

Lemmon Public Library Policy Handbook

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

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

I. GENERAL LIBRARY OBJECTIVES

- II. • To provide, on equal terms, free service to all individuals and groups residing within the City of Lemmon.
- III. • To provide service to non-residents of Lemmon but within 45 mile radius.
- IV. • To assemble, preserve, and administer in organized collections, books and related educational and recreational materials.
- V. • To cooperate with other city departments, libraries, and organizations to promote educational, cultural and recreational activities.
- VI. • To provide opportunity for education, research and recreation through the use of literature, music, films and other art forms within the sphere of library activities.
- VII. • To provide unrestricted access to all library materials to all Lemmon Public Library patrons.

II. ORGANIZATION

The library is governed by a Board of Trustees consisting of five members appointed by the mayor for a term of three years each, with the terms staggered. Trustees serve without remuneration of any kind. A City Alderman will be assigned as a liaison between the library and the City of Lemmon. The City Alderman representative is a voting member of the Library Board. The board is the policy-forming body of the institution with the authority to determine the rules and regulations governing library service and personnel.

III. SELECTION OF MATERIALS

I. INTRODUCTION

Library Mission:

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

Collection Development Mission:

- Library materials and collections for the Lemmon Public Library will be selected to support the mission of the library.
- The “Freedom to Read,” “Freedom to View,” and the “Library Bill of Rights” statements will also be used as a guideline for the development of library collections.
- Purpose of the Collection Development Policy: The policy acts as a blueprint to guide staff in the selection and retention of library materials.
- To offer the best library service possible, the Lemmon Public Library will cooperate with other libraries in the city, region, and state by participating in the borrowing of library materials through Inter-Library Loan (ILL).
- The Lemmon Public Library will freely share library materials, services, and information with the schools served within Perkins County to enhance educational opportunities for students and to encourage resource sharing.

II. COLLECTION DEVELOPMENT Responsibility:

- As required by South Dakota State Law (14-2-42), the Lemmon Public Library Board of Trustees delegates to the Library Director the authority and the responsibility to “select and purchase all public library materials...within policies established by the board of public library trustees.”
 - The Lemmon Public Library supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format or amount of detail. The Lemmon Public Library upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children’s use of library materials and resources.

Selection Criteria:

- Library selection criteria for each type of material will be based on its own excellence and the audience for whom it is intended. Some material may be selected primarily for artistic merit, scholarship or value to the community, while others may be chosen to satisfy recreational and entertainment needs of the community.
- As the social and intellectual climate of the community changes, the need for library materials to meet changing interests will need to be considered.
- All selections, both purchases and gifts must meet some of the following selection criteria:
- Appeal to the general and overall interests and needs of individuals in the community.
- Widespread popularity of an author or series and/or contemporary significance.
- Critical reviews.
- In compliance with South Dakota law, the library does not collect materials found to violate Section 22-24-27(11).
- Format that is currently supported by the library.
- Encourages the enjoyment of reading.
- Currency and quality of information.
- Entertaining presentation.
- Skill, competence, popularity, and purpose of the author.
- Relation to other materials and existing areas of coverage in order to maintain a diverse collection.
- Price, budget and shelf space constraints.
- Single copies will be purchased unless multiple copies are warranted by public demand.
- Local significance of author or topic.
- Potential user appeal.
- Ease of use of the product.
- New formats will be evaluated as to demand and community readiness to adopt any technology needed to use new services.
- A patron suggestion for purchase does not guarantee that the item will be purchased by the library.

Selection Tools:

- Selection decisions for library materials will be informed by a variety of selection tools. These include professional/trade journals and books, bibliographies, reviews from authoritative sources in various subject areas, magazines, newspapers, broadcast media, publisher and vendor catalogs and information, and recommended lists.
- Consideration is given to materials suggested by patrons.

- Library staff and other readers can be involved in selection process; however, the Library Director makes the final decision of all collection decisions.
- Materials are judged on the basis of the work as a whole, not on a part taken out of context.
- Vendor “Standing Order” lists will be utilized to maintain a current collection of materials by popular authors, series, etc.
- The Library does not accept preview boxes from vendors.

Formats:

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

Collection Maintenance:

In general, the library puts minimal effort in repairing library materials. Minor repairs will be made if popularity warrants.

- Withdrawing materials (weeding) will be done using the latest edition of the CREW method. (The CREW withdrawal method is based on the physical condition of the material, the demand for the material, the timeliness of the material, etc.) This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Library Board. Withdrawn materials will be disposed of at the Library Director’s discretion.
- An attractive, timely, and useful collection is maintained through a continual weeding, withdrawal and replacement process.

- Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

Access:

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

Intellectual Freedom:

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

a. General Process for Statement of Concern of Library Materials

- i. An individual communicates with the staff and is directed to the Library Director.
- ii. Library Director will discuss the issue with person and listen to their concerns. Director will explain Library Policy that an individual has the right to decide for themselves which library materials they do and do not want to use and that parents must decide which materials are appropriate for their children. However, the library strives to present a wide range of materials to meet differing points of view within the community. The Library Director also discusses the selection process the library uses for making materials selection decisions.
- iii. If individual still would like to have the material reconsidered, the Library Director supplies the "Statement of Concern of Library Materials" to them.
- iv. Individual is asked to submit the form to the Director within one week.

v. The Library Director will search for reviews of the title in question and review other criteria that were used in the selection process for this item. Outside consultants may be contacted for additional information that might be pertinent.

vi. Item will be placed on the agenda for the next regularly scheduled Library Board of Trustees meeting.

vii. The Library Director will inform the individual of the decision.

viii. Item in question will remain in the circulating library collection during this process.

V. GIFTS

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

VI. PRIVACY AND CONFIDENTIALITY POLICY

Section 14-2-51 of the South Dakota Codified Laws provides as follows:

14-2-51. Confidential library records. All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section. Source: SL 1983, ch 154, §

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

Library Material Replacement Cost Policy

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

Replacement Costs

- Determining a fair and adequate replacement cost for library materials is at the discretion of the Director and will be based on the average cost as listed in the MARC record, Amazon or Barnes & Noble.

Non-sufficient Fund Checks

- The Library will charge a penalty fee of \$30.00 for a bad check.
- The Library reserves the right to turn bad checks over to a collection agency or the Perkin's County State's Attorney.

Denial of Services

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

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

Check out probation period for new patrons

- All new patrons will be on a 3-month probation period, limiting checkouts to 5 items per visit. They must follow all library procedures and may not order inter-library loans. Any infraction of the rules may result in the loss of library privileges.
- Library cards may be obtained by residents of the Lemmon area. A Resident is defined as living within legal city limits, a 40-mile radius, or as approved by the librarian.

VIII. INTERLIBRARY LOAN POLICY

Interlibrary Loan (ILL) services allow patrons to obtain materials from participating libraries within South Dakota. The library can request materials from these libraries, which can be checked out for use at home. In rare cases materials provided through Interlibrary Loan will be restricted to in-library use only. Users of the Interlibrary Loan service must be a Lemmon Public Library patron with an account in good standing. The following paragraphs describe the Interlibrary Loan policy.

I. Principles

Interlibrary Loan is a primary service that supports the mission of the Library by providing enhanced access to library materials and information. The purpose of Interlibrary Loan is to obtain materials not available at the Lemmon Public. The library affirms that Interlibrary Loan is an adjunct tool, not a substitute, for the library's collection. In meeting patron needs, the library will exhaust local resources first. Items in frequent or recurring demand through ILL service will be considered for purchase.

II. The definition of Interlibrary Loan is a transaction in which the Lemmon Public Library borrows materials directly from another library on behalf of a patron.

III. Interlibrary Borrowing

A. Users

1. All current Lemmon Public Library patrons with accounts in good standing may request specified material through Interlibrary Loan.
2. Failure to return Interlibrary Loan items on time may result in the suspension of library borrowing services to the delinquent patron.

B. What can be borrowed?

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

C. Submitting a request

1. Patrons may place an Interlibrary Loan request in person at Lemmon Public Library, or by calling the Lemmon Public Library.
2. Lemmon Public Library does not charge an ILL fee. However, some lending libraries charge a fee for lending their material. The librarian will contact the patron if there is any cost involved above the minimum amount indicated by the patron on the request form. ILL requests will be sent to libraries that charge if no other libraries can loan material.

D. Turnaround Time

1. Interlibrary Loan requests will be filled as quickly as possible. Turnaround time varies depending upon the lending library and materials requested.

2. Patrons will be notified by telephone or e-mail when their materials arrive at the library.

E. Loan Period

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

F. Conditions of Use

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

G. Overdue and Lost material charges

1. Lost, damaged or stolen Interlibrary Loan materials are subject to the lending library's rules and regulations.
2. Upon notice that an item cannot be returned, Lemmon Public Library staff will contact the lending library as to the charge for that material.
3. Charges for lost or damaged materials, as well as overdue charges for Interlibrary Loan items are the responsibility of the borrower.

H. Renewals

1. The lending library determines whether or not renewals are allowed, and no renewals can be made unless the library has been given proper notice and approved the renewal.
2. In certain cases, lending libraries will not allow renewals.

I. Statistics

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

IX. RULES OF CONDUCT

The library is intended to be an inviting, comfortable, clean, and safe place for reading, selecting materials, studying, writing, using computers, and attending library authorized programs and meetings. Library users are expected to conduct themselves in a manner that respects the rights of everyone to use the library.

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

Conduct not allowed on library property:

- a. Engaging in any activity in violation of federal, state, local, or other applicable law or library policy.
- b. Failing to comply with a reasonable staff request.
- c. Being under the influence of alcohol/illegal drugs, and selling, using, or possessing alcohol/illegal drugs.
- d. Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, loitering, offensive touching, and obscene acts such as sex acts and indecent exposure.
- e. Selling or attempting to sell items or services on library property.
- f. Stealing, damaging, altering, or inappropriate use of property, furniture, or equipment in the library or on library grounds.
- g. Trespassing in non-public areas, being in the library without permission of an authorized library employee before or after library operating hours.
- h. Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- i. Creating disruptive noises such as loud talking, screaming, or banging on equipment or furniture.
- j. Group activities which are disruptive to the library environment.
- k. Using audible devices without headphones or with headphones set at a volume that disturbs others.
- l. Using cell phones, pagers, and other communication devices should be in silent or vibrate mode.

- m. Littering.
- n. Smoking, chewing, and other tobacco use in library.
- o. Being in the library barefoot, without a shirt, or being otherwise attired so as to be disruptive to the library environment.
- p. Using wheeled devices in the library including skateboards, skates, bikes, scooters (except for baby strollers and ADA-assistive devices; e.g., wheelchairs).
- q. Lying down or sleeping in the library.
- r. Blocking aisles, exits, or entrances.

Food and Beverages

Beverages in containers with lids and snacks are permitted in the library except around the computer area.

Children in the Library

The Lemmon Public Library welcomes use by children and offers a wealth of materials and services for their education and enjoyment. Parents or caregivers are responsible for supervising their children (ages 0 to 6 years old) in the library. Caregivers are any person that is not a parent aged 13 or older. Children aged 7 and older may be unaccompanied by an adult/caregiver in the Lemmon Public Library. The library does not provide long- or short-term childcare.

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

Children using the library must follow Library Rules of Conduct. Children behaving inappropriately may be required to leave the library. When necessary, the library will contact the Perkins County Sheriff's Office to assist a child in need of adult supervision.

Fifteen minutes before closing time, Library staff will remind young people to contact a parent/caregiver for a ride home. If a responsible person cannot be reached, the police may be called for a ride home or a well-being check. Library staff will not give rides home.

Library Children's Area

The children's area at the Lemmon Public Library is intended for use by children, their parents or caregivers, and other adults accessing materials in the children's collection. Children's areas may not be used by adults as a general reading room. Adults unaccompanied by children and not actively using children's library materials or resources will be directed to use other areas of the library.

X. INTERNET USE POLICY

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

1. SCOPE OF INTERNET ACCESS

It is the goal of the library to provide the greatest possible access to the Internet within the limits of available resources. The Internet offers access to a wealth of information that can be personally, professionally and culturally enriching.

2. INTELLECTUAL FREEDOM

A. CONTENT

The library recognizes the right of individuals to determine what is most appropriate for their needs. Users should be aware that information accessed via the Internet may be controversial, inaccurate or dated. Because the Internet is a vast and unregulated information network, it also enables access to ideas, information, images and commentary beyond the confines of the library's collection, mission, selection criteria and collection development policies. Because of this access and because sites on the Internet change often, rapidly and unpredictably, the library cannot protect users from information and images, which they might find offensive or disturbing.

B. CHILDREN'S USE OF THE INTERNET

As with other library materials and services, parents or legal guardians are responsible for the information selected or accessed by children. Parents or legal guardians are ultimately responsible for their child's use of the Internet.

3. INTERNET USE

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

use the Internet in a responsible manner respecting the rights of others and library rules of behavior. The library does not allow the use of library equipment to access material that is obscene, pornographic, features child pornography, or is harmful to minors. Use of the Internet is a privilege, not a right, and unacceptable use will result in suspension or cancellation of the privilege.

B. UNACCEPTABLE USE

1. Degrade or disrupt equipment or system performance
2. Vandalize the data of any other user
3. Gain unauthorized access to resources or entities
4. Invade the privacy of individuals
5. Violate Federal, State, or local law regulations (e.g., SDCL 43-43B-1 through 8, Unlawful Uses of Computer)
6. Engage in any activity that is deliberately offensive or creates an intimidating or hostile environment.

WARNING TO THE INTERNET USER: Please be aware that the Lemmon Public Library is a public place. Displaying sexually suggestive objects or pictures may be a violation of the State and Federal Obscenity laws (South Dakota Statutes, Section 22-24-1 to 22-24-37; Title 18, United States Code, Section 2252.)

4. LIMITATIONS

A. ADDITIONAL CONDITIONS OF USE Locations may place time, printing and downloading limits depending on volume of use or other conditions.

C. ASSISTANCE/TRAINING

Staff is available to introduce Internet access and provide initial instructions on its use. To ensure the equitable delivery of all library services, the amount of time staff has available to provide Internet instruction is limited.

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

6. ACCEPTANCE OF TERMS AND CONDITIONS This Public Internet Use Policy is posted adjacent to computer workstations used by customers to access the Internet and other library databases.

7. In compliance with the Children's Internet Protection Act, the library utilizes a technology protection measure that blocks access to images deemed (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). The Lemmon Public Library does not monitor and has no control over the information published by third parties that is accessed through the Internet and cannot be held responsible for any such content access on the Internet.

XIII. Proctoring Service Policy

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

We will provide:

1. Staff members who are authorized to provide proctoring.
2. Space for test taking. However, there may not be a separate quiet area available.
3. The ability to complete most on-line testing.
4. The library will not proctor tests on official holidays or when the library is not scheduled for normal hours of operation.
5. The library has a small number of staff often occupied with other duties. The proctor will remind the student of the test's requirements regarding what materials (if any) can be used on a test, but may not have continuous visual supervision of the student during the test.

The student will:

1. Contact the library to make arrangements with the designated staff member.
2. Verify with library staff that the requirements of the institution giving the examination can be met.
3. Verify that the physical environment at the library meets test-taking needs.
4. Arrange for an accessible computer if needed.

XV. DISPLAYS AND EXHIBITS

As an educational and cultural institution, the Lemmon Public Library welcomes exhibits and displays of interest, information and enrichment to the community. Displays of artwork, handiwork, historical material, nature

study, or any other material deemed of general interest may be exhibited. The Library Director shall review and approve in advance of display any material offered for display based on its suitability and availability. Application to exhibit should be mailed to the Library Director. Exhibitors/Artists are responsible for the installation and removal of their displays. The library does not provide porter service, storage space, or special furnishings. The library assumes no responsibility for the preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk. If security is a concern, it is recommended that the artist provide a "gallery sitter". The library does not carry insurance on artwork/items loaned to the library for exhibit. The exhibitors must sign a release, an insurance waiver, before any artwork can be displayed in the library. Exhibits and displays may include information about the exhibit/exhibitor. There will be a donation to the library of 10% of the price of any works sold during the exhibit. The following will be posted as part of all non-library exhibits or displays: "Exhibits are offered as a community service and do not carry the endorsement of the Lemmon Public Library." Signs will state that the articles on display should not be photographed or touched. The exhibit rooms/areas are multi-functional. Exhibits cannot in any way disrupt the normal routine of the library. Meetings, programs, or other events may be held in the space concurrent with the exhibition.

XVI. Programming Policy

The library supports its mission to enrich the quality of life in Lemmon by providing library materials and services which anticipate and respond to the informational, educational, and entertainment needs of Lemmon residents to promote life-long learning. Programming is an integral component of library service that:

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

Ultimate responsibility for programming at the library rests with the Library Director, who administers under the authority of the Library Board of Trustees. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

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

In addition, the library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming. All Library programs are open to the public. A fee may be charged for certain types of library programs. The Library's philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

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

External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the Library Director. All publicity material (flyers, brochures, posters, press releases, etc.) must be turned into the Library Director four weeks before the date of the event. Such items are not to be displayed or used for program promotion until first approved by the Library Director.

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

XVII. REVISION AND ADOPTION

1. This policy handbook was updated and revised in 2024.
2. This policy handbook will be reviewed every three years or as needed.
2. The responsibility for revision will lie with the Library Director and the Library Board.

Adoption:

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

Gift Policy

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

Lemmon Public Library Gift Form

Please print this information and return your gift, payable to the Lemmon Public Library, to:
Lemmon Public Library 303 1st Avenue West Lemmon SD 57638

I have enclosed a gift of \$ _____

Please circle one:

in honor of in memory of in appreciation of in recognition of

On the occasion of _____

Send notification of the donation to _____

Address _____

You will be sent a receipt for your donation. Donation amounts are confidential, unless you request otherwise.

Please initial here if you would like the honoree to know the amount of the donation. _____

Please use my gift to purchase (optional): ☐ Book ☐ Computer software ☐ Audio-visual recording ☐ Other _____

General subject area:

My name/organization _____

Address _____

Phone _____

Email _____

Please contact us for details to donate other financial assets (stocks, bonds, etc.). Phone the Library Director at 605-374-5611.

LEMMON PUBLIC LIBRARY DEED OF GIFT

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

Signed: _____ Date: _____

Donor Name: _____

Phone: _____

Address: _____ City/State/Zip: _____

Email Address: _____

___ Accepted by: _____ Date: _____

(For the Lemmon Public Library)

LEMMON PUBLIC LIBRARY Application for Exhibition

Exhibitor (s) _____

Address _____

Telephone _____ Dates of Exhibit _____

Specific Times of Use of Room/Area: _____ Set Up: _____

Opening: _____ Removal: _____

Description of exhibit: _____

Please attach list of items to be displayed.

I (We) have read and understand the policy information and understand:

- 1) the Lemmon Public Library does not insure the exhibit items;
- 2) that the Lemmon Public Library recommends that I purchase insurance to cover the exhibit items; and
- 3) that in the event of loss or damage I, the undersigned, am solely responsible.

Signature _____ Date _____

For library use: Date _____ Approved and confirmed with applicant (s)
by _____

Please mail this completed form to: Library Director Lemmon Public Library 303 1st Avenue
West Lemmon SD 57638

Lemmon Public Library Statement of Concern of Library Materials

The Board of Trustees of the Lemmon Public Library has delegated the responsibility for selection and evaluation of library materials to the Library Director. They have established a procedure for addressing concerns about those resources. Completing this form is the first step in those procedures. Please return the completed form to the Library Director at the address below.

Lemmon Public Library

303 1st Avenue West

Lemmon, SD 57638

Name: _____

Date: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Do you represent:

- Self? _____

- An organization? (Name of organization) _____

1. Resource on which you are commenting:

- _____ Book

- _____ Textbook

- _____ Video

- _____ Display

- _____ Magazine

- _____ Library Program

- ____ Audio Recording
- ____ Newspaper
- ____ Electronic information/network (please specify): _____
- ____ Other: _____

Title: _____

Author/Producer: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

- Yes _____

- No _____

4. What concerns you about the resource?

(Use the other side or additional pages if necessary)

5. Are there resources you suggest providing additional information and/or other viewpoints on this topic?

Thank you for your feedback! Your concerns are important to us.