment or in the event of a hostile intruder in the building.

If Shelter in place procedures are initiated, if possible:

- Stop operations in the building
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately
- Close all doors, windows, and other openings to the outside
- Select room(s) with the fewest windows and vents
- Remain calm and await further instructions

**DO NOT** leave the room until directed to do so by a public safety official.

## **Medical Emergency**

**THE AED IS LOCATED BY THE COPIER**

If someone is injured or becomes ill:

- Stay Calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards (i.e., chemical spill, fire, fumes, etc.)
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained. AED should be used when available and appropriate
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance when they reach the vicinity

## **Fire Response**

In the Event of a Fire:

- If equipped, activate the nearest fire alarm pull station
- Report the fire by dialing 911
- If it is safe to do so, contain the fire by closing all doors
- Evacuate to the Safe Meeting Area or extinguish (in most cases, it is best to evacuate)

Use a Fire Extinguisher only if:

- You have been trained and are comfortable using
- You have your back to an unobstructed exit and have a safe escape route
- The fire is contained, there is little smoke or flames and you have reported the fire by fire alarm or 911 activation
- The fire is small enough for an extinguisher to be effective
- The smoke and/or heat is NOT too intense to safely engage the fire from an effective distance

## **Threatening Individual**

A threatening individual is any person whom you determine to be a threat to you or those around you. The individual may have weapons or just make you suspicious because of their behavior. Trust your instincts and keep yourself safe by creating distance between you and the person(s).

- Stay calm and avoid conflict
- Call 911 whether the individual poses an immediate threat to you or not
- If possible, seek protection in an office or bathroom that locks and has phone access or leave the building immediately if it is safe to do so
- Be realistic about your ability to protect yourself

## **Active Shooter**

### **RUN IF POSSIBLE**

If you see someone with a firearm or hear gunshots- RUN:

- Have an escape route and plan in mind
- Evacuate whether or not others agree to follow
- Do not stop to gather personal belongings
- Warn others and help them if it is safe to do so
- Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
- Move quickly, keep your hands up high and visible
- Never run in a straight line
- Follow the instructions of any Police Officers you may encounter
- When it is safe to do so, contact 911. E-mail or text may be used to convey any known information about the shooter:
  - Location of the incident (be as specific as possible)
  - Number of persons involved (if known)
  - Identification or description of shooter(s), including
    - Hair color and facial hair
    - Height, weight and build
    - Race and gender
    - Tattoos, piercings or scars

- Color of clothes, shoes or hat
- Number and type of weapons observed
- Number of shots fired and whether suspect is carrying ammunition

If you see someone with a firearm or hear gunshots – HIDE:

- Do not stop to gather personal belongings
- Get to a room with thick walls that can be locked; close and lock windows and doors
- Do NOT activate the fire alarm – an alarm would signal building occupants to evacuate, placing them in potential harm as they attempt to escape
- Turn off the lights
- Get everyone down on the floor (so that no one is visible from outside the room)
- Remain quiet, turning off any source of noise (i.e., radio) and silence all cell phones
- If possible, call 911. The Dispatcher will ask for the following information:
  - Your name
  - Location of the incident (be as specific as possible)
  - Number of persons involved (if known)
  - Identification or description of shooter(s), including
    - Hair color and facial hair
    - Height, weight and build
    - Race and gender
    - Tattoos, piercings or scars
    - Color of clothes, shoes or hat
  - Number and type of weapons observed
  - Number of shots fired and whether suspect is carrying ammunition
  - Vehicle description with license plate number
  - Last known location of suspect(s) and direction of travel
- Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you) until you are sure that they come from a Police Officer

If you see someone with a firearm or hear gunshots – FIGHT:

- This is a last resort to save your life - only you can decide if this is something you should do
- Act as aggressively as possible against the intruder
- Attempt to disrupt and/or incapacitate the intruder
- Improvise weapons and throw items at the intruder
- Yell
- Play dead (pretend to be unconscious)
- Commit to your actions...don't second guess your decision...your life may depend on it

What to expect from responding Police Officers:

Police officers responding to an active shooter are trained in a procedure called "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons. Understand that the police will be treating all those they encounter (including you) as possible suspects.

When you encounter the police:

- Remain calm

- Do as the officers tell you
- Put down any bags or packages you may be carrying
- Keep your hands up and visible at all times
- If you know where the hostile intruder/active shooter is, tell the officers
- Once out of harm's way remain at whatever assembly point authorities designate
- Keep in mind that the entire area is still a crime scene; do not leave until the situation is fully under control and all witnesses have been identified, interviewed and released

## Bomb Threat

Checklist is available on P drive also

# BOMB THREAT CHECKLIST

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Time Hung Up: \_\_\_\_\_

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with this checklist:

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Immediately press the REC button to record the call.
3. Listen carefully. Be polite and show interest.
4. Try to keep the caller talking to learn more information.
5. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself from another phone.
6. If your phone has a display, copy the number and/or letters on the window display.
7. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
8. Immediately upon termination of the call, DO NOT HANG UP, but from a different phone, contact authorities with information and await instructions.

### Other Phone Observations:

Caller's Voice – male, female, accent, angry, calm, coughing, crying, deep, laughter, lisp, loud, nasal, rapid, raspy, slow, slurred, soft, stutter

Background Sounds – animal noises, house noises, street noises, booth, PA system, music, motor, office or factory machinery

Threat Language – incoherent, taped message, irrational, profane, well-spoken

### Ask Caller:

Where is the bomb located? (building, floor, room, etc.)
When will it go off?
What does it look like?
What kind of bomb is it?
What will make it explode?
Did you place the bomb? Yes No
Why?
What is your name?

### If a bomb threat is received by a handwritten note:

1. Call 911
2. Handle note as minimally as possible.

### If a bomb threat is received by e-mail:

1. Call 911
2. Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

### Do NOT:

- Use two-way radios or cell phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package

### Exact Words of Threat:


### Information About the Caller:

Where is the caller located? (background/level of noise)
Estimated age:
Is voice familiar? If so, who does it sound like?

### Other Information:


June 2018



**If you receive a bomb threat, remain calm!**

- Obtain as much information as possible:
  - Write down the number from where the call is coming
  - Write down the exact time of the call
  - Write down as accurately as possible the statements made
  - Listen for distinguishing features in the voice to determine sex, age, accents, lisps, tone, etc.
  - Listen for background noises
  - Try to signal for someone else to also listen on the telephone line, if possible
- Do not hang up - keep the bomb threat caller talking as long as possible and ask as many questions of the caller as you can:
  - When will the bomb go off? How much time remains?
  - Where is the bomb located?
  - What kind of bomb is it? What does it look like?
  - How do you know about this bomb?
  - Why was it placed here?
  - Who are you? What is your name?
- When the bomb threat caller hangs up, call **911** immediately

Complete a *Bomb Threat Checklist* form (sample included) and have it ready, along with your notes from the call, for responding officers.

**Suspicious Package or Object**

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call 911!

- **DO NOT** touch or tamper with or open or move the package or object
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box
- Make sure the package or object is isolated, then evacuate the immediate area

**Severe Weather and Natural Disasters**

The following are designated tornado shelters: **YMCA OR THE LIBRARY BASEMENT IF NOT ABLE TO LEAVE LIBRARY**

**Severe Thunderstorm Warning**- means that weather conditions are favorable for the formation of severe thunderstorms, including high winds, hail, heavy rains, lightning and tornadoes. Employees should continue all normal activities but are to keep tuned to local radio stations for the latest advisory information.

**Tornado Warning**- means a tornado has been detected and may be approaching. Employees should seek shelter immediately. In the event a tornado warning is issued:

- Walk to the nearest designated tornado shelter **DEFINED BY EACH LOCATION WHICH WILL BE SHARED WITH NEW EMPLOYEES IN ONBOARDING DOCUMENT** in an orderly manner
- Do not take time to shut down computers, collect personal belongings, etc.
- Do not leave the shelter until instructed to do so by authorized personnel
- Never attempt to leave the building and/or try to get to their vehicle to outrun the storm
- 

Employees who are working outdoors during a severe thunderstorm or tornado should proceed as follows:

- Cars - do not wait out the storm in a car; cars are not safe in tornadoes

- Move away from the path of the tornado at a right angle direction
- Lie flat in the nearest depression, culvert, ditch, or ravine if there is no time to escape

### **Floods**

Minor or area flooding in the building could occur as a result of a water main breaks or major rainstorms. CITY monitors the National Weather Service and other emergency advisory systems to stay abreast of weather and alert-related conditions and will provide instructions should they be necessary.

For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- Shut off all electrical equipment
- Do not walk through flooded areas
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to the building if you have been evacuated by flooding until you have been instructed to do so by CITY management

### **Blizzards**

In the event the office is closed due to blizzard or winter storm conditions, employees will be notified via ALERT SENSE on the last cell phone number on record in the Human Resources office.

### **Propane or Natural Gas Leak**

- Remain calm and alert all occupants of a possible gas leak and evacuate in an orderly manner. Do not use any electrical items. Do not turn off or on any lights.
- Evacuate the building immediately to a safe distance, initially at least one block away. Do not use any electrical items. Do not turn off or on any lights.
- Do not evacuate in your vehicle if it is in close proximity to the leak or you have to drive by the affected area/building
- Do not return to the building until it is determined safe by the Fire Department

*Adopted by the Rawlins Municipal Library Board of Trustees August 28, 2023*

## Employee Dress Code Policy

### 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.

### 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 Municipal Library Shirts are allowed any day of the week

### 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 the Rawlins Municipal Library Board of Trustees July 27, 2015*

*Reapproved by the Rawlins Municipal Library Board of Trustees March 4, 2019*

*Reapproved by the Rawlins Municipal Library Board of Trustees April 24, 2022*

*Reapproved by the Rawlins Municipal Library Board of Trustees March 24, 2024*

## **Gift Policy**

Rawlins Municipal Library greatly appreciates donations of materials that will enrich the existing collection and support the mission of Rawlins Municipal Library. Any donation or gift provided to Rawlins Municipal Library must be consistent with the library's policies, mission, and strategic plan.

### **Donations of Books**

Donated books are evaluated according to the same criteria that are applied to purchased materials using the library's Collection Development Policy. Donated materials that cannot be used in the library will be donated to the Rawlins Municipal Library Friends of the Library group to be sold at the next library book sale. All donations become sole property of Rawlins Municipal Library.

Rawlins Municipal Library is not able to accept the following donations:

- Outdated information with a copyright date of five years or older
- Textbooks or encyclopedias
- Reader's Digest abridged or condensed books
- Books that are dirty, grimy, musty, moldy, or mildewed
- Books with torn pages, missing covers, or that have been written in
- Periodicals, including National Geographic magazines
- Puzzles with missing pieces
- VHS tapes, DVDs, audio books

### **Donations of Other Property**

Other donations of items will be evaluated on a case-by-case basis. Individuals wishing to make a donation should contact the Library Director to discuss the donation. The Library Director will work with the governing body and the Rawlins Municipal Library Board of Trustees to determine if the donation is acceptable.

### **Monetary Gifts**

Monetary gifts will be accepted if the conditions attached to the gift are acceptable to the governing body and the Rawlins Municipal Library Board of Trustees. Monetary donations will be stored in trust for major purchases that will be authorized by the governing body and the Rawlins Municipal Library Board of Trustees.

*Approved by the Rawlins Municipal Library Board of Trustees November 23, 2015*

*Reapproved by the Rawlins Municipal Library Board of Trustees May 20, 2019*

*Reapproved by the Rawlins Municipal Library Board of Trustees April 24, 2023*

**GIFT RECEIPT**

Rawlins Municipal Library can issue a gift receipt for the number of items received at the time of donation. The donor is required to furnish a count of the items. Estimates of fair market value for income tax purposes are the responsibility of the owner.

**RAWLINS MUNICIPAL LIBRARY GIFT RECEIPT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**I HEREBY DONATE THE FOLLOWING ITEMS TO  
RAWLINS MUNICIPAL LIBRARY**

\_\_\_\_\_ Hardcover Books

\_\_\_\_\_ Paperbacks

\_\_\_\_\_ Puzzles

\_\_\_\_\_ Other

\_\_\_\_\_ Description of Other Property

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

## **HOW CAN I PURCHASE A MEMORIAL GIFT OR BOOK FOR RAWLINS MUNICIPAL LIBRARY?**

To purchase a gift book for the library, print and fill out the Gift and Memorial Book Donation form (see PDF file on the library website once the policy is approved) and return the form and monetary donation in person or by mail to:

Rawlins Municipal Library  
Attn: Memorial Gifts  
1000 E. Church St.  
Pierre, SD 57501

The person or group purchasing the gift book may choose to donate any amount of money for the purchase of one or more books. The average cost of an adult, hard covered book is around \$30.00. Large print books cost around \$40 each. Children's books are also another good choice for memorials and gifts. Hard covered children's books range from \$15 to \$20 per book. You may also give an amount that can be used to purchase multiple books for our collection.

You may decide to make the gift even more special by choosing a subject area that is/was of interest to the person being honored. We will then find a new book that will fit into our collection in that subject area that will be purchased in the amount of money donated. Please note that all purchase requests must comply with the Collection Development Policy at Rawlins Municipal Library.

When you purchase a gift book for the library, we will place a special book plate inside the front cover of each book that lists the name of the donor and the name of the person being honored or remembered. Also, cards will be sent to the person being honored or the family of those who are being memorialized to let them know of the donor's purchase for the library. Your gifts to our library in memory or in honor of a friend or loved ones are a lasting way to remember a special person that will be shared and enjoyed by all library patrons who read it for many years to come.

**RAWLINS MUNICIPAL LIBRARY GIFT AND MEMORIAL BOOK DONATION FORM**  
**\*\*Please complete a separate form for each person being honored or remembered.\*\***

PRESENTED BY: \_\_\_\_\_  
(This is how the donor(s) names will appear on the book plate.)

PLEASE FILL OUT ONE OF THE BELOW FIELDS:

IN MEMORY OF: \_\_\_\_\_

OR

IN HONOR OF: \_\_\_\_\_

ADDRESS TO SEND NOTIFICATION CARD:

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

SUBJECT AREA: \_\_\_\_\_

\_\_\_\_\_

(If there is no particular subject area that you want us to search for, please leave this section blank. We will use a book that fits our collection where the need is greatest.)

DONOR NAME: \_\_\_\_\_

DONOR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DONOR PHONE: \_\_\_\_\_

DONOR EMAIL: \_\_\_\_\_

DONATION AMOUNT: \_\_\_\_\_

Return Form To:  
Rawlins Municipal Library  
1000 E. Church Street  
Pierre, SD 57501  
605-773-7421

**Inter Library Loan Policy**

**Definition**

Interlibrary loan (ILL) is the process by which a library requests material from, or supplies material to, another library. ILL services shall not be construed to be a substitute for adequate local collections or utilized in place of a carefully crafted collection development policy that has been devised to satisfy the needs of the population served by Rawlins Municipal Library.

**Purpose**

The purpose of ILL is to obtain, upon the expressed need of a library user, materials that are not available from Rawlins Municipal Library. Inter library loan services should be used only to obtain materials that fall outside the scope of the collection development policy and/or are unavailable through Rawlins Municipal Library.

**Eligibility**

ILL is a service that is available to all patrons of Rawlins Municipal Library. Inter library loan service is a privilege, not a right. Inter library loan services will not be extended to anyone who owes fines or fees or has overdue materials.

**Scope**

Many types of library materials may be requested through ILL; however, Rawlins Municipal Library, in conjunction with the South Dakota Inter Library Loan Program, will not request materials that fall into the following categories:

- Best sellers
- Titles published within the past twelve (12) months
- Multiple copies of the same title unless it is for a book club
- Titles owned by Rawlins Municipal Library, unless the material is determined to be long overdue or declared missing
- Whole issues and/or volumes of periodicals and journals (requests for photocopies of articles are permitted)
- Course materials, including textbooks
- Licensed computer software data-files

In addition, requestors should be aware that some categories of material are frequently difficult to obtain:

- Sound recordings (spoken and music)
- Video recordings (VHS and DVD)
- Reference works
- Dissertations, theses, etc.
- Locally specific materials (e.g., local history materials)
- Genealogical materials
- Rare and archival materials

**Rules and Procedures**

- Requestors who need to request large numbers of ILL materials may be asked to place requests incrementally
- ILL requests may be submitted by phone, in person, or online
- Bibliographic citations should be as complete as possible
- Requests for materials not owned by Rawlins Municipal Library may be considered by acquisitions for possible purchase before ILL requests are placed.
- Rawlins Municipal Library will transmit ILL requests via electronic means through the South Dakota State Library ILL software.



- Requestors will be given advance notice of any fees required by the lender(s) prior to the request(s) being placed.
- Rawlins Municipal Library will pursue every possible avenue in order to obtain requested materials but cannot guarantee the availability of all materials requested.
- Requestors will be notified in the event that requested materials cannot be obtained.

#### **Borrowers' Responsibilities**

- ILL materials should be picked up within seven (7) days of phone notification.
- Materials not picked up after seven (7) days will be returned to the lending library.
- ILL privileges may be suspended for requestors who fail to pick up materials three times within a 12-month period.
- Requestors must pay for any photocopying or postage fees expenses at the time of pickup;
- Requestors must pay, in advance, any fees charged by lending libraries;
- ILL materials will be loaned for a period of time as determined by the lending library
- Rawlins Municipal Library requires materials to be returned on time to keep the ILL program running smoothly. Typically ILL materials cannot be renewed but patrons can request that items be renewed. Patrons who are late with ILL materials risk having their ILL privileges revoked.
- Rawlins Municipal Library reserves the right to charge patrons for ILL materials that are not returned.
- Rawlins Municipal Library will not accept ILL requests that do not comply with the Copyright Law (Title 17, U.S. Code) and its accompanying guidelines.

Rawlins Municipal Library will loan:

- Books
- Music CDs
- Sound recordings (both musical and non-musical)
- DVDs

Types and categories of materials that will not circulate on ILL. Rawlins Municipal Library will not loan:

- Materials from the Reference collection, including, but not limited to:
- Reference materials
- Historical materials housed in the South Dakota Room
- Best sellers
- Titles published within the past twelve (12) months
- Whole issues and/or volumes of periodicals and journals (requests for photocopies of articles are permitted)

#### **Duration of Loan**

Rawlins Municipal Library will loan material to requesting libraries for 4 (four) weeks.

#### **Renewals**

Rawlins Municipal Library will make every effort to respond promptly to requests for renewals. The renewal period will consist of an extension time as determined by the South Dakota ILL software.

*Approved by the Rawlins Municipal Library Board of Trustees April 24, 2023*

## Library Databases and Electronic Resources Policy

Library cardholders have access to a wide variety of electronic databases through the Rawlins Library website (<https://rawlinslibrary.org/>). The Library's website features links to the South Dakota State Library databases, Libby, and Universal Class. Cardholders are able to access all databases except Ancestry and ABC Mouse remotely. Ancestry and ABC Mouse are in library use only databases.

- To logon to any database, patrons will need to enter their library card number, without any spaces, as the username.
- Patrons will then need to enter their last name, all lower case without any spaces, as the password.

Currently Rawlins Library, in conjunction with the South Dakota State Library, offers over 70 databases to patrons. The databases offered are continually updated in order to offer the best educational information possible. Databases can be added or deleted based upon usage, cost, and educational value. All databases and electronic resources offered are free of charge to library patrons.

Staff training on databases is provided at least once per calendar year. Rawlins Municipal Library is able to offer staff database training through the South Dakota State Library. All new staff are trained on databases as part of the onboarding training.

If patrons need assistance using a database, they are encouraged to Book a Librarian for a one-on-one appointment. During the Book a Librarian session, a trained staff member will assist patrons with any questions they may have.

*Adopted by the Rawlins Library Board of Trustees September 26, 2023*

## Marketing/Public Relations Plan

Rawlins Municipal Library 2024, 2025, 2026

### Introduction

Rawlins Municipal Library has a rich history. Rawlins Municipal Library first began as the Pierre Carnegie Library in 1903 when the town received a grant from the Carnegie foundation. The Carnegie Library Building Fund distributed more than \$56 million dollars to libraries worldwide. Only 25 Carnegie libraries were established in South Dakota over a time frame of 16 years. The largest grant awarded in South Dakota went to Sioux Falls for \$30,000 and the smallest grant awarded went to Wessington Springs for \$7,000. Pierre received \$12,500 from the Carnegie foundation to start a library in Pierre. Pierre received the 8<sup>th</sup> highest amount awarded from the Carnegie foundation in South Dakota.

The Carnegie library thrived within the Pierre community for several years. The Carnegie library began to show signs of age, wear and tear, and was in need of modernization. In April of 1952, the Library Board presented a petition to the city commission for an election to approve a levy not to exceed two mills for a library building fund. On April 15, 1952, the voters unanimously approved the levy, and it went into effect for the budget of September that year.

The library continued to operate within the Carnegie library for another 20 years and the library became more and more overcrowded. In 1972 there was enough money in the library fund to begin construction of a new and more modern library. The total cost of the project was \$475,000 with \$185,000 being financed through bonds.

The library opened at its current location on Church Street on November 6, 1972. The library was renamed R.E. Rawlins Municipal Library in honor of R.E. Rawlins who served as the Superintendent of the Pierre School District from 1918 to 1948. The building was built with over 10,000 square feet and has a capacity for 50,000 books. The building was designed to have a view of Pierre and the capital. This view is something that patrons still enjoy today.

Library visitors and check-outs have continued to increase, and the library is still widely used today. Rawlins Municipal Library remains a vital library in the central South Dakota area and many people will drive for long distances to use the library. There is a clear need and a tradition of library support that is found among both local residents and leaders.

### Goals

- That Rawlins Municipal Library will continue to be a vital part of the community and local area to serve as a popular destination for learning and enjoyment.
- That all local residents and leaders be aware of the services available at Rawlins Municipal Library.
- That local leaders support the local library through budgetary needs.

### Objectives

- Rawlins Municipal Library will work with The City of Pierre, The City of Fort Pierre, Hughes County, and Stanley County to ensure that the library receives any and all funding available to support library services.

- Rawlins Municipal Library will continue to network with the South Dakota State Library and be current on accreditation status. Rawlins Municipal Library will network with the South Dakota State Library when federal grant opportunities become available through the United States Federal Government that are dispersed to the states (i.e., South Dakota State Library).
- Rawlins Municipal Library will continue to apply for local grants and other grant opportunities that become available.
- Encourage all local residents to get a library card with a goal of half the population having library cards by the year 2026.
- The library will develop positive working relationships with three community groups by 2026. This is equivalent to one new connection per year of the marketing plan.

### **Positioning**

Rawlins Municipal Library strives to provide a friendly atmosphere with knowledgeable staff. Rawlins Municipal Library provides modern day services in a small-town library. Rawlins Municipal Library offers books in numerous formats such as large print, audio book, downloadable eBook, and downloadable audiobooks. The online library is open 24 hours a day, 7 days a week, and 365 days a year. The online library offers access to electronic books and over 70 databases. Rawlins Municipal Library provides a gathering for the public and offers one free meeting room for non-profit usage.

### **Key Messages**

1. Rawlins Municipal Library provides access to free public library services to enhance literacy for all citizens.
2. Rawlins Municipal Library welcomes all people to participate in all services and programs.
3. Rawlins Municipal Library staff are available to help meet technological, and literacy needs.

### **Key Audiences**

Internal: Staff, Library Board of Trustees, Friends of the Library

External: Local Leaders from The City of Pierre, The City of Fort Pierre, Hughes County, and Stanley County

### **Year One 2024**

#### **Objectives**

- The number of cardholders will increase by 20% of the gap.
- Awareness of electronic resources will increase as there is an uptick in online database usage.
- Rawlins Municipal Library will host one program with a partner organization from the community.
- Rawlins Municipal Library will promote three library events at The City of Pierre, The City of Fort Pierre, Hughes County, and Stanley County (i.e., commission meetings).

### **Strategies**

#### **Begin to make a plan to have the Library known in the community**

- Begin a social media campaign advertising the benefits of library cards and online databases.
- Host seminars at the library showing the public how to use online databases.
- Network with local non-profit organizations (i.e., Right Turn, Discovery Center) and invite them to have a joint program at the library.
- Promote the library through publications (i.e., newsletters, bookmarks).
- Invite patron comment through a suggestion box.

- Look into offering some type of coffee shop venue at the library to make the library more appealing to users.

#### **Seek a higher profile in the media and community**

- Ask to attend commission meetings for The City of Pierre, The City of Fort Pierre, Hughes County, and Stanley County to promote library events.
- Work with the City Communications Director to place at least three featured stories about the library in the newspaper.
- Continue biweekly People in the Neighbor radio segments on DRG radio.
- Offer reporters interviews about the local library.
- Reach out to local leaders and invite them to library events.

#### **Reach out to individuals and families**

- Heavily promote library card sign up month.
- Visit schools, preschools, and daycare centers to promote the library.
- Display photos of families using their library cards.
- Host a contest, “Why My Family Uses the Library” and award prizes to the winner.

#### **Evaluation**

- A stronger, more consistent message in library publications.
- A stronger working relationship with local users.

### **Year Two 2025**

#### **Objectives**

- The number of cardholders will increase by 20% of the gap.
- Statistical reporting will show usage of databases and Gale courses.
- Rawlins Municipal Library will host two programs with a partner organization from the community.
- Rawlins Municipal Library will promote four library events at The City of Pierre, The City of Fort Pierre, Hughes County, and Stanley County (i.e., commission meetings).

#### **Strategies**

##### **Continue to make the Library known in the community**

- Expand upon the social media campaign advertising the benefits of library cards and online databases as well as other library benefits.
- Host seminars at the library showing the public how to use online databases and other library resources.
- Network with local non-profit organizations (i.e., Right Turn, Discovery Center) and invite them to have a joint program at the library.
- Promote the library through publications (i.e., newsletters, bookmarks).
- Invite patron comment through a suggestion box.

##### **Continue to seek a higher profile in the media and community**

- Continue to ask to attend commission meetings for The City of Pierre, The City of Fort Pierre, Hughes County, and Stanley County to promote library events.
- Continue to work with the City Communications Director to place at least four featured stories about the library in the newspaper.

- Continue biweekly People in the Neighbor radio segments on DRG radio and try to expand to other local media networks.
- Offer reporters interviews about the local library.
- Reach out to local leaders and invite them to library events.

#### **Reach out to elementary schools**

- Heavily promote library services, including teacher cards, school drop off of library materials for teachers.
- Visit schools and offer training sessions for teachers on library resources.
- Network with school librarians and collaborate on resources.
- Offer library flyers of upcoming events to students to take home.
- Host a family night at local schools to inform families about library resources.

#### **Evaluation**

- A stronger, more consistent message to the public.
- A stronger working relationship with schools and local leaders.
- A more welcoming atmosphere at the library.

#### **Year Three 2026**

##### **Objectives**

- Statistical reporting will show that people are using the library website, library databases, eBooks, downloadable audiobooks, as well as other in-house services. The report will show that resources are being used more and more each year.
- The library will be able to add one to two additional electronic resources due to the continued use and growth of current electronic resources.
- Rawlins Municipal Library will host two to four programs with partner organizations from the community.
- Rawlins Municipal Library will promote four library events at The City of Pierre, The City of Fort Pierre, Hughes County, and Stanley County (i.e., commission meetings).

##### **Strategies**

###### **Continue to make the Library known in the community**

- Expand upon the social media campaign advertising the benefits of library cards and online databases as well as other library benefits (i.e., new electronic resources that are now available at the library).
  - Host seminars at the library showing the public how to use online databases and other library resources (i.e., classes on how to use Google Docs or Microsoft Excel).
  - Continue to meet and network with local non-profit organizations (i.e., Right Turn, Discovery Center) and invite them to have a joint program at the library.
  - Promote the library through publications (i.e., newsletters, bookmarks, websites).
  - Invite patron comment through a suggestion box.
- Continue to seek out ways to make the library warm and welcoming (i.e., coffee, lighting, foyer décor).

###### **Continue to seek a higher profile in the media and community**

- Continue to ask to attend commission meetings for The City of Pierre, The City of Fort Pierre, Hughes County, and Stanley County to promote library events.

- Continue to work with the City Communications Director to place at least four featured stories about the library in the newspaper.
- Continue biweekly People in the Neighbor radio segments on DRG radio and try to expand to other local media networks.
- Offer reporters interviews about the local library.
- Reach out to local leaders and invite them to library events.

#### **Reach out to middle schools and high schools**

- Strongly promote library services, including teacher cards, school drop-off of library materials for teachers.
- Visit schools and offer training sessions for teachers on library resources.
- Network with school librarians and collaborate on resources.
- Offer library flyers of upcoming events for students to take home.

#### **Evaluation**

- A message being sent to the community that the library is a strong and stable institution in the library.
- A message being sent to the community that the library works with schools, families, and individuals to make all people feel welcome in the library.

#### **Strategic plan for advertising budget**

- Rawlins Municipal Library will work within the allotted advertising budget from the City of Pierre each year to positively promote Rawlins Municipal Library in the community.
- For the year 2023, the advertising budget is set at \$1,600.
- The Library Director will work with the City of Pierre Communications Manager, Brooke Bohnenkamp, on paid social media advertisements and on all types of advertising that Rawlins Municipal Library utilizes.
- The advertising budget will be spent on a combination of items:
  - Capital Journal Newcomers Guide
  - Other advertisements that might need to be published in the Capital Journal throughout the year
  - Rawlins Municipal Library promotional materials (i.e., pens) to hand out at events
  - Social Media Ads

*Approved by the Rawlins Municipal Library Board of Trustees July 31, 2023*

*Reapproved by the Rawlins Municipal Library Board of Trustees March 25, 2024*

## Media, Photography, and Filming Policy

The priority of Rawlins Municipal Library is to provide services in accordance with the library's mission statement. The mission of Rawlins Municipal Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment and enjoyment. The below policy is allowed only to the extent that it does not interfere with the provision of Library services and is consistent with the Library's mission statement. Library staff will terminate any photography or recording that compromises public safety or security.

1. The Library Director or the President of the Board of Trustees will act as the spokesperson for the Library. The City Communications Director is available to provide guidance to the Library Director or the Board of Trustees President when issuing public statements.

2. All press releases, library ads, publications, and public service announcements must be approved by the Library Director and/or the City Communications Director before release.

3. Media requests for interviews, quotes, or photographs should be directed to the Library Director and/or the City Communications Director. Library staff cannot speak to the media without being granted permission from the Library Director first.

4. The Library does allow for photographs and reporters from news agencies working on stories to promote Rawlins Municipal Library and its programs, provided that the Media, Photography, and Filming policy guidelines are followed.

5. It is the policy of Rawlins Municipal Library not to photograph or film staff and patrons due to privacy reasons. Note that any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permissions from the persons who are filmed or photographed. The Library takes no responsibility in obtaining these releases.

6. It is the policy of Rawlins Municipal Library not to have professional photography or filming of staff and patrons due to privacy reasons. This includes, but is not limited to, using Library buildings, grounds or interiors as a background. This includes photography or filming used to advertise goods or services unrelated to Rawlins Municipal Library for commercial sale.

7. It is the policy of Rawlins Municipal Library not to have amateur photography or filming of staff and patrons due to privacy reasons. This includes, but is not limited to, using Library buildings, grounds or interiors as a background. This includes, but is not limited to, things like YouTube and TikTok videos or recording of Library programs.

8. Groups not associated with Rawlins Municipal Library that are using the South Dakota Room as a meeting location may arrange for photographers and news media during their individual event. Photography and filming for such events is restricted to the space reserved by the group and may not take place in other areas of the Library. Groups must post notice of filming or photography outside of the room. The notification language should state: "Notice: Filming and Photography in session for this event."



9. Rawlins Municipal Library and City of Pierre staff reserves the right to take photographs and recordings of Library programs and events. Rawlins Municipal Library staff or City of Pierre employees may copy, display, or public photographs or recordings obtained from Library events in order to promote the Library. Photo releases will not be obtained in generalized settings.

10. Rawlins Municipal Library staff will use extra care and caution when wishing to photograph an individual child for social media purposes. Permission must be obtained from the parent or legal guardian before taking an individual child's photo (i.e. contest winners). Staff must have parents or legal guardians fill out a consent form (see Appendix A) before taking an individual child's photo. Rawlins Municipal Library sign up forms will offer a photo opt out option for parents/guardians to check as well. Rawlins Municipal Library uses the photo release form from the American Library Association.

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

*Reapproved by the Rawlins Municipal Library Board of Trustees September 24, 2018*

*Reapproved by the Rawlins Municipal Library Board of Trustees July 31, 2023*

*Reapproved by the Rawlins Municipal Library Board of Trustees September 26, 2023*

## Rawlins Library Photo Release Form

I hereby grant permission to Rawlins Library to use photographs and/or videos of me taken on \_\_\_\_\_ (date) at \_\_\_\_\_ (location) in publications, news releases, online communications, and in other communications related to the mission of Rawlins Municipal Library.

Name \_\_\_\_\_ (Print)

Signature \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

## **Meeting Room Policy**

Rawlins Municipal Library has one meeting room known as the South Dakota Room. The South Dakota Room serves many purposes and is home to the library's state historical collection, provides a space for library programming, and acts as a public meeting area.

### **Criteria to Use the South Dakota Room:**

- To reserve the South Dakota Room, you must be a library cardholder of Rawlins Municipal Library who resides in the City of Pierre, the City of Fort Pierre, Hughes County, or Stanley County.
- To reserve the South Dakota Room, your library card must be in good standing. Library cardholders cannot have any fees on their account because of overdue or damaged items.

### **South Dakota Room Rules**

The Meeting Room Policy establishes rules and procedures for the South Dakota Room. The meeting room is free to use. Library patrons must be able to access books in the South Dakota room, even if there is a meeting in place. The noise level from the meeting room must not disrupt other patrons or staff. Use of the South Dakota Room does not constitute Rawlins Municipal Library or City of Pierre endorsement of viewpoints expressed by participants in the program.

Commercial use of the South Dakota Room is prohibited. This includes solicitations, admissions or other charges, money-raising activities and/or sales. The South Dakota Room may not be used for social gatherings such as showers, birthday parties, graduation parties, etc. The South Dakota Room may not be used for political rallies or campaign purposes. Use of alcoholic beverages, drugs, vaping, and smoking are prohibited in the South Dakota Room. All visitors must comply with the Patron Code of Conduct Policy. Rawlins Municipal Library is the only entity that can host public events in the South Dakota Room.

The South Dakota Room will be available for student use, including study groups, tutoring, and test proctoring on school days between 3:15 PM and 5:15 PM. Reservations to use the South Dakota Room will not be accepted during 3:15 PM to 5:15 PM on school days. Reservations to use the South Dakota Room will not be accepted during Summer Reading. The Unattended Children's Policy needs to be followed when using the South Dakota Room.

The Rawlins Municipal Library Board of Trustees and/or The City of Pierre 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 clarification from the Library Board at a regularly scheduled board meeting.

### **Criteria of Acceptable Uses of the South Dakota Room:**

- Book Clubs
- Study Groups
- Test Proctoring
- Tutoring

- Any group of 20 more people needs permission from the Library Director to use the South Dakota Room

**Reservations**

Rawlins Municipal Library and City of Pierre events take first priority on the South Dakota Room calendar. A Google calendar will be used to maintain the South Dakota Room Reservations. Requests for a meeting can be made through the phone or by emailing [rawlinslibrary@ci.pierre.sd](mailto:rawlinslibrary@ci.pierre.sd). Requests will be honored on a first come, first serve basis. Library staff will fill out a South Dakota Meeting Room Form that will record the details of the reservation. Forms will be saved on the O drive for one calendar year. Reservations can be made up to four (4) weeks in advance. Reservations cannot be made for closures or after hours.

**Meeting Room Form**

Name \_\_\_\_\_  
 Library Card Number \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Reservation Date \_\_\_\_\_  
 Reservation Time \_\_\_\_\_  
 Reason for Using the Room \_\_\_\_\_  
 Food \_\_\_\_\_ Yes \_\_\_\_\_ No

(Food requires a \$50 deposit that is refundable at the end of the meeting when staff see that the room was left in good condition.)

When arriving at the Rawlins Municipal Library to use the South Dakota room, patrons must check in at the desk *and* present their library card. When patrons are done using the South Dakota Room they must check out at the desk. Library staff will keep an Excel sheet detailing the cardholder’s name, time checked into the South Dakota Room, and time checked out of the South Dakota Room. Library staff will check the South Dakota Room after each visit.

Patrons using the South Dakota Room are responsible for leaving the South Dakota Room in the condition in which it was found. If the furniture was rearranged, it is the group’s responsibility to put the furniture back to its original position at the end of the meeting. It is the group’s responsibility to remove equipment, supplies, and personal effects from the South Dakota Room at the end of the meeting.

*Approved by Rawlins Municipal Library Board of Trustees April 25, 2016*  
*Reapproved by Rawlins Municipal Library Board of Trustees December 19, 2022*  
*Reapproved by Rawlins Municipal Library Board of Trustees November 13, 2023*

**Meeting Room Form**

Name \_\_\_\_\_

Library Card Number \_\_\_\_\_

Phone \_\_\_\_\_

Reservation Date \_\_\_\_\_

Reservation Time \_\_\_\_\_

Reason for Using the Room \_\_\_\_\_

Food \_\_\_\_\_ Yes \_\_\_\_\_ No

(Food requires a \$50 deposit that is refundable at the end of the meeting when staff see that the room was left in good condition.)

## **Outreach Policy**

Rawlins Municipal Library is committed to providing library materials and information to all residents of its service area. Delivery of library materials to residents who are unable to visit the library, and who meet the eligibility requirements listed below, is part of Rawlins Municipal Library's commitment of service to the community.

### **Eligibility for Outreach Services**

To be eligible for delivery of library materials, a patron must:

1. Reside in the city limits of Pierre or Fort Pierre.
2. Be unable to get to the library due to an illness or disability or be a caregiver to a person requiring continuous care.
3. Reside in a residential facility or be able to get to or receive materials from a facility where materials will be delivered in a communal setting. Institutions which can receive deliveries include, but are not limited to, nursing homes, senior centers, hospitals, and assisted living centers.

### **Material Loan Periods for Outreach Services**

Patrons who receive materials through the Outreach Home Delivery Services may borrow any circulating items. All items, including audiobooks and DVDs, have a 30 day check out limit. Items may be renewed two times if other patrons are not waiting for the material(s). Patrons may also make interlibrary loan requests for titles not owned by Rawlins Municipal Library. Patrons are responsible for the cost of lost or damaged items.

Library staff will set up routes for delivery. Patrons may call to place holds for specific items to be delivered on their next route date. As with our other circulating items, popular titles may not be available immediately, but the patron's request will be placed in the system holds list. Rawlins Municipal Library will make all reasonable attempts to be accommodating to outreach patrons.

Rawlins Municipal Library staff delivering outreach materials must be cleared as a driver under the City of Pierre personnel policy manual. Rawlins Municipal Library staff must drive a City of Pierre vehicle when delivering outreach materials for insurance and liability reasons. Rawlins Municipal Library reserves the right to cancel outreach deliveries due to inclement weather or library closures. Outreach deliveries are only available during normal business hours.

### **Enrolling in Outreach**

If you have any questions about our free home bound service or would like to receive this service, please call Rawlins Municipal Library at 605-773-7421, or email the library at [rawlinslibrary@ci.pierre.sd.us](mailto:rawlinslibrary@ci.pierre.sd.us).

*Approved by the Rawlins Municipal Board of Trustees June 22, 2015*

*Reapproved by the Rawlins Municipal Board of Trustees March 4, 2019*

*Reapproved by the Rawlins Municipal Board of Trustees March 27, 2023*

## **Pandemic Response Policy**

In response to any pandemic, Rawlins Municipal Library will default to the direction and guidelines provided by the governing body, The City of Pierre. The City of Pierre has the authority and ability to issue library closures and adjust staffing due to any future pandemics that may arise. Should a future pandemic arise, the Library Director will inform the Board of Trustees of any library closures and/or any changes in library services.

*Approved by the Rawlins Municipal Library Board of Trustees April 27, 2020*

*Reapproved by the Rawlins Municipal Library Board of Trustees September 26, 2023*

## 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. The 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.

### City Ordinances

<https://tinyurl.com/yup98wm4>



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

*Reapproved by Rawlins Municipal Library Board of Trustees October 29, 2018*

*Reapproved by Rawlins Municipal Library Board of Trustees April 25, 2022*



## **Personnel Policy**

Rawlins Municipal Library falls under the umbrella organization of the City of Pierre. With that stated, Rawlins Municipal Library employees are subject to the rules and regulations found in the Personnel Policies Manual for the City of Pierre. The Personnel Policies Manual is a 92-page living document that is continually being updated. All employees are able to access the Personnel Policies Manual on the P drive that is available on each staff member's computer. The following pages list the Table of Contents from the Policies and Procedures Manual that shows each category in the manual. Rawlins Municipal Library formally adopts the City of Pierre Personnel Policies Manual as part of the Rawlins Municipal Library's Procedures Manual.

*Adopted by the Rawlins Municipal Library Board of Trustees on August 30, 2023*

**A**

Absence - Un-notified Section 8.2.2  
Acceptance of Employment Section 4.11  
Accident Investigation Section 2.11  
American With Disabilities Act Section 11.0  
Annual Leave Section 7.2  
Anti-Harassment Section 2.2  
Application for Employment Section 4.3  
Appointive Official Defined Section 3.1.2  
Appointments to Boards, Commissions or  
Committees Section 2.6.1  
Arrest Policy Section 2.23  
Attendance Section 5.10

**B**

Benefits Section 6.5  
Bloodborne Pathogens Exposure Control Plan  
Section 13.0  
Break Periods Section 5.3.1

**C**

Call Back Pay Section 5.4  
Cellular phones Section 2.8.1  
Certification Section 2.18  
Changes of Name, Address, etc. Section 2.14.2  
City Property Section 2.8  
City Vehicles Section 2.8  
COBRA Section 6.5.6  
Commuting Section 2.8  
Compensation Time Section 5.8  
Compensation Section 6  
Computer Acceptable Use Policy Section 2.22  
Confidential File Section 2.15

**D**

Daylight Savings Time Section 5.3.3  
Definitions-Employees Section 3.1  
Definitions-Separation from Service Section  
8.1.1  
Dental Insurance Section 6.5.2  
Demotion Section 9.1.5  
Discharge Disciplinary Interview Section 8.3.1  
Disciplinary Action Section 9.1  
Disciplinary Causes Section 8.5  
Disclaimer Section 1.4  
Disciplinary Interview Section 9.1.9  
Dismissal Section 9.1.6  
Disqualification for Employment Section 4.7  
Donating Leave Section 7.13  
Double time (See Call Back) Section 5.4

Drug and Alcohol-Free Workplace Policy Section  
10

**E**

Early Pay Checks Section 6.2  
Educational Assistance Section 2.9  
Eligibility for Employment Section 4.4  
Employee Committee Section 2.5  
Employee Responsibilities/Drugs Section 10.5  
Employment Offers Section 4.10  
Employment References Section 2.16  
Employment of Relatives Section 4.14  
Equal Employment Opportunity Section 2.1  
Evaluations Section 2.13  
Executive Session Section 2.17  
Exemptions to Overtime Section 5.9  
Exit Interviews Section 8.4

**F**

Family and Medical Leave Act Section 7.10  
Flex Time Section 5.6 & 5.3  
Full Time Employee, Defined Section 3.1.5

**G**

Grievance Procedure Section 9.2.1

**H**

Health Insurance Section 6.5.1  
Hiring Section 4.1  
Holiday on Regular Day Off Section 7.11.2  
Holidays Section 7.11

**I**

Immediate Family Section 2.24  
Involuntary Separation Section 8.3

**J**

Job Announcement Section 4.2  
Job Redesign/Reconsideration Section 12.4  
Jury Duty Section 7.7

**K****L**

Leave Donation Section 7.13  
Leave Request Forms Section 7.12  
Leave Without Pay Section 7.5  
Life Insurance Section 6.5.3  
Licenses and Certifications Section 2.19  
Living Outside City Limits Section 4.12  
Lobbying Section 2.6  
Longevity Pay Section 6.5.12  
Longevity/Wellness Benefit Section 6.5.10  
Longevity/Wellness Retirement Benefit Section  
6.5.11

**M**

Maternity Leave Section 7.6  
Military Leave Section 7.8  
Misconduct Section 8.5  
Mobile phones Section 2.8.1  
Municipal Employee Defined Section 3.1.1

**N**

Nepotism Section 4.14  
New Hire Section 12.2  
New Positions Section 4.13 & 12.4  
Non Grievable Actions Section 9.1.8

**O**

On-Call Section 5.5.1  
Oral Reprimand Section 9.1.1  
Outside Employment Section 2.12  
Overtime Section 5.7  
Overtime - exemptions Section 5.9

**P**

Pagers Section 2.8.1  
Pay Period and Pay Day Section 6.1  
Payroll Deductions Section 6.4  
Performance Evaluations Section 2.13  
Permanent Part-Time Employee, Defined Section 3.1.6  
Permanent Part-Time Leave Section 7.4  
Personal Appearance Section 2.21  
Personal Emergency Leave Section 7.9  
Personnel Records Section 2.14  
Political Activity Section 2.6  
Probation Period-Disciplinary Section 9.1.3  
Probationary Employee Section 4.15  
Probationary Employee, Defined Section 3.1.8  
Promotions Section 3.2  
Public Relations Section 2.7  
Purpose and Use Section 1

**Q**

Qualifications for Employment Section 4.5

**R**

Record Retention Section 2.14.3  
Recruitment and Hiring Section 4.1  
References Section 2.16  
Residency Requirement Section 4.12  
Resignation Section 8.2.1  
Retirement Age Section 8.2.3  
Retirement System Section 6.5.4  
Retirement System Separation Section 8.2.4  
Return of Municipal Property Section 8.1.2  
Revision of Policy Section 1.3

Risk Management Committee Section 2.10.1  
Risk Management Policy Section 2.10

**S**

Safety Committee Section 2.10.1  
Safety Glasses Section 6.5.8  
Safety and Risk Management Policy Section 2.10  
Safety Rules Section 2.10.2  
Salary Administration Section 12  
Salary Schedule for Certified Positions Section 2.20  
SD Retirement System Section 6.5.4  
SD Retirement System-Separation Section 8.2.4  
Seat Belt Policy Section 2.3  
Second Job (See Outside employment) Section 2.12  
Selection for Employment Section 4.8  
Seniority Section 3.3  
Separation from Municipal Service Section 8  
Serving on Boards, Commissions, and Committees Section 6.6.2  
Signing Requirements-Discipline Section 9.1.10  
Sick Leave Section 7.3  
Smoke and Vape-Free Workplace Policy Section 2.4  
Stand-By Pay Section 5.5  
Supervisors Guidelines/Drugs Section 10.6  
Suspension Without Pay Section 9.1.4

**T**

Temporary or Seasonal Employee, Defined Section 3.1.7  
Time Clocks Section 5.12  
Time Sheets or Cards Section 5.11 & 6.3  
Transfers Section 4.15 & 12.3  
Travel Section 6.6

**U**

Un-Notified Absence Section 8.2.2  
Unemployment Compensation Section 8.3.2  
Uniform Allowance Section 6.5.7

**V**

Vacation Leave Section 7.2  
Vehicle Fringe Benefit Section 6.5.9  
Vehicle Use by employees Section 2.8  
Vehicle Use - Commuting Section 2.8  
Veteran's Preference Section 4.6  
Violence in the Workplace Section 2.10.3  
Voluntary Separation Section 8.2

Voluntary Separation and Grievances Section  
9.1.7

Volunteer Firefighter Section 2.25

**W**

Wellness/Tobacco /Electronic Nicotine Delivery  
Systems or

Electronic Smoking Devices User Program  
Section 6.5.1.1

Written Reprimand Section 9.1.2

Workday Section 5.3

Work on a Holiday Section 7.11.1

Work Week Section 5.2

Workers Compensation Section 6.5.5

Workplace Violence Section 2.10.3

**XYZ**

## **Privacy of Patron Information Policy**

### **I. Purpose**

The purpose of this policy is to ensure that all Rawlins Library staff and the public understand what patron information is kept on file.

### **II. Policy**

The following personal information may be collected and kept on file in order to access services at Rawlins Library:

- Name
- Address
- Telephone Number
- Email Address
- Date of Birth
- Library Card Barcode Number
- Driver's License Number
- Student ID Number
- Items currently checked out, requested holds, and interlibrary loan requests
- Overdue Items (Until Returned)
- Payment history stored in a receipt book for lost and damaged items as well as paid patron library cards
- Sign up information for library programs and events

### **III. Length of Time Patron History Will Be Stored at Rawlins Library**

Rawlins Library will delete patron history associated with the checked out materials 30 days after the materials have been checked in. Patron library cards, and all personal information associated with the account, will be permanently deleted after five years of inactivity.

*Adopted by the Rawlins Municipal Library Board of Trustees August 30, 2022*

## Programs Policy

The mission of Rawlins Municipal Library is “to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment.” The library supports the mission of the library by connecting people with information and programs that provide additional opportunities. Programming is a core component of library services that is able to provide numerous benefits for the library including:

- The expansion of the library’s role as a community resource and educator
- The introduction of library resources to both library users and non-library users
- Tools for lifelong learnings
- Visibility for the library in the community

Rawlins Municipal Staff using the following criteria when making decisions about program topics, speakers, and accompanying resources:

- Availability or space to host the program
- Budget
- Community needs and interest
- Connections to other community programs, exhibits, or events
- Credentials of the presenter
- Historical or educational significance
- Presentation quality
- Program content
- Relation to the library collection
- Relevance to the community

When offering any type of program at Rawlins Municipal Library, the following considerations need to be kept in mind:

- Any sales of products at programs requires prior approval from the Library Director (i.e., author talk, and the author wants to sell books).
- Library programs cannot be used for commercial, religious, political, or solicitation of businesses.
- Patrons have the right to object to programs using the Request for Reconsideration Form.
- Patrons have the right to request programs, but Rawlins Municipal Library cannot guarantee all program requests will be granted.
- Programs must be free of charge for those in attendance.
- Programs must be open to everyone, whether they have a library card or not.
- Rawlins Municipal Library does reserve the right to cancel any program. Programs can be cancelled for any number of reasons including but not limited to weather or low registration numbers.
- Rawlins Municipal Library does reserve the right to offer off-site programming (i.e., library programs at the senior center).
- Rawlins Municipal Library staff who present programs are doing so as part of their job and not as an independent contractor.
- Registration may be required for planning purposes.

*Adopted by the Rawlins Municipal Library Board of Trustees June 26, 2023*

## State Park Policy

Rawlins Municipal Library is partnering with The South Dakota State Library and The South Dakota Game, Fish, and Parks. Together The South Dakota State Library and The South Dakota Game, Fish, and Parks have developed a statewide program called “**Check Out, South Dakota State Parks!**” Through this service, library patrons will be able to check out a State Park Entrance License, free of charge, and spend a day or two at the park.

Rawlins Municipal Library will be able to offer the following services in conjunction with The South Dakota State Library and The South Dakota Game, Fish, and Parks:

- Entrance licenses to the library free of charge.
- Neck wallets in which the passes will be placed for circulation.
- Survey materials for feedback from patrons.  
<https://forms.office.com/pages/responsepage.aspx?id=fFSvcKtpbUG0plQ7XOUrmf0-LSTmCtZlr9woaHjeEWBUMIAxV1o0WFowQ1BYOTZYOFkwQ1YxREYwTy4u>
- Support in making this service a success.

The State Library of South Dakota and The South Dakota Game, Fish, and Parks expects Rawlins Municipal Library to:

- Allow entrance licenses to be checked out in the library by patrons free of charge.
- Patrons may check out the entrance licenses for up to **three** days.
- A Patron may check out an entrance license **once** per month.
- There are **no renewals or consecutive check outs** for entrance licenses.
- There are **no holds for state park passes**. It is first come, first serve.
- Market/promote the service to the community you serve.
- Request patrons complete the survey when the entry license is returned. The survey is a QR code linked to a Google form.
- Catalog the state park passes with a three-day circulation limit.

Rawlins Municipal Library will require the patron to sign a form stating that they are liable for the cost of the state park pass if it is lost or stolen. A copy of the form is attached to the policy.

*Adopted by the Rawlins Municipal Library Board of Trustees March 27, 2023*

**Rawlins Municipal Library State Park Pass Program Form**

Patron Name \_\_\_\_\_

Library Card Number \_\_\_\_\_

Two Phone Numbers \_\_\_\_\_

I agree to return the state park pass to Rawlins Municipal Library on the due date (usually three days unless it falls on a holiday or snow day). **If I do not return the pass on time, if I lose the pass, or the pass is stolen while it is in my possession, I understand that I am responsible for the library's state park cost of \$80. Borrowing privileges will be revoked until the pass is returned or the \$80 is paid in full. If I do not repay the \$80 to Rawlins Municipal Library within 30 days of the date of this form, Rawlins Municipal Library will turn my information over to the Pierre Police Department to pursue further legal charges.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

**Rawlins Municipal Library State Park Pass Program Form**

Patron Name \_\_\_\_\_

Library Card Number \_\_\_\_\_

Two Phone Numbers \_\_\_\_\_

I agree to return the state park pass to Rawlins Municipal Library on the due date (usually three days unless it falls on a holiday or snow day). **If I do not return the pass on time, if I lose the pass, or the pass is stolen while it is in my possession, I understand that I am responsible for the library's state park cost of \$80. Borrowing privileges will be revoked until the pass is returned or the \$80 is paid in full. If I do not repay the \$80 to Rawlins Municipal Library within 30 days of the date of this form, Rawlins Municipal Library will turn my information over to the Pierre Police Department to pursue further legal charges.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_



## Strategic Plan for Rawlins Municipal Library 2023-2025

### Mission Statement

The mission of the Rawlins Municipal Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment and enjoyment.

### Vision Statement

The vision statement of Rawlins Municipal Library is to be a knowledgeable, local library where all are welcome to learn, discover, grow, create, and connect.

### Goals and Objectives

#### Goal One: Community Involvement

- Objective 1: Rawlins Municipal Library will strengthen its role as a vital member of the community.
- Objective 2: Rawlins Municipal Library will serve as a community hub for information and resources.
- Objective 3: Rawlins Municipal Library will collaborate with community leaders and resources to improve access to services and resources.

#### Goal Two: Service for the Community

- Objective One: Rawlins Municipal Library will seek to develop services and programs that meet the needs of the community.
- Objective Two: Rawlins Municipal Library will educate the public about resources available at the Library to eliminate barriers to resources. (i.e., Libby app for the Women's Prison).
- Objective Three: Rawlins Municipal Library will look to implement new ideas to ensure that the life stays updated on new resources available.

#### Goal Three: School Sponsorship

- Objective One: Rawlins Municipal Library will strive to work with the schools in the Pierre and Fort Pierre area.
- Objective Two: Rawlins Municipal Library will look to identify new strategies to increase teachers and school age children to the library.
- Objective Three: Rawlins Municipal Library will work to implement homework help databases and options for youth of all ages.

### Annual Action Opportunities and Strategies

#### Goal One: Community Involvement

- Educate staff and improve their understanding of the services and resources available in the Pierre and Fort Pierre area.
- Provide a safe space and opportunities for community members to connect with area service providers to learn about available non-profit resources.

#### Goal Two: Service for the Community

- Identify and implement feasible outreach service opportunities to provide services and collection materials to seniors who are homebound. Another opportunity is daycare book delivery as part of the outreach umbrella of services.

- Partner with the South Dakota State Library to offer continuing education courses for staff who will in turn provide the newest services to the public.

#### Goal Three: School Sponsorship

- Create a “welcome” routine for teachers and students. Offer a welcome table with information about the Library and databases.
- Implement ways to work with both the schools and students simultaneously.
- Host events for teachers to inform them about library resources and host events for students.

#### **Measures for Success**

##### Goal One: Community Involvement

- Increased library visits.
- Growth in program participation.
- Expansion in new patrons.

##### Goal Two: Service for the Community

- Rising circulation numbers.
- Enlargement of online content.
- Look for the addition of new services to the library.

##### Goal Three: School Sponsorship

- Growing patron traffic in the library from teachers and students.
- Reference inquires as the result of something someone has learned about.
- Uptick in online database usage of library resources.

*Adopted by Rawlins Municipal Library Board of Trustees on July 31, 2023*

*Reapproved by Rawlins Municipal Library Board of Trustees January 29, 2024*

## Technology Plan 2024, 2025, 2026

### Purpose

The purpose of this plan is to outline how Rawlins Municipal Library will seek to use technology to support library resource sharing and improve library services within the library and remotely. Due to the importance of technology and resource sharing, this plan will be integral in the budgeting process for the library on a year-to-year basis.

### Mission Statement

The mission of the Rawlins Municipal Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment.

### Vision for Technology at Rawlins Municipal Library

Rawlins Municipal Library will provide appropriate technology to enhance current resources and expand available information. Technology is making it easier than ever to access information. Libraries must continue to provide access to information based in fact in all formats.

### Plan Objectives

This plan is intended to guide the technological development in the library for the next three years. It supports the library's mission statement, encourages thought and discussion about the technology needs of the community, and provides structure for planning and budgeting.

### Current State of Technology

- Internet/computer access is available for patron and employee use. The library has sixteen PCs providing public use with Internet access and connected to a networked printer for public use, as well as three OPAC computers.
- Six AWE computers and 58 Playaway tablets are dedicated to children's educational games.
- Subscription online databases hosted by the South Dakota State Library allow library patrons to access information in the library and elsewhere.
- Rawlins Municipal Library hosts three databases: Newsbank, Creativebug, and Hoopla.
- Rawlins Municipal Library partners with the South Dakota State Library who hosts the remainder of the databases offered to patrons at Rawlins Municipal Library.
- Two laptops and twelve Chromebooks are available for in-house use.
- An interactive whiteboard is available in the meeting room.
- A photocopier/scanner is available.
- The photocopier/scanner will be replaced at the end of the service contract in October 2025.
- The library's network consists of a router, firewall, switches, computers, and assorted peripherals.
- The library depends on a 120 Mbps Ethernet connection through Midcontinent Cable Company for Internet access.
- The library supports wireless access to the Internet within the building, outside seating area and in the parking area closest to the building.
- The library has eight staff PCs and two laptops connected to both color and black and white printers.
- The two laptops are replaced every three years.
- The library staff computers are replaced every five years.

- The library has additional computers used for library purposes. A PC server for our Cybrarian public computer time management system, a PC for print management, a PC for circulation, a PC for checking in materials, a PC used as a security monitor, a laptop used to keep track of wireless information, as well as software for our digital sign.
- Other equipment includes but is not limited to a self-check kiosk, a scanner for public use, a color laser-jet printer for public use as well as a laser-jet printer for staff use. Receipt printers and barcode scanners. A multi-function copier that prints, copies, scans and faxes.
- Library staff has the technological skills which meet the expectations of library patrons.
- The library is a member of a state consortium allowing patrons to download e-books and digital audiobooks through South Dakota Titles to Go/OverDrive.
- The library provides access to online resources for genealogy research, the local newspaper, magazines, and other online services.
- The library provides access to digital audiobooks and magazines through Overdrive and the Libby app.
- Rawlins Municipal Library operates with Atrium as its ILS. The ILS provides integrated technical processing and cataloging tools; specific and separately designed OPACs for adults and children; advanced searching and reporting; real time inventory; customizable interfaces.
- Rawlins Municipal Library is a member of Share It, an interlibrary loan application facilitated by the South Dakota State Library.

#### **Technology Plan Goals and Objectives**

- Goal 1: Continue to have reliable hardware, software, and network to meet the needs of the library staff and patrons.
  - **Objective A:** Track and maintain a four-year PC replacement cycle for public PCs, laptops and other equipment based on a rotating schedule. A five-year replacement plan for staff PCs is City policy. It is included in the computer software and computer hardware line items and has an annual estimated cost of \$10,000. The total estimated hardware line-item budget amount is \$14,000. The total estimated software line-item budget amount is \$13,000.
- Goal 2: Provide virtual access to library materials and online databases.
  - **Objective A:** Continue to provide digital books, audiobooks magazines, newspapers and online educational courses. OverDrive, Newsbank and Gale Online Courses are incorporated into the annual budget. It is included in the digital materials line item and software line item. The estimated yearly cost is \$7,000.
  - **Objective B:** Continue to provide remote and in-house access to digital databases and services. This includes resources subscribed to locally and those received through the South Dakota State Library. Resources subscribed to locally are incorporated into the annual budget as part of the software line item.
  - **Objective C:** Evaluate adding a movie streaming service. Evaluation to be completed in 2024. If this service is judged to be viable for the library, it would be incorporated into the annual budget. Cost to be determined.
- Goal 3: Rawlins Municipal Library will provide well-trained staff with knowledge of technology.
  - **Objective A:** Ensure staff has the resources to adequately assist guests with digital library resources. Staff training will be accomplished through webinars, online and in-house training. Additional training may include attendance at conferences and seminars. Travel expenses and lodging are included in the annual budget as part of the travel line item.
- Goal 4: Rawlins Municipal Library will provide ongoing technology training for library patrons.

- **Objective A:** The library will provide training and support for patron’s personal electronic devices when library software is involved (such as OverDrive). Provide access to training material so staff are better able to serve patrons requiring assistance with their personal devices. Accomplished in-house.
- Goal 5: Expand the library’s makerspace materials to include more recording equipment and to include more material for younger library patrons.
  - **Objective A:** Actively promote available resources including the creation of promotional materials. This can be accomplished in-house.
- Goal 6: Expand access to the library’s resources with increased wireless availability.
  - **Objective A:** Evaluate the effectiveness and value of acquiring Internet hotspots for circulation. Propose acquiring four Internet hotspots that will be part of the circulating collection. The estimated yearly cost is \$2,500.

### **Evaluation**

Technology implementation is a continually evolving process that adapts to Rawlins Municipal Library’s changing technological needs. Effective evaluation is a multi-step process that allows staff, patrons, and the Rawlins Municipal Library Board of Trustees the ability to rethink, adapt, and realign priorities and strategies each year. The technology plan will be evaluated by patrons through a library survey that will be done annually to determine how successful the technology is and help determine if goals are being met. Technology training with staff will allow time for staff to provide input into technology and to provide feedback as to whether or not the technology is working appropriately for Rawlins Municipal Library. The technology plan will be evaluated annually by the Rawlins Municipal Library Board of Trustees both before and after the annual budget hearings.

*Adopted by the Rawlins Municipal Library Board of Trustees on September 27, 2022*

*Reapproved by the Rawlins Municipal Board of Trustees March 24, 2024*

## Test Proctoring Policy

Long distance learning programs provide opportunities for independent study on the condition that exams are proctored. In response to this need, Rawlins Municipal Library will serve as a test proctor in order to support lifelong learning in the Pierre community. It is the responsibility of the student and the institution requesting the proctoring of a test to verify that the guidelines and conditions presented at Rawlins Municipal Library are acceptable to the institution giving the test. Rawlins Municipal Library reserves the right to limit or deny this service if the proctoring request does not meet the test proctoring guidelines.

### Test Requirements

- Tests must be scheduled at least 48 hours ahead of time. Complete and clear instructions from the academic institution must be emailed to [rawlinslibrary@ci.pierre.sd.us](mailto:rawlinslibrary@ci.pierre.sd.us) within 24 hours of the test.
- If complete and clear testing instructions are not received via email at [rawlinslibrary@ci.pierre.sd.us](mailto:rawlinslibrary@ci.pierre.sd.us) from the testing institution within 24 hours of the test, the test will be cancelled.
- Rawlins Municipal Library reserves the right to cancel the exam for reasons such as technology malfunction, weather or staffing.

### Testing Fees

- Rawlins Municipal Library cardholders in good standing will be charged \$10 per test.
- Non-library card holders will be charged \$15 per test.
- The testing fee can be waived at the discretion of the Library Director.
- Testing fees include all postage, faxing, and scanning fees.

### Test Administration

- Exams will be proctored only at the availability of the Library staff.
- The library will provide space to take the test, but the library cannot guarantee that there will be a separate, quiet area available.
- A valid Driver's License or photo ID must be submitted to staff for verification of identity, or the test cannot be proctored.
- While the Library can proctor most exams, it cannot proctor any online exams that require public access computer settings be modified.
- The Library is not responsible for completed examinations which have gone astray due to postal delays, fax problems, etc.
- The Library will keep no copies of completed examinations.
- Untaken exams left in the care of the Library for over one month will be discarded.
- Library staff cannot interpret test instructions for the student nor assist in any technical manner with an online test.
- If it is determined that the proctoring request is unreasonable in its demands or too burdensome to administer, the Library reserves the right to deny this service.
- Test proctoring is available during regular library hours.

*Approved by Rawlins Municipal Library Board of Trustees May 23, 2016*

*Reapproved by the Rawlins Municipal Library Board of Trustees September 25, 2017*

*Reapproved by the Rawlins Municipal Library Board of Trustees: March 28, 2023*

## Unattended Children's Policy

### Purpose

Rawlins Municipal Library welcomes and encourages young visitors. Staff members are happy to assist children and families. However, the library is not able to provide short- or long-term childcare or be responsible for unattended children in the library. Children may be able to occupy their time for a short while, but when left unattended for any length of time it is easy for children to become bored, restless, and disruptive. The safety of children left alone in the library is a serious concern for staff members. It is the responsibility of parents, guardians or caregivers to keep children safe while in the library. It is not the library's intention to seek out unattended children, but rather to have a prepared response for when the when an issue presents itself.

### Definitions

“Child”—For the purposes of this policy, a “child” and “children” are referred to as a child aged 8 and younger in the library. “Caregiver”—For the purposes of this policy, a “caregiver” is someone 14 years or older who is capable of watching a child or children in the library. “Parent or Guardian”—For the purposes of this policy, a “parent” or “guardian” is the legal custodian who is responsible for children in the library.

“Unattended children”—For the purposes of this policy, “unattended children” is defined as a child under the age of 8 years old left alone in the library that is not within physical reach of a parent, guardian, or caregiver.

### Policy

1. Children aged 8 and younger: A parent, guardian, caregiver must accompany and remain within close proximity of the child at all times and must be able to provide emergency contact information for the child.
2. When staff observe a child under the age of 8 alone in the library, the primary goal is to ensure the safety of the child. Library staff will attempt to locate the parent, guardian, or caregiver and explain to them the Unattended Children Policy. If library staff are unsuccessful in locating the parents or guardian in the library, staff will attempt to call them by phone. If unable to locate the responsible parent, guardian, or caregiver the police will be called to assist the child.
3. Children ages 9 and older: Children nine and older may be in the library without a parent, guardian, or caregiver but the child must abide by the Patron Code of Conduct Policy and Minor Computer Agreement.
4. Plans must be made for unattended children in the building at closing time. Thirty minutes before closing time, library staff will let children know they need to call or a ride home. Library staff are encouraged to help children use the phone to call for a ride. No child is allowed to wait outside after closing time for a ride alone. A minimum of two staff are required to wait with the child in the library foyer of the library for a ride. Library staff are not permitted to give any patron

a ride home from the library. If a parent or guardian does not pick up a child within 15 minutes of closing time, library staff are to contact the police and continue to wait with the child in the foyer until the police come to pick up the unattended child. Under no circumstances will children be allowed to wait outside for a ride.

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

*Reapproved by the Rawlins Municipal Library Board of Trustees November 26, 2018*

*Reapproved by the Rawlins Municipal Library Board of Trustees September 27, 2022*

*Reapproved by the Rawlins Municipal Library Board of Trustees February 26, 2024*



# Library Forms in Alphabetical Order

**RAWLINS MUNICIPAL LIBRARY CITIZEN'S REQUEST FOR RECONSIDERATION OF BOOKS OR DISPLAYS**

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (If known) \_\_\_\_\_

Request Initiated By \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Complainant Represents:

\_\_\_\_\_ Himself/Herself

\_\_\_\_\_ Name of Organization \_\_\_\_\_

\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

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?

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5. Did you read the entire book (listen to the CD/view the video)? What parts?

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

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

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

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

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Signature of Complainant

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**RAWLINS MUNICIPAL LIBRARY PATRON COMPUTER AND INTERNET AGREEMENT FORM** In an effort to ensure that the use of the Internet is used in accordance with the Rawlins Municipal Library Internet Policy, the following guidelines will apply:

- Use of the computers is free to the public with a valid library card or guest pass.
- The computers shut down 15 minutes prior to closing time.
- Public Wi-Fi service is available in the outside parking lot 24 hours a day, 7 days per week, as far as the signal reaches. Availability and signal quality are not guaranteed and may be affected by factors beyond our control. A library card is not required to access the public Wi-Fi service.
- All print jobs must be completed, paid for, and picked up before the library closes. Rawlins Municipal Library reserves the right to charge for print jobs.
- Homework printing fees will be .10 cents per page for black and white and .15 per page for color.
- There is a 50 page print maximum per patron per day.
- Library staff may end a computer session at any time if the logged in user leaves the library premises.
- Patrons are limited to a maximum of 4 hours per day on the public computers. Usage can be limited during peak times.
- Patrons who require longer than 4 hours to complete their work (writing a paper or resume, filling out an online form, etc.) may ask staff for a manual time extension.
- Time extensions are granted at the sole discretion of library staff, based on demand for the public computers.
- Attempting to evade or bypass computer time limits by using multiple library cards, or by requesting guest passes when your allotted time has been used, may result in the loss of computer use privileges.
- Children under the age of 9 must be accompanied by a parent, guardian, or caregiver while using computers in the library (see Unattended Children’s Policy).
- There is a limit of one patron per computer with the exception of minor children under age 8. Minor children ages 8 and under may share a computer with their parent or guardian.
- Patrons who wish to hear audio content on library computers must use headphones. Patrons may purchase headphones at the front desk for \$2.00 or a USB flash drive for \$5.00.
- Patrons may bring USB flash drives to store their files.
- Patrons may not load programs onto the Library computer hard drives or run unapproved software from CD-ROMs, flash drives, or any other device.
- The library is not responsible for damage to flash drives, any loss of data, or damage or liability that may occur from a patron’s use of the library’s computers.
- For liability reasons, library staff cannot answer questions of a financial, legal, or medical nature, and for privacy reasons, we cannot fill out online forms for patrons.
- Internet use will be managed in a manner consistent with Rawlins Municipal Library Internet Policy. By signing the Patron Internet Agreement Form, I acknowledge that I have read the Rawlins Municipal Library Internet Policy and agree to follow the regulations outlined in the policy.

Patron  
Name \_\_\_\_\_  
Minor Name (if patron is signing for youth 9-17  
\_\_\_\_\_

Patron  
Signature \_\_\_\_\_  
Minor  
Signature \_\_\_\_\_

Date \_\_\_\_\_

**RAWLINS MUNICIPAL LIBRARY GIFT RECEIPT**

Rawlins Municipal Library can issue a gift receipt for the number of items received at the time of donation. The donor is required to furnish a count of the items. Estimates of fair market value for income tax purposes are the responsibility of the owner.

**RAWLINS MUNICIPAL LIBRARY GIFT RECEIPT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**I HEREBY DONATE THE FOLLOWING ITEMS TO  
RAWLINS MUNICIPAL LIBRARY**

\_\_\_\_\_ Hardcover Books

\_\_\_\_\_ Paperbacks

\_\_\_\_\_ Puzzles

\_\_\_\_\_ Other

\_\_\_\_\_ Description of Other Property

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

**RAWLINS MUNICIPAL LIBRARY GIFT AND MEMORIAL BOOK DONATION FORM**

**\*\*Please complete a separate form for each person being honored or remembered.\*\***

PRESENTED BY: \_\_\_\_\_

(This is how the donor(s) names will appear on the book plate.)

PLEASE FILL OUT ONE OF THE BELOW FIELDS:

IN MEMORY OF: \_\_\_\_\_

OR

IN HONOR OF: \_\_\_\_\_

ADDRESS TO SEND NOTIFICATION CARD:

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

SUBJECT AREA: \_\_\_\_\_

\_\_\_\_\_

(If there is no particular subject area that you want us to search for, please leave this section blank. We will use a book that fits our collection where the need is greatest.)

DONOR NAME: \_\_\_\_\_

DONOR ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DONOR PHONE: \_\_\_\_\_

DONOR EMAIL: \_\_\_\_\_

DONATION AMOUNT: \_\_\_\_\_

Return Form To:  
Rawlins Municipal Library  
1000 E. Church Street  
Pierre, SD 57501  
605-773-7421

## **Rawlins Municipal Library Photo Release Form**

I hereby grant permission to Rawlins Library to use photographs and/or videos of me taken on \_\_\_\_\_ (date) at \_\_\_\_\_ (location) in publications, news releases, online communications, and in other communications related to the mission of Rawlins Municipal Library.

Name \_\_\_\_\_ (Print)

Signature \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Email \_\_\_\_\_



**RAWNLINS MUNICIPAL LIBRARY MEETING ROOM FORM**

Name \_\_\_\_\_

Library Card Number \_\_\_\_\_

Phone \_\_\_\_\_

Reservation Date \_\_\_\_\_

Reservation Time \_\_\_\_\_

Reason for Using the Room \_\_\_\_\_

Food \_\_\_\_\_ Yes \_\_\_\_\_ No

(Food requires a \$50 deposit that is refundable at the end of the meeting when staff see that the room was left in good condition.)

\*This form is stored electronically on the application tablet at the front desk.

**RAWLINS MUNICIPAL LIBRARY STATE PARK FORM**

Patron Name \_\_\_\_\_

Library Card Number \_\_\_\_\_

Two Phone Numbers \_\_\_\_\_

I agree to return the state park pass to Rawlins Municipal Library on the due date (usually three days unless it falls on a holiday or snow day). **If I do not return the pass on time, if I lose the pass, or the pass is stolen while it is in my possession, I understand that I am responsible for the library's state park cost of \$80. Borrowing privileges will be revoked until the pass is returned or the \$80 is paid in full. If I do not repay the \$80 to Rawlins Municipal Library within 30 days of the date of this form, Rawlins Municipal Library will turn my information over to the Pierre Police Department to pursue further legal charges.**