

YANKTON COMMUNITY LIBRARY

POLICY MANUAL

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and to respond to the needs of the community through timely services and programs.

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YANKTON COMMUNITY LIBRARY POLICY AND PROCEDURE MANUAL

Introduction:

This policy manual describes the Yankton Community Library's (hereafter called YCL) philosophy of service and details methods of doing business so that all staff attempt to provide equal and fair service and perform tasks in the same manner.

These policies, which are not set in stone and are constantly being revised, provide a solid framework from which to organize standards and procedures.

Review and Revision:

This manual will be comprehensively reviewed at least every three (3) years by the Library Director and Board of Trustees. However, specific policies may be reviewed and revised whenever necessary throughout the year because of new laws, public concerns, and the addition of new collections and services.

Mission, Philosophy and General Service Objectives:

The mission of the Yankton Community Library is to uphold the public's freedom of access to information by providing a dynamic collection in a variety of formats and technologies, and to respond to the needs of the community through timely services and programs.

**AV Equipment Loan, Fines/Fees
(Updated 10/12/2011; 4/8/2015)**

The Library maintains AV equipment for in-house and circulating use by patrons. This equipment can be booked up to one calendar year in advance. **Patrons wishing to check out AV equipment must possess a valid, current, adult library card.** People who use equipment in-house are required to pay a flat fee of \$10 per event.

The schedule and loan periods below delineate circulating loan periods/fees. Renewals are permitted only as long as that equipment is not scheduled by other patrons. The patron must leave a deposit for each piece of equipment being checked out.

	<u>In-House</u>	<u>Circulating</u>
Typewriter	No charge	noncirculating
Overhead Projector	\$10	\$10 deposit/\$5 charge per 48 hours
Opaque Projector	\$10	\$10 deposit//\$5 charge per 48 hours
Public Address System	\$10	\$100 deposit/\$25 fee per 48 hours
Screen (new pull up)	\$10	\$25 deposit \$10 per 48 hours
*Video Projection Unit	\$10	\$100 deposit/\$35 fee per 48 hours
*Hitachi Projection Unit	\$10	noncirculating

* 15/20 min. training session suggested before loan is authorized.

If a piece of equipment is overdue without being renewed, a late fee that matches the 48 hour charge will be assessed for the first two days. On the third day, the borrower forfeits all of the deposit and the late fee will be double the 48 hour charge per day. This penalty charge will remain in effect until the equipment is returned. On the fifth day overdue, a bill will be sent to the patron for the purchase price of the equipment.

The fee for all equipment must be paid in advance, in two checks - one for the deposit and one for the rental fee.

All persons using this equipment for the City, Chamber of Commerce not-for-profit use, or nonprofits that are affiliated with the City of Yankton are not required to pay a deposit or fee charge. However, any cost associated with damage/loss/theft while equipment is in their possession will be assessed to them.

Circulation of Materials, Loan Periods, Fines and Fees, Patron Types
(Updated 2/9/12; Updated 9/11/13; Updated 12/11/13; Updated 2/11/15; Updated 9/9/15)

The Yankton Community Library is a free library, open to any and all patrons for in-house use. Because it is funded by property taxes, all persons applying for a library card must provide address verification. A post office box number is not sufficient. Owners of business property must be able to provide an address for that business. Additionally, they may be asked to provide a current year property tax bill, lease/rental agreement or other papers showing business ownership/property tax payment.

Types of Valid Cards

Any patron possessing a valid YCL card can check out materials from the Library. A "valid" card refers to any card that does not have fines/fees equaling the \$5 limit and is not expired according to its renewal date. YCL has seven types of cards:

1) Resident, Adult/High School Student/Child: These patrons live or own property within the city limits of Yankton. These cards are issued to individuals. A child card is for children ages 3 through middle school with a parent/guardian signature. High school students can get a student library card without parental permission/signature. All cards have an annual renewal. Child cards are kept on file at the library. A patron must be 18 or over to check out DVDs or AV equipment.

2) County (out of City limits but within Yankton County): The Yankton County Commission has contracted with the City for library services. This agreement defines a county resident as a "person or persons owning residential or business property within Yankton County or, through rent or lease, paying property taxes to the County....The property owners (residing within the county or not) as well as the renter/lessee have the same right to obtain a card." The library defines a household as a "related family or other persons living in the same household." The head of the household must fill out a county registration, which includes all members of the household wishing to receive library services. All County cards expire one year from the application date and must be renewed annually in order to be valid. A single card is issued to a household with the head of household named as cardholder, at a charge of \$5 annually. Children cannot check out DVDs or AV equipment. A patron must be 18 or over to check out these items.

A second card may be issued to the household for purposes of using *South Dakota Titles To Go...* at a cost of \$5.00 with the card expiring on the same date as the card originally issued to the household.

3) 12 month card: The same definition of a household in #2 applies here. A single card is issued to the household. This type of card is given to people living outside Yankton County and is not limited to any geographical area. The card costs \$40 per household and expires one year from the application date. Children cannot check out DVDs or AV equipment. A patron must be 18 or over to check out these items.

4) 6 month card: The purpose of this card is to provide people residing outside the Yankton Community Library's service area with library service for six consecutive months. The same definition of a household in #2 applies here. A single card is issued to the household. The person must be able to prove address. If the person is living in the library's service area on a temporary basis, he/she must provide a permanent address. Children cannot check out DVDs or AV equipment. A patron must be 18 or over to check out these items. The card costs \$20 per household, and expires six months from the application date. This card can be renewed without limits.

5) 3 month card: The purpose of this card is to provide people residing outside the Yankton Community Library's service area with library service for three consecutive months. The same definition of a household in #2 applies here. A single card is issued to the household. The person must be able to prove address. If the person is living in the library's service area on a temporary basis, he/she must provide a permanent address. Children cannot check out DVDs or AV equipment. A patron must be 18 or over to check out these items. The card costs \$10 per household, and expires three (3) months from the application date. This card can be renewed without limits.

6) Mount Marty College cards: All cards are kept at the library and every student must show their student I.D. upon check out. Cards expire at the end of every semester and must be renewed every semester in order to be valid. These cards are free of charge.

7) Teacher card: This card can only be used for school/curriculum materials checkout. Fines do not accrue. Lost/damaged/non-returned items are billed at cost plus a \$5.00 processing fee. There are four types of teacher cards:

- A) Any member of the Yankton School District
- B) Teachers who live in Yankton but teach outside the library service area
- C) Teachers residing outside and teaching outside the library service area
- D) Families who homeschool their children.

8) Day care card: This card has the same privileges as a teacher card.

Holds/Reserves Policy and Procedures

Patrons may place a hold/reserve on any material in the library by placing the hold online or requesting that staff place the hold for them. When that item is returned to the library, the next person on the hold list will be notified. After patron notification, a hold is left on the reserve shelf for three (3) days after which it is placed back on the shelf or moved on to the next hold. No item currently in circulation will be recalled before the normal due date by staff because of the number of holds or at another patron's request.

New Books and Holds

All new books remain on the "New" end displays for six (6) months. A decision to make a book a 7-day circulating item is made based on the number of reserves and number of copies of a title the library possesses.

Lost Cards and Card Renewals

Patrons having lost/stolen/misplaced cards can purchase a new card for \$1.00. If they find their old card, they should bring it into the library or destroy it themselves. Reimbursement will not be given for found library cards once a new card has been issued.

Upon renewal of a card, all fines and fees must be paid.

Use of Library Cards

The issuance of a library card is of an individual contractual nature that is normally not transferable to other parties. This means that the library cardholder is the only person who can use that card. At times, however, special circumstances warrant the use of that card by another individual. In these special cases, library staff may make a judgment call and permit another person to use another's library card. Staff has the right, at any time, to not permit an individual to check out on another person's card and to confiscate that card if misuse of library materials or theft of the card is suspected, or a knowing violation of the Privacy Act is occurring.

Limitation or Denial of Service

The use of the library may be denied for due cause such as failure to return books or pay fines, destruction of library property, or objectionable or disruptive conduct in the library.

Circulation/Loan Period Chart

South Dakota collection	no circulation
Adult and Children's books	3 weeks
7-day books (noted on spine)	1 week
McNaughton Plan books (noted on spine)	1 week
Adult magazines, back issues only	1 week
Children's magazines, back issues only	1 week
Newspapers	no circulation
Audio books	3 weeks
CD Music	1 week
DVDs (limit, 4 titles)	1 week
AV Equipment	2 days (48 hours)

Two (2) renewals are allowed per item per patron for all types of materials. The renewal period is equal to another loan period for that type of material. Material may not be renewed if the patron has outstanding fines/fees over the limit or if another patron has a hold/reserve on that title. Renewals may be done in person or by telephone and the renewed material need not be brought to the Library.

Fines/Fees Chart

Adult/children's magazines (2 day grace period)	\$0.10 per day
All three week books (2 day grace period)	\$0.10 per day
2-Week books (No grace period)	\$0.10 per day
DVDs (No grace period)	\$1.00 per day

All book, audio book and magazine fines accrue up to a maximum of \$5.00 or the cost of the material, whichever is lower. **DVD fines are \$1.00 per day up to a maximum of \$5.00.** The fine is computed from the date due. Fines do not accrue on Sundays or holidays that the library is not open. Payment of overdue fines can only be made on materials that have already been returned, not on "expected to be returned" materials. **Upon renewal of a card, all fines and fees must be paid.**

Damaged Items Policy

All YCL patrons are responsible for the return of any items in the same, fair condition as originally loaned to them. It is recognized that library materials age rapidly with repeated use and that some deterioration and damage in use is unavoidable. Library staff will attempt to record this deterioration on the title page/case of each item along with dates. However, when damage exceeds normal "wear and tear," the patron will be held responsible. Damage inclusively described, but not limited to, the following: torn/ mutilated pages or cover; broken spine, pages missing/folded, pages colored/marked/underlined/highlighted; coffee or other liquid spills/stains, pages sticking together, mold/smell; case broken, physical item broken/scratched/ rendered unplayable.

Damage/Replacement costs are limited to the price of replacing the material. The cost of magazine issues are ascertained by consulting the cost as stated in the most recent magazine issue.

The patron may choose to buy a replacement title rather than pay a fee to the library; however, the title must be new and the exact replacement with the same ISBN. In this case, a \$5.00 processing fee will be charged to the patron. In some cases, certain repairs/replacement of parts can be accomplished and the patron will be charged for only those parts.

If the item is not repairable and must be replaced, the patron will be charged the replacement cost. Overdue charges incurred on materials assessed with fee charges will be deleted. The patron can inspect/pick-up damaged material at the library for thirty (30) days from the date of the billing letter. After that time, regardless of whether the fines/fees have been paid, the material will be discarded. Patrons paying the fines/fees for damaged materials within the 30-day material retention period may have the damaged material.

DVD/ CD/Audio book cases: \$2.00 per case.

**Materials Damage Letter
Yankton Community Library**

Date: _____

Dear _____,

As a library cardholder, you are responsible for returning all items in the “same, fair condition as originally loaned to you.” The following library materials, checked out under your name, were returned to us with the described damage.

Title	Damage	\$
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Please regard this letter as a bill for replacement and/or damage-repair for the above title(s). The materials will be held at the Library for thirty (30) days from the date of this letter in case you wish to inspect them. After that date, they will be repaired or discarded. If you have any questions, please feel free to contact us at 605-668-5275 and speak with Joyce Brunken, Circulation Department Head, or me. You can also e-mail me at kwibbels@cityofyankton.org.

Sincerely,

Kathy Wibbels
Library Director

Collection Development Policy
Yankton Community Library
(updated 4/12; updated 9/9/15)

The Role of the Library in the Community:

The role of the Yankton Community Library is to actively provide for the educational, informational, recreational and cultural needs of the residents of Yankton by selecting, acquiring, organizing, preserving and making available our materials and services. We seek to foster an atmosphere of free inquiry and to provide information without bias or discrimination. We cooperate with other agencies and institutions in an effort to enhance and expand public awareness and access to information. We have the responsibility to uphold the principles of freedom of expression and the public's "right to know."

Materials Selection Policy:

The public library is the institution in our society which attempts to provide a diversity of viewpoints on a wide range of topics of interest, including but not limited to political, social and religious ones, no matter how controversial or objectionable those ideas may be to some people. Because of this, the YCL chooses materials representing different points of view, limited only by our selection criteria, budget, and the space in our facility.

In considering which materials to place in the library, we judge each item on the basis of its overall content or style, not by isolated or random portions. Therefore, we will not automatically include or exclude an item based on any of the following criteria:

- Race, religion, nationality or political views of an author
- Frankness or coarseness of language
- Controversial nature of an item
- Endorsement or disapproval of an item by any individual or organization in the community

How We Decide What to Buy:

The library staff makes recommendations for the purchase of items, with the Library Director having the authority and responsibility for the final selection. Professional sources are consulted to determine the value of the material to the collection. The following criteria are considered when selecting materials:

- reviews from professional journals, popular magazines and newspapers
- expressed or anticipated patron demand
- timeliness or permanence of the material
- quality, accuracy or authenticity of materials
- inclusion of materials in a special bibliography or index
- scope and depth of our present collection or the availability of materials at other libraries
- reputation or authority of the author or publisher
- format and price of material as well as space available to house it
- appropriateness to the interests and skills of the intended user

No single criterion is used to justify a purchase; materials selectors consider all the criteria in the selection process.

How You Can Have a Say:

Suggestions and donations from people in the community are encouraged and are given serious consideration. All material added to our collection by suggestion or gift must meet the same criteria as ordinarily used in selecting items.

From time to time, a person may be concerned about a particular book or other material in the library. If a person wants us to reconsider material that is in our collection, a Request for Reconsideration of Library Materials form may be requested from the staff. This form should be filled out and either returned to the staff member or the director. A written response from the director will be sent within ten (10) days.

Request for Reconsideration of Library Materials
Yankton Community Library

We appreciate your concerns and welcome your comments. Please fill out this entire form and return it to a staff member or to the library director.

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Title in question is: Book _____ Audio book _____ Movie _____ Music CD _____

Other (please specify) _____

Author _____

Title _____

Publisher _____

Complainant represents:

_____ Self

_____ Group or Organization (please name) _____

(Please answer the following questions, referencing specific page numbers and excerpts.)

1) Did you read, view, or listen to this entire item? If not, what parts?

2) What do you believe is the theme of this material?

3) To what, specifically, do you object in this material?

4) What do you feel might be the result of others reading, hearing, or seeing this material?

5) Have you been able to find any positive/negative reviews of the material? Please list citations or provide reviews.

6) List any materials of similar subject matter which you would recommend as alternatives to this item.

7) Would you recommend this item for any age group and, if so, what group?

8) What would you like the Library to do about this material?

- a) Withdraw it from the collection.
- b) Place it in a different section of the collection.
(specify which collection) _____
- c) Place it on reserve at the circulation desk.
- d) Other (describe) _____

Signature _____ Date _____

**Procedure for Filing a Formal Request for Reconsideration of Material
Yankton Community Library**

1. The individual must file a Request for Reconsideration of Material on the form provided by the library. The form is available by request at the circulation desk and should be returned to a staff member or to the library director upon its completion.
2. The library director will respond in writing to the individual no more than ten (10) days after receiving the written Request for Consideration.
3. The individual may appeal the decision of the library director to the Library Board of Trustees by making a written request for a hearing to the President of the Board of Trustees. This request must be made not more than sixty (60) calendar days after the date of the reply from the library director.
4. A hearing will be scheduled by the Board of Trustees at its next regularly scheduled Board meeting.
5. The Board of Trustees will arrive at a decision regarding the Request for Reconsideration at the regularly scheduled meeting following the meeting at which the hearing was held. The Board President will notify the individual of the board's decision by formal letter that will also be entered into the public record.
6. A single title may be challenged by the same person one time per year.

Intellectual Freedom Statements:

We support the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and Access to Library Resources and Services for Minors in providing free and open access to our materials for all age groups. These statements are included as a part of this policy.

Electronic Resources:

The Library Board recognizes that the formats in which information is stored and transmitted are expanding and that as the library collects materials in new formats, there will be duplication. Many of the new resources that will make up collections in the library will not physically be in the library building, but will be hosted on servers somewhere else and be delivered through the Internet. The library will select these resources using the same types of criteria as is used for physical materials. When the library is a part of a cooperative group buy for electronic resources, we will use the selection criteria of the cooperative group.

South Dakota and Yankton Area Collections

The purpose of the South Dakota and Yankton Area collections is to collect an eclectic representation of works by South Dakota and regional/local authors that have made significant contributions to the regional literature and/or historical information of South Dakota. While works from all over the state will be considered, the focus is primarily upon the contiguous counties to Yankton County. Occasionally, a Nebraska author may be also be considered. Works meeting the following criteria will be included in the collection:

1. A state/regional author writing a fictional/nonfiction book that contributes significantly to the literature/subject but is not necessarily about South Dakota. Is the author/subject from a contiguous county to Yankton OR has the author resided in the Yankton area OR is the subject matter specifically about Yankton? Works should meet 2a, b, or c also.
2. A state/regional author writing a fictional/nonfiction book dealing with a South Dakota setting, topic, area, theme or history if that author's work: a) contributes significantly to the literature; b) becomes regarded as a "classic" and/or; c) is irreplaceable, meaning it is published by a small, local or vanity press or out-of-print.

Other acquired works written by South Dakota authors that do not meet the above criteria will be placed in the regular collection. Subject headings "South Dakota Author" will also be added for easy subject access. These works may be considered for future inclusion in the collection based on their historical value. In most cases, duplicate copies will not be acquired. All titles will be fully cataloged. Weeding of these materials will be based on the above criteria as well as all applicable criteria in the Collection Development Policy.

The Library tries to acquire all materials pertaining to nonfiction works of local Yankton city and county history. Two copies of each work are normally acquired, one for the Yankton collection and one for the regular circulating collection. The South Dakota nonfiction collection is more eclectic. Since space is a concern in the local/state history area as well as long-term storage regardless of circulation/use, the library will collect only histories of contiguous counties and well-known histories of the state of South Dakota. Individual biographies will not be collected in this area but rather evaluated for inclusion into the regular collection.

McNaughton Leased Book Collection

The YCL maintains an annually-leased collection of books called McNaughton designed to fulfill patron needs for multiple/duplicate copies of popular authors and titles. This collection is shelved together and identified by MCN spine markings. McNaughton books circulate for a 1 week loan period.

Withdrawal of Materials

To ensure a vital collection of continued value to the community, materials that have outlived their usefulness are withdrawn. Materials will be disposed of according to all current city, county, and state laws governing such disposal and surplus property. Collection statistics and turnover rates for various parts of the collection and genres are tracked and guide the withdrawal process.

Collection Evaluation and Withdrawal of Items (Weeding)

Weeding is the systematic withdrawal of materials no longer useful to the library. The weeding process involves the evaluation of materials against a set of criteria for inclusion in the collection and discarding those materials which do not meet that criteria. Nonfiction and fiction are used differently by patrons and collected differently by various libraries; therefore they should be evaluated by a different set of criteria for collection inclusion.

Criteria for Weeding Nonfiction

1. Age/copyright date
2. Physical condition
3. Content accuracy/datedness
4. Use/circulation
5. Format
6. Changes in/adherence to Library collection development philosophy
7. Recognized "standard" library sources, bibliographies, indexes

Criteria for Weeding Fiction

1. Physical condition
2. Format
3. Genre
4. Circulation
5. Representation in collection compared to copy circulation of other author's books.
6. Significance of author in genre
7. Recognized "standard" library works

Children and the Library:

Your child is the proud owner of a library card, a passport to an exciting world of adventure. With it, your child can journey to every country in the world and out-of-this-world too! Your child can visit yesterday, today and tomorrow.

As parent/guardian, you are responsible for what your child reads and for materials checked out on your child's library card. Being a library cardholder is an excellent chance for your child to learn responsibility: how to choose what to read, making sure library materials are returned on time, and paying fines when materials are overdue. We hope you become involved with your child's library experience; you'll find it rewarding for you and for your child.

The YCL makes a broad selection of library materials and information available for everyone, including children and teenagers. We have special areas for children and teens with materials that appeal to various ages and interests. We also offer a summer reading program, story times and other special programs for young people. Programs such as these help young people learn to enjoy libraries and use them for their informational, educational, and entertainment needs.

The library seeks materials that will provide a broad range of viewpoints and subject matter. Consequently, while our collection has thousands of items families want, like, and need, it also may have materials that some parents may find objectionable or inappropriate for their children.

Libraries must meet the diverse needs of everyone in the community. They cannot overrule the rights and responsibilities of individuals by deciding who does or doesn't have access to library materials. Decisions about what materials are suitable for particular children should be made by the people who know them best, the parents/guardians.

Children mature at different rates. They have different backgrounds and interests, and they have different reading levels and abilities. These factors make it impossible for libraries to set criteria for restricting use based upon age alone. To do so would keep others who want and need materials from having access to them.

Like adults, children and teenagers have the right to seek and receive the information that they choose. It is the right and responsibility of parents/guardians to guide their own family's library use, while allowing other parents/guardians to do the same.

Parents/guardians should discuss rules regarding library use with their children. If you are concerned they will not respect your wishes, it is your responsibility to visit the library with them.

American Library Association:

The Yankton Community Library endorses and abides by the following documents set forth by the American Library Association:

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

Freedom to Read Statement:

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

Freedom to View Statement:

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

Access to Library Resources and Services for Minors:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

Computer Use Policy
(Updated 6/12/2013) (Updated 12/11/13) (Updated 6/11/14)

The YCL maintains computers for patron Internet access. Scheduling software now in place is designed to give all patrons equal and equitable access to library computers. Staff prerogative permits restriction to persons based on previous use/misuse of equipment, or failure to follow computer use/library rules. Library staff has the authority to "bump" patrons based on inappropriate use on the computers. Unless a group is working on a project, only one person is allowed at a computer at one time.

The YCL endorses the American Library Association's Access to Digital Information, Services, and Networks. The Library will not be placed in a position to act "in loco parentis," in place of the parent. However, it also assumes a social moral responsibility of the community it represents and therefore, takes upon itself some social regulatory/selection responsibilities, especially when mandated by state/federal laws. Access to "obscene materials" as defined by SDCL, "Definitions of terms" (22-24-27) by minors or adults will not be permitted.

Age and Sensitive Material Access/Filtering Software

Any patron wishing to do valid research who, in doing so, is blocked by Internet filtering software, should request that staff disable the filter for the duration of their use.

Patrons accessing obscene or questionable material on any library computer will be subject to the following actions by staff with staff having the authority to decide the severity of the action based on the event:

- asked to immediately cease/desist
- forfeit computer use for remainder of current day
- forfeit computer use for one (1) week;
- forfeit computer use for one (1) month;
- action against patron taken by Director.

All patrons have the right to a grievance hearing/appearance in front of the YCL Board of Trustees at a regularly scheduled Board meeting.

The Library computers are public viewable terminals. As such, the terminals are readily viewed by patrons and staff. If a patron encounters objectionable material viewed at any computer whether they are the computer operator or not, they may notify staff immediately.

Staff Assistance, Use by Children and Miscellaneous Information

Library staff is available to provide limited assistance for getting on the Internet, web browsing, learning applications, helping with the scanner and other peripheral devices but cannot provide extended aid.

No software/programs brought in by patrons may be used due to copyright restrictions.

Confidentiality
(Updated 6/13/2012; Revised 5/13/2015)

The Yankton Community Library abides by the following South Dakota Codified Law in dealing with the confidentiality of library records:

South Dakota Code

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.

Temporary Exhibits, Storage of Materials and Display of Awards Policy
(Updated 2008; reviewed 03/13; revised 11/18/15)

The Library maintains several exhibit cases and areas and, on a regular basis, solicits artwork, collector's items, and other artifacts of cultural and artistic merit for temporary display at the library so that patrons can enjoy them. Unless special provisions are made with the Board of Trustees in advance, any item displayed is **not** covered by the Library fire/hazard/liability insurance and should be covered by the owner's personal insurance. People displaying items in the library must complete the Agreement for Display Items form. The Library will only be responsible for damage/loss/theft of these items in-so-much as the law of negligible damages applies to that specific situation.

Storage of Materials and Display of Awards:

Except for temporary exhibit purposes, the library will not accept storage responsibility for materials or objects owned or controlled by groups or individuals.

Agreement for Display Items

The Yankton Community Library appreciates your generosity to the community by allowing the following items to be displayed in the Library from (date) _____ to (date) _____.

DESCRIPTION/TITLES

\$ VALUE

The library will exercise as much care as possible to insure the safety of your collection; however, we also expect that you have the items covered by your personal insurance. The library is not liable for any damages due to on-site mutilation, theft, or loss except in circumstances of gross negligence or misconduct by staff.

Signature of Owner/Responsible Party

Date

Signature of Library Staff Member

Date

(Copies in Duplicate: 1. Owner 2. Library 3. Finance Office)

Fax Policy
(revised 2011; 4/8/2015)

The Yankton Community Library maintains a FAX machine for staff and public use.

- 1) Users of the service need not possess a valid YCL library card and there is no age restriction on usage. There is also no page sending/receiving limit.
- 2) The FAX machine will only be operated by Library staff.

Sending: Patrons will provide all needed pages to be FAXed along with the FAX number. Patrons desiring a separate cover page must prepare it themselves.

CHARGES: \$1.00 per page for all calls in the United States, including, Alaska and Hawaii

Receiving: The library will accept prearranged patron FAXes only. The patron must prearrange FAX receipt by telephone or in person and must pick up the FAX within two (2) business days from transmission date. Non-pick-ups will be charged to patron cards in the same manner as fines.

CHARGES: \$1.00 per page

- 3) Library staff have the right to refuse service to any patron based on machine malfunctions or improperly prepared FAX material, as well as outstanding FAX charges.
- 4) All charges are based on a successful transaction, both sending and receiving, meaning that the YCL has successfully transmitted a FAX to a valid phone number without error based on the transmission report. Staff errors in transmission will not be paid by patrons; however, incorrect FAX numbers provided by patrons and successfully transmitted will be treated as a "successful transaction."

The library accepts no responsibility for missing pages, bad transmissions, or incomplete patron identification on incoming faxes.

Gift Policy

The YCL welcomes materials in good condition offered as gifts. All gifts are evaluated in the same manner as new materials for inclusion in the collection under our Collection Development policy and, as such, may be accepted into the collection, sold, or discarded. Gift plates are not placed in used items. The library will not provide donors with an itemized list of donated materials or provide an appraisal of the items.

Interlibrary Loan Policy
(Updated 10/12/2011; Revised 5/13/2015)

The Library will make available its collection to other libraries in the state as well as out-of-state libraries for interlibrary loan. Restrictions may be placed on some items because of local popularity, determined reference material, or because the item is rare, extremely valuable or not easily replaceable. The Library will only interlibrary loan movies and music if the lending library is on the South Dakota courier service.

If items on interlibrary loan are lost/damaged, the requesting library is billed for the replacement value of the material plus a \$5.00 processing fee. Fines for overdue ILL materials are assessed using the same rate schedule as our regular library collection. They are as follows:

Fines/Fees Chart

Adult/children's magazines (2 day grace period)	\$0.10
All books (2 day grace period)	\$0.10
DVDs (No grace period)	\$1.00

All ILLs are free to patrons. However, if a patron orders ILL material and fails to pick it up upon notification by the library, a \$5.00 per item fee will be assessed the patron. At the time of first notification when items are received by the library, patrons will be apprised of the fee. This fee must be paid before other materials can be checked out or more ILLs placed.

The Yankton Community Library observes the South Dakota ILL Code as well as ALA's National ILL Code, and U.S. Copyright Laws pertaining to photocopying/ILL.

Limitations of Programs and Services
(Revised 9/14/11; Reviewed 5/13/15)

Due to limited staff time and programming space, the library may not be able to provide programs such as regular story times in-house and summer reading programs to day cares and other groups. However, the library welcomes tours and visits from these groups that are scheduled through the children's librarian.

The use of the library may be denied for due cause such as failure to return books or pay fines, destruction of library property, or objectionable or disruptive conduct in the library.

Meeting Room Policy
(Revised 8/13/2008; 12/12/2012; 11/13/2013; 12/10/2014)

It is the intent of the Library Board of Trustees of the YCL to encourage community groups to use the Library meeting rooms for educational, cultural and civic purposes. The primary purpose of this public meeting room space is for library-sponsored events and to serve non-profit entities since commercial entities have more of an "ability to pay" for meeting room space. All for-profit groups will be charged an hourly usage fee while not-for profit organizations may use the facilities free-of-charge. All use is on a first-come, first-serve basis and the meeting rooms may be booked one year in advance. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the City of Yankton.

Reservations for the room will be made on a first-come, first-serve basis with library-sponsored programs and activities given priority. Meetings that promote pyramid marketing schemes or the selling of specific products are prohibited from using the meeting room for the purposes of "selling" their products; however, general product information/sales representative meetings are permitted as a regular business meeting. A business meeting may be exempt from the "profit charge status" if the meeting meets three conditions: 1) open to the general public; 2) no fee for attendance is required; and 3) no money changes hands in the meeting room). The Library Director shall make the final fee determination on a case-by-case basis.

In keeping with the decorum of the library's atmosphere, parties, receptions or showers are not permitted in the meeting room.

Reservations may be made in person, in writing, or by telephone. **A Meeting Room Use Agreement must be completed and signed by the reserving party prior to the first reserved date. Reservations are made through library staff with Library Director's approval. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use any meeting rooms.**

The library will not charge fees for use of the meeting rooms during hours of regular library operation for not-for-profit organizations; however, a fee will be assessed for use of the meeting rooms beyond the hours of regular library operation.

Use of the meeting rooms is subject to the following rules:

1. Rooms must be vacated five (5) minutes before the hour at which the library regularly closes. A fee established by the Board of Trustees will be imposed at the hour of the library closing. That fee will be charged for all or part of any hour the room is occupied after the hour of library closing. Current fees will appear on the Meeting Room Use Agreement but are also listed below:

2. **Use Fees:**
 - Not-for-profit organizations - no fee**
 - For-profit organizations - \$25 per hour**
 - After hours use fee for all organizations - \$25 per hour**
 - Minimum Damage fee - \$25**
 - AV set up and use fee - \$10**
3. Light refreshments may be served but no cooking is allowed. Coffee pots are available free of charge.
4. Sponsoring groups are responsible for returning all equipment and furniture to its proper place and for the deposit of all refuse in the containers provided.
5. The use of the library's audio-visual equipment is permitted but must be scheduled in advance on the Meeting Room agreement form. All availability is first-come, first-serve. A qualified operator of library projectors must be found by the group wishing to use the equipment. Library staff will assist but cannot act as operators. The Library Director will make decisions regarding on-site, patron/group use of the video projector on a case-by-case basis. Damage incurred to any piece of equipment will be charged to the group.
6. Youth groups must be supervised by an adult.
7. Groups who are using the meeting rooms may not charge an admission fee, solicit donations, sell products or materials or seek membership fees or payment of dues. The only exceptions are in the case of paid registrations necessary to cover expenses for institutes held in cooperation with the library or payment of fees for non-credit adult education courses regularly conducted by established educational institutions. In either case, special permission must be obtained from the Library Director.
8. Any one person or organization is limited to booking the meeting room one time per month. However, this can be waived by the Library Director.
9. The reserving group is responsible for any/all damages and clean-up in the meeting room. **Minimum charges for damage coverage and clean-up will be \$25.** All charges will be based upon the cost of the repair and the reserving party will be billed.
10. Groups may set up no earlier than 8 a.m. unless special permission is granted.
11. **Indemnification.** Except as otherwise prohibited by law, Library shall not be liable for any damage, either to person or property, sustained by any person not due directly to the act or omission of the Library. As such, Organization shall indemnify and hold Library harmless against all liabilities, obligations, damages, penalties, claims, costs, expenses, and losses, including attorney's fees, paid or as a result of or in connection with Organization's use or occupancy of the Room, during the term of the Agreement as a result (a) of any breach by Organization, Organization's agent, contractors, employees, customers, invitees, licensees, of any covenant or condition of this Agreement required to be performed by the Organization hereunder or (b) of any accident that may occur in or about the Library Building or improvements thereon caused by Organization's failure to comply with any governmental authority, or the carelessness, negligence or improper conduct of the Organization, Organization's agent, contractors, employees, customers, invitees or licensees. Library is hereby subrogated to all rights of Organization against any other parties in connection with any such injury or damage. If any claim is initiated against Organization or Library due to Organization's actions associated in any manner with this leasehold, Organization shall give prompt notice to Library.

**YANKTON COMMUNITY LIBRARY
MEETING ROOM USE AGREEMENT
(Revised 8/13/2008; 12/12/2012; 11/13/2013; 12/10/2014)**

Name of Organization _____

President's Name _____

Billing Address of Organization _____

Meeting Purpose/Function _____

Applicant's Name _____ Ph. _____

Address _____

Indemnification. Except as otherwise prohibited by law, Library shall not be liable for any damage, either to person or property, sustained by any person not due directly to the act or omission of the Library. As such, Organization shall indemnify and hold Library harmless against all liabilities, obligations, damages, penalties, claims, costs, expenses, and losses, including attorney's fees, paid or as a result of or in connection with Organization's use or occupancy of the Room, during the term of the Agreement as a result (a) of any breach by Organization, Organization's agent, contractors, employees, customers, invitees, licensees, of any covenant or condition of this Agreement required to be performed by the Organization hereunder or (b) of any accident that may occur in or about the Library Building or improvements thereon caused by Organization's failure to comply with any governmental authority, or the carelessness, negligence or improper conduct of the Organization, Organization's agent, contractors, employees, customers, invitees or licensees. Library is hereby subrogated to all rights of Organization against any other parties in connection with any such injury or damage. If any claim is initiated against Organization or Library due to Organization's actions associated in any manner with this leasehold, Organization shall give prompt notice to Library.

I have read and signed the application and agree to comply with all the rules of use for the meeting room. This form needs to be completed BEFORE the first meeting date. Send in via mail/FAX: 515 Walnut St., Yankton, SD 57078; (605) 668-5277.

Signature _____

Date _____

SINGLE MEETING

Date Desired _____ Topic _____

Times _____ Approx. Group Size _____

SERIES OF MEETINGS

Date(s) Desired _____

Topic _____ Approx. Group Size _____

Times _____

AV Equipment Desired

Dates Needed

TV/VCR/DVD	_____
Overhead projector	_____
Opaque projector	_____
Video Projector	_____
PA System/Other	_____

Use Fees:

Not-for-profit organizations - no fee.
For-profit organizations - \$25 per hour.
After hours use fee for all organizations - \$25 per hour.
Minimum Damage fee - \$25.
AV set up and use fee - \$10

Room Available: Yes ___ No ___ Scheduled By: _____

Fee paid: Yes ___ No ___ Date Scheduled: _____

Use of Microfilm Reader/Printer
(Adopted 11/2010; revised 1/9/13; reviewed 11/18/15)

The YCL maintains microform reading and printing equipment for in-house patron use. Use of the equipment is on a first-come, first-served basis and can be scheduled in advance. Use of the reader is free; prints are 25¢ per copy. Use is limited to adults unless children are accompanied by an adult. Staff may make exceptions based upon each request. Any patron caught abusing or intentionally misusing the equipment will no longer be allowed to use it.

Microfilm/Fiche Reader Policy and Rules

1. Any adult may use the machines.
2. Children using the machines who are under the age of 14 must be supervised by an adult.
3. Adults with babies, toddlers and young children must supervise their children while using the machines.
4. Both machines print positive and negative copies. All copies 8 1/2 x 11 in. are **25¢ each.**
5. Patrons abusing machines or not adhering to these use rules will no longer be allowed to use the equipment.
6. Please ask the Library staff to assist you if you have any problems or questions.

Patron/Child Safety and Behavior Policy
(Updated 8/13/2008; 9/12/2012)

The YCL strives to maintain a safe, encouraging, non-threatening environment for all patrons, especially minor children. While a code of conduct is difficult to enforce in South Dakota, all public nuisance laws, nonsmoking facility and public intoxication, and criminal activities as per South Dakota Codified Law will be strictly enforced by local law enforcement officers. This policy is enforced on all YCL property, inclusive of the interior facilities, grounds and parking lot. All patrons are expected to behave in a civil, respectful manner to staff, peers, and other library patrons.

Staff has the authority and responsibility to enforce this policy. Local law enforcement may be called if patrons are abusive or unresponsive to the restrictions prescribed by staff on a per incident basis. Staff is also required to complete a City of Yankton Incident Report/Disciplinary Action form at the conclusion of each incident.

Staff should never use physical force or abusive words in patron confrontations. Reasons for asking patrons to leave the premises are listed but not limited to the following:

1. abusive behavior/obscene language directed at other patrons or staff
2. physical abuse of other patrons or staff
3. physical abuse of grounds, furniture or equipment
4. carrying firearms and dangerous weapons of any type, unless authorized by law
5. illegal activities
6. no proper attire
7. offensive body odor
8. excessive loudness, extreme outbursts or behavior shifts
9. leaving children under the age of 6 years unattended
10. abuse of library rules/policies or general loitering
11. skateboarding.

Many of these behaviors are not specifically substantiated by state/federal law, but a South Dakota Attorney General's opinion upholds the rights of a public agency to enforce standard rules of conduct, and staff has the authority to judiciously gauge such conduct.

Restrictions per incident are as follows:

1. asked to go to another area of the library
2. restricted from using a part of the facility/equipment/service for a prescribed period of time, both verbally and in writing when possible
3. asked to leave the library for a pre-determined period of time, both verbally and in writing when possible
4. escorted out by local law enforcement.

Personnel Policies
(Updated 11/9/2011; Reviewed 7/8/15)

The library will follow the Uniform Personnel Rules and Regulations Manual for the City of Yankton, South Dakota and the Collective Bargaining Agreement between the City of Yankton and American Federation of State, County and Municipal Employees, AFL-CIO with changes as deemed necessary to suit the unique needs of the Library. All personnel policies will adhere to any county, regional, state and federal laws.

Relationship of Board of Trustees and Director Statement
(Updated 11/9/2011; Reviewed 7/8/15)

While the funding body of the Library is the Yankton City Commission, the Library Board of Trustees holds exclusive legal responsibility for the operation of the YCL, budgetary process, and policies. The Board shall appoint a Library Director as the administrator with full responsibility for services, book selection, personnel management, and physical facilities upkeep/management. The Library Director shall have the responsibility for recommending policies and for bringing to the attention of the governing board the desirability of formulating policies. It is the responsibility of the Library Director to follow the policies established by the Library Board of Trustees. It is also the responsibility of the Library Director to interpret Board policies and enact daily procedures and direct staff tasks that accurately reflect those policies.

Printing/Abuse of Printing Equipment

PC printing charges are 10¢ per sheet (25¢ board approved 4/11/07 if necessary due to color ink charges). If any patron abuses his/her time, imposes upon another patron, intentionally (or unintentionally) mishandles the equipment, their use will be suspended.

PC Printing Policies, Procedures and Charges -

The YCL maintains several ink jet printers available to the public for use. The two Internet (scheduled) PCs have color ink cartridges, however, the [default] printer is the HP LaserJet 4100 with printing also available to our Canon digital copier and a Ricoh CL3500n color printer. Patrons should request paper at the Circulation desk; patrons can use their own paper but the charge remains the same. Patrons can purchase single sheets at 10¢ per sheet. All paper transactions must be rung up on the cash register under the key for "PC Printing Charges."

It is important for staff to remember that, while these charges offset the cost of both paper and ink, customer service/satisfaction is our ultimate goal. So, if it is clear that the printer is malfunctioning or the patron simply didn't know how many pages were going to print out, give them the benefit of the doubt and give them extra paper at no charge. Treat this service like the copy machine.

Use of Color Copier/Flatbed Scanner at Circulation Desk -

YCL maintains a high-quality color copier/scanner at the circulation desk. Multiple copies can be printed for patrons at 50¢ per copy.

Use of Copier -

The YCL maintains a copy machine for use by patrons in the Library. Copies are 10¢ per sheet for 8 1/2" x 11" and 8 1/2" x 14;" 20¢ per sheet for 11" x 17;" transparencies 70¢. The copier may be used by all patrons; however, any patron caught abusing or intentionally misusing the equipment will not be allowed to use it for the remainder of the day.

Privacy of Patron Records

Under the U.S. Privacy Act and the Library Bill of Rights, endorsed by the Yankton Community Library Board of Trustees, U.S. citizens, regardless of age are protected from violations of privacy including all library records, registration information, current and past circulation histories and overdue history. This Act applies to all adult card holders 14 years and older.

Patron information will not be divulged to any other person, organization, or government agency including the courts, without a subpoena. This includes husbands, wives, other family relatives and friends. However, fine totals can be given to family members if the library staff feel that the intent is to pay those fines for that individual.

To a degree, child cardholders are exempt from this Act because of the contractual nature of the library card and the fact that a parent/legal guardian must sign for a minor's card, agreeing to pay any fines, fees, loss and damages to library materials. Overdues, fines and lost/damaged information for child cardholders will be given to the parent/legal guardian by Library staff on only two occasions:

1. if that information relates to the payment of fines, fees, etc.
2. if a parent/legal guardian wants to see what that child has currently checked out for purposes of satisfying their parental responsibility.

Publicity and Public Relations Policy

A. Publicity -

All publicity concerning the Library shall be under the direction of the Library Director who shall inform the public of the services that the Library offers and the rules and regulations governing those services. The Library Director also acts in a public relations capacity, preparing press releases, writing newspaper columns, flyers and other informational writings, effectively making use of all available news media.

B. Public Relations -

The Library Board of Trustees recognizes that public relations involve every person who has a connection with the Library. The Board urges its own members and every staff member to realize that s/he represents the Library in every public contact. Good service supports good public relations. Circulation of Materials -

Library circulation procedures and policies are outlined and published in Borrower's brochures. In-house use of any AV equipment requires a deposit plus the relinquishing of a valid photo I.D. or library card during the use period. The I.D. will be returned to the patron at the conclusion of use. Out-of-Library circulation requires that the patron possess a valid YCL card.

V. SELECTION POLICY

The purpose of this policy on library materials selection is to provide a selection framework for the Library Director and his/her delegates from which to work, as well as to inform the public about the principles upon which selections are made. This statement was approved and adopted on September 6, 1995 by the YCL Board of Trustees, which assumes full responsibility for all legal actions which may result from the implementation of any policies stated herein.

A) Authority for Selection

The Library Board of Trustees has given the Library Director the authority and responsibility for selection of materials. Acting to fulfill the Library's mission in supplying the community with both print and nonprint collections, the Library Director, and his/her delegated staff, shall select print and nonprint materials which will meet the educational, informational, cultural, and recreational interests of the people of the Yankton area.

The Library does not promote particular beliefs or views on the basis of their inclusion in the book collection. The overall value of a book as an individual work and its value to the collection as a whole are the chief criteria of selection. Final responsibility for selection of books and library materials rests with the Library Director.

B) General Guidelines and Methods

The Library provides access to information in the most appropriate formats, whether print or nonprint. Materials are selected in anticipation of, and response to, identified community and personal needs. The Library also tries to represent as many points of view as possible, irrespective of their general social acceptability, to provide a place where anyone may encounter the original, sometimes unorthodox and critical ideas so necessary in a society that depends for its survival on free competition in ideas.

Through selection activities, the Library emphasizes its' cultural, educational, informational and recreational functions to provide a broad selection of materials for communicating the full complexity of the culture shared by the community. The Library collects both fiction and nonfiction in various formats that represents all genres and subject areas based on favorable reviews in authoritative selection sources and popular demand. The Library also collects materials that enable children, teenagers, and adults to educate themselves continually, as a vital supplement to formal schooling. An item has educational value if it contributes to the positive growth of a person, either as an individual or as a member of society. In addressing the cultural and educational needs of the community, the Library recognizes the importance to a free society of aware and effective citizens, who are familiar with past heritage/history and with the essential issues underlying decisions for the future.

YCL has neither the funds nor the storage space to acquire all materials in print and thus, must be selective. Therefore, the Library selects materials judiciously and makes use of various computer software, on-line databases and interlibrary loan to satisfy patrons needing materials of greater breadth and depth.

Selection is a judgmental and interpretive process, involving: a general knowledge of the subject and its importance; familiarity with the materials in the collection; awareness of the materials available on the subject; and recognition of the needs of the community. Items are selected for various reasons, including permanence of value, currency of interest, diversity of viewpoint, and creative merit, but all items selected should have a reasonable probability of being needed and used by the local community. Published reviews, bibliographies, awards, special lists and vendor catalogs book club recommendations, best-seller lists and television and radio talk show reviews are used to select materials. Both patron

demand and patron need are used to determine if an item should be selected for the collection.

C) Specific Criteria for Selection

The Library tries whenever possible to purchase materials based on reliable, authoritative reviews, but may also buy materials based on personal inspection/preview. In all cases, certain elements listed below are considered:

1. The author's reputation and significance as a writer;
2. The importance of subject matter to the collection;
3. Availability of material in the community, SDLN , in other libraries or in print;
4. Timeliness or permanence of the book;
5. Authoritativeness;
6. Inclusion in standard bibliographies or indexes;
7. Format, including possibility of rebinding, as well as organization/arrangement, type-size, and legibility.

D) Scope of the Collection

YCL is not a library of historical record except for some regional South Dakota history, local Yankton (city and county) collection, South Dakota literature collection, and local genealogy. A collection of representative materials of permanent value and current interest will be chosen by using all of the following means: published reviews, professional and general bibliographic resources, or personal examination, with consideration given to suggestions from library patrons. Selection of print and non-print materials in certain areas will be limited to very general or basic works which are not too specialized or considered beyond the province of public library service (Levels 1+,2).

It is the goal of the Library to present a balanced, general collection that is at once current, up-to-date, historically accurate, and representative of popular community demand, as well as representative of all aspects of human endeavor and sides of issues. The Library does not specifically limit curriculum-based material, but as a rule, does not purchase this type of material unless it can serve the general public as well.

The Library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. The Library also recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions or materials, but does acquire textbooks and other curriculum related materials when such materials serve the general public. The Library acknowledges a particular interest in local and state history; therefore, it will seek to acquire state and municipal public documents, and it will take a broad view of works by South Dakota authors, as well as general works relating to the State of South Dakota, whether or not such materials meet the standards of selection in other respects. However, the Library is not under any obligation to add to its' collections everything about South Dakota or produced by authors, printers, or publishers with South Dakota connections if it does not seem to be in the public interest to do so.

E) Gifts and Donations

YCL gratefully accepts unconditional gifts of print and non-print materials, but with the explicit understanding that they will be added to the collection only if they meet the same standards of selection normally applied to regular Library acquisitions, and with the understanding that they will be retained only as long as they are beneficial to the collection (called de-acquisition/weeding). The Library Director will approve all gifts, even for the Friends during normal business hours. Materials may not be left at the Library, subject to approval. Generally, collections of books will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gift into the general library collection.

Appraisals of materials are not given and, upon withdrawal or non-acceptance, the donor will not normally be contacted. Disposal of items may be by such methods as: donating to other libraries or institutions, selling for a nominal charge to patrons, selling for recycling, or destroying. A trust fund has also been established for unrestricted monetary gifts. Unrestricted gifts of money, lands or property will be gratefully accepted by the board. Gifts or bequests with restrictions attached will be reviewed by the Library Director or the Board of Trustees before accepting. When the Library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. However, selection of specific titles will be made by the library staff in accordance with the needs and selection policies of the Library. Such collections will be accepted only with the understanding that they will be integrated into the general collection. The only form of memorial identification will be a gift plate. Gifts of materials donated to the Friends of the Library book sales will also be judged in similar fashion.

Criteria -

No nonfiction books more than 5 years old.

No textbooks.

No encyclopedias or atlases

No magazines

No moldy, dusty or dirty items

No books with torn covers, ripped/torn pages, no covers/binding

No spiral-bound books

F) Special Areas of Concern

AUDIOBOOKS: CD audio tends to be unabridged due to format/consumer demands. Fiction is emphasized; however, some nonfiction may be purchased. Favorable reviews of the media from library/authoritative sources are required.

CD-MUSIC: Due to space restrictions, the collection will not number more than 2000 items. The small collection size limits the scope, breadth and depth of the collection. YCL will strive to collect a general collection in all categories of music; however, the collection will not strive to collect the "Billboard" top 100 most popular of any genre. Popularity of individual song cuts will not determine the purchase of an entire album. We will strive to collect a balanced collection in all musical periods, styles and genres and will rely on reviews from recommended sources and buying lists.

TEXTBOOKS: YCL will not attempt to supply materials required for course work of elementary or secondary schools or of institutions of higher learning. The Library provides materials supplemental to, or correlative with, various courses of instruction, but is in no way obligated to provide textbooks or other curricular materials.

GENEALOGY: YCL will not attempt to supply specialized genealogy sources but will purchase general guides to help the people of the Yankton area learn how to trace their ancestry.

FOREIGN LANGUAGE: YCL will not attempt to supply books in languages other than English but will assist patrons in obtaining needed materials through other resources. The Library will however, attempt to provide term/phrase dictionaries and audiocassette learning materials essential for patrons in learning other languages. Representation of the various languages in the collection will be based on the demand and need for them by patrons.

RELIGIOUS MATERIALS: YCL will endeavor to build religion collections that offer a broad spectrum of information on the texts, doctrines, history, and leaders of major religions and religious philosophies.

To achieve this end, the Library will ordinarily purchase or accept as gifts only religious materials of broad general interest. Books and other materials that proselytize, propagandize, or foster intolerance toward other religions will not be included in the library collection. Books and other materials published by church-owned or church-sponsored publishing houses or other organizations will be accepted as gifts or be purchased only when they meet selection criteria.

VIDEOCASSETTES AND DVDs: Space/shelving constraints mandate a collection of high circulating, popular titles encompassing an ongoing weeding process. As a result, collection balance in terms of subjects or genres is not a goal. YCL strives to collect both popular feature videos as well as nonfiction, special interest titles in a 60%/40% feature/nonfiction formula. Generally, only single copies of titles are purchased. An effort is made to select titles with lasting value and hopefully, long-term circulation, rather than to purchase just ephemeral titles. YCL does not intend to compete with local video stores, but rather, complement their collections. As such, YCL tries to purchase a broader range of titles, genres and subjects than one might find in local stores. The library does not seek to duplicate titles in both formats. Our collections are popular in nature, not collector-based; therefore titles weeded due to damage or withdrawn due to theft are not automatically repurchased.

Feature Films: Neither per title cost nor MPAA ratings are sole considerations for inclusion/exclusion, but review sources such as *Video Review*, *Video Librarian*, *Booklist*, *Library Journal*, additional newspaper and magazine reviews and recommended lists found in books are consulted for favorable reviews. While YCL is not an archive, an effort is made to collect "classic" movies as well as Academy Awards and other award-winners. YCL does try to maintain the AA best picture titles throughout the history of the award. The YCL viewing public currently demands these titles and, historically, long-term circulation has been proven with such titles. Patron requests are also considered in the selection mix as long as they meet selection requirements.

- 1) a favorable review by a film critic (newspaper, radio, television, magazine, etc.);
- 2) the film does not exist only as an extension of marketing a product/toy or sensationalism and has redeeming artistic values and good technical quality;
- 3) YCL already owns other films by this director or performer and they have a proven track record of circulation;
- 4) YCL owns many films of this genre and they have a proven circulation track record.

Films of notable performers (television included) and representing all genres in all periods are collected. Whenever possible, reputable sources/filmographies are used to identify titles for selection. Given a choice between letter-box/cropped, YCL will always choose the letter-box version, retaining the theater image (wide-screen). Director's cut versions will be evaluated against the original theatrical release, but YCL will not usually buy both versions. Re-purchase of any movie due to loss/damage/theft is not automatic and each title must be viewed against the whole collection for title inclusion based on popularity/circulation/availability at that time.

Nonfiction Videos: Subject videos are acquired based on the visual medium's appropriateness for the subject matter, as well as patron demand and need, the ability for that material to fill a void in the collection, and favorable reviews in the above mentioned review sources. Award-winners in international/national/regional film festivals may be considered but are not purchased automatically. Whenever possible, titles with public performance rights are purchased permitting group use by patrons and in-house use. Also, whenever possible an entire series is purchased instead of single titles for marketing purposes. Weeding of titles is done on a regular basis using the same criteria for print. Repurchase of damaged/lost material is subject to the same initial selection criteria and is not automatic, but generally video titles are not re-purchased. Subject strengths currently include: American history

(PBS Video Database titles); National Geographic titles; travel videos; world history; and soccer "how-to/coaching" titles.

DATABASES: Databases are chosen to accomplish several tasks: 1) to make wider/more in-depth content available to patrons in-house and off-site; 2) to enlarge/enhance the scope of print resources. Only databases with off-site access and full-text resources are considered for inclusion. Many of these databases are an on-line product accesses via barcode, user ID and/or password while others may be CD-ROM products stored on an in-house server or accessible through the SDLN/YCL/SDSL websites.

**Solicitations in Library
(Adopted 11/18/2015)**

No organization or individual may conduct a public sale or solicitation of any kind in the library, nor will any library personnel accept the responsibility of selling anything owned by an organization or individual.

Study and Quiet Room Policy

The YCL maintains study and quiet rooms for the benefit of serious readers and students. These rooms are open to all patrons and are normally not scheduled in advance but are used on a first-come, first-serve basis. Abuse of the quiet rooms will result in expulsion from the Library. Currently, study/quiet room use is dictated by the *Patron/Child Safety and Behavior Policy*, the *Meeting Room Policy* and the *Tutoring Policy* that allows the scheduled booking of the Study Room on a fee basis.

Telephone/Cell Phone Use
(Adopted 10/14/2015)

The telephone system at the Yankton Community Library is in place as a daily business tool. However, staff will accept calls on a limited basis (no collect calls) from individuals inquiring about the whereabouts of minor children.

Staff may ask the caller as to their relationship to the minor and the nature of the call. If in doubt about the caller, staff will take a message for the minor and deliver it to them.

The library maintains a telephone for individual use at no charge for local calls. Use of the telephone by individual users is restricted to ten minutes per day. Abuse of that telephone regarding physical damage to the phone or surrounding area, may result in restricted access to the telephone by that particular user.

Cell phones can be used in the library but users are required to follow these guidelines:

- Turn off your ringer or set it to vibrate.
- If you must answer your cell phone, do so quietly and discreetly.
- Take extended conversations and personal calls to the entry way or outside the library.

Yankton Community Library

Test Proctoring Service/Policy and Procedures (adopted 4/11/07, revised 2/21/12)

The Yankton Community Library has as one of its goals a commitment to lifelong learning. In partial fulfillment of that goal, the Library offers a test proctoring service with certain requirements and restrictions. These policies and procedures are constantly evolving as the nature of course enrollment, test delivery and methods of taking the tests evolve. Currently, the Library recognizes the following methods of taking courses/tests:

- 1) U.S. Mail delivery
- 2) Computer accessible courses taken on-line including teleconferences
- 3) E-mail delivered passwords, tests taken on line or delivered as printed attachments
- 4) Faxed tests.

Test proctoring services are provided by the Yankton Community Library upon request. Persons interested in using this service must make arrangements with the Head of Circulation at the beginning of the semester. The student is responsible for making all arrangements with the educational institution giving the test, scheduling computer time, verifying e-mail/FAX numbers and delivery of such information in a timely manner. The Head of Circulation will designate a staff member as test proctor. The library reserves the right to limit or deny this service. The Test Proctoring Service is available to all patrons.

Students must verify that the following conditions are acceptable to the institution giving the test before having an exam sent to the Yankton Community Library:

- The Library will proctor written, e-mailed, on-line or faxed exams/quizzes. Any costs incurred by the Library for printing, mailing or faxing, receiving or sending, will be charged to the student at the current rate per page.
- At least twenty-four (24) hours prior to taking the test, the student must prearrange with library staff computer and staff availability for their test as well as sending/verification of arrival of test/password information. If the exam is written, it will be the student's responsibility to obtain needed signatures and arrange for the exam to be delivered to the Library. It is the responsibility of the student to contact the Library to see if the test has arrived. Staff at the circulation desk will assist the student in scheduling the date and time for the student to take the exam only after the test arrives at the Library.
- The student will allow sufficient time to take the examination before the deadline that has been established by the institution or association. Tests must be completed 15 minutes before the Library closes.
- Before taking the exam, the student will be required to present a picture I.D. and provide a copy of that I.D. if required by the institution or association. Students are expected to come prepared with the necessary or required supplies to take the examination.
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically. The Library cannot provide a locked or secure place for the test nor a quiet study room. Proctors will enforce any time limits that are placed on the exam as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited.

- At the conclusion of a written exam, the exam will be returned directly to the testing institution via the U.S. Postal Service at the next regularly scheduled postal pickup from the Library or faxed. The student is responsible for return costs.
- The Library will hold tests for thirty (30) days or the test's stated deadline. If the student does not pick up the test by that time, the test will be destroyed. Library staff will not copy finished exams or hold exams past the date they are taken.
- Librarians will not sign a proctoring verification that attests to more than the Librarian has been able to do.
- The Library will not be responsible for any delayed tests nor for any completed tests once they leave the Library's possession and have been mailed back to the educational institution or association.
- The taking of certain tests may be limited by the Library's Internet access, available technology or Librarian's technological expertise. Efforts will be made to access the test but special/proprietary software will not be downloaded for specific tests. In some instances, anti-spy ware, anti-virus software and pop-up blockers inhibit test accessibility. Students should have e-mail and telephone contact information for the instructor at the time of test-taking so that they can be called in the event of problems.

If this policy does not meet the student's needs, the student should contact the educational institution that is administering the test for other proctor recommendations.

Yankton Community Library
Test Proctoring Policies (adopted 4/11/07, revised 8/13/08, 2/21/12)

Student Informational Handout

The Yankton Community Library provides test proctoring as a service to any library patron but certain criteria must be met. Tests/quizzes/coursework may be received by the Library via U.S. Mail, PCs, e-mail passwords, or faxed. Sending to the student's college or university is the student's personal and financial responsibility – meaning that all charges resulting in printing tests/instructions, mailing, copying or faxing must be paid by the student at the time services are rendered. Please use the contact information below for sending information.

Address: Yankton Community Library, 515 Walnut St., Yankton, SD 57078

Phone: 605-668-5275

FAX: 605-668-5277

E-mail: jbrunken@sdln.net

Kathy Jacobs, Library Director

All correspondence from the testing institutions must include course name, number, return and test-taking instructions and name of student, when possible. It is the student's responsibility to make sure the information is delivered correctly and in a timely fashion to the YCL. Library staff will not notify the student when information arrives. Students must also make sure that the YCL PCs have the correct software/hardware needed for the test/coursework. Students must bring the course name/number and the instructor's name to the library.

At the time of your test, make prior arrangements for reserving a PC by calling ahead. Make sure that all test information has been received by YCL and bring a cell phone and contact numbers, university/instructor address and course information with you.

At least twenty-four (24) hours prior to taking the test, the student must prearrange with library staff computer and staff availability for their test as well as sending/verification of arrival of test/password information. If the exam is written, it will be the student's responsibility to obtain needed signatures and arrange for the exam to be delivered to the Library. It is the responsibility of the student to contact the Library to see if the test has arrived. Staff at the circulation desk will assist the student in scheduling the date and time for the student to take the exam only after the test arrives at the Library.

HAVE A GREAT TEST!! HAVE A GREAT TEST!! HAVE A GREAT TEST!!

I understand the above policy and agree to abide by it.

Signature _____

Date _____

Test Proctoring Service/Policy and Procedures
(Adopted 4/11/07; revised 8/13/08; 10/9/13; 11/12/14)

The Yankton Community Library has as one of its goals a commitment to lifelong learning. In partial fulfillment of that goal, the Library offers a test proctoring service. Currently, the Library recognizes the following methods of taking courses/tests:

1. U.S. mail delivery
2. Computer accessible courses taken online including teleconferences
3. E-mail delivered passwords with tests taken online or delivered as printed attachments
4. Faxed tests.

Test proctoring services are provided by the YCL upon request. Persons interested in using this service must make arrangements with the Head of Circulation. The student is responsible for making all arrangements with the educational institution giving the test as well as scheduling computer time, verifying e-mail/FAX numbers and delivery of all institutional information to the library. While the Test Proctoring Service is available to all patrons, the library reserves the right to limit or deny this service.

Students must verify that the following conditions are acceptable to the institution giving the test before having an exam sent to the YCL:

- The library will proctor written, e-mailed, on-line or faxed exams/quizzes. Any costs incurred by the library for printing, mailing or faxing, receiving or sending, will be charged to the student at the current rate per page.
- At least twenty-four (24) hours prior to taking the test, the student must arrange computer availability for their test as well as sending/verification of arrival of test/password information with library staff. If the exam is written, it will be the student's responsibility to obtain needed signatures and arrange for the exam to be delivered to the library. It is the responsibility of the student to contact the library to see if the test has arrived. Staff at the circulation desk will assist the student in scheduling the date and time for the student to take the exam only after the test arrives at the library.
- Tests must be completed during regular hours of library operation.
- Before taking the exam, the student may be required to present a picture I.D. and provide a copy of that I.D. if required by the institution or association. Students are expected to come prepared with the necessary or required supplies to take the examination.
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically. Proctors will enforce any time limits that are placed on the exam as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited.
- At the conclusion of a written exam, the exam will be returned directly to the testing institution. The student is responsible for return costs, including \$3.00 if tests must be scanned and \$1.00 per page if tests must be faxed.
- The library will hold tests for thirty (30) days or the test's stated deadline.
- Librarians will not sign a proctoring verification that attests to more than the librarian has been able to do.

- The library will not be responsible for any delayed tests nor for any completed tests once they leave the library's possession and have been returned to the educational institution or association.
- The taking of certain tests may be limited by the library's Internet access, available technology or librarian's technological expertise. Efforts will be made to access the test but special/proprietary software will not be downloaded for specific tests. Students should have e-mail and telephone contact information for the instructor at the time of test-taking so that they can be called in the event of problems.

If this policy does not meet the student's needs, the student should contact the educational institution that is administering the test for other proctor recommendations.

Yankton Community Library
Test Proctoring Policies (adopted 4/11/07; revised 8/13/08; 10/9/13; 11/12/14)

Student Informational Handout

The Yankton Community Library provides test proctoring as a service to any library patron but certain criteria must be met. Tests/quizzes/coursework may be received by the library via U.S. mail, PCs, e-mail passwords, or faxes. Sending to the student's college or university is the student's personal and financial responsibility – meaning that all charges resulting in printing tests/instructions, mailing, copying, scanning or faxing must be paid by the student at the time services are rendered. Please use the contact information below for sending information.

Address: Yankton Community Library, 515 Walnut St., Yankton, SD 57078

Phone: 605-668-5276

FAX: 605-668-5277

E-mail: yclproctor@gmail.com

All correspondence from the testing institutions must include course name, number, return and test-taking instructions, and name of student. It is the student's responsibility to make sure the information is delivered correctly and in a timely fashion to the YCL. Library staff will not notify the student when information arrives. Students must also make sure that the YCL computers have the correct software/hardware needed for the test/coursework. Students must bring the course name/number and the instructor's name to the library.

At least twenty-four (24) hours prior to taking the test, the student must arrange the following with library staff:

- A computer if needed
- Arrival of test or password

Students must bring course information and any materials needed to take the test.

HAVE A GREAT TEST!! HAVE A GREAT TEST!! HAVE A GREAT TEST!!

Web Site
(Updated 11/9/2011; Reviewed 7/8/2015)

The library director is the author of the web site with the City IT department head as its web master. The YCL web site is considered to be an extension of the library for people doing research as well as a marketing device advertising the library's programs and services. As such, information must be clearly written and up-to-date.

All of the bibliographic and information databases available within the library are available through the web site. Current library board and task force reports will be posted and old reports will be archived on the site.

The principles of website development apply: simple construction, quick loading, minimal graphics, and informative hotlinks. All hyperlinks included in the site must pass the "purpose" test as well as be reflective of current collection development policies: up-to-date, objective, representative of all sides of an issue as much as possible, authoritative. Links will be checked and updated on an ongoing basis.

Social Media
(Passed 11/9/2011; Reviewed 7/8/2015)

The goal of the YCL is to use as many venues as possible to market its programs and services to the public. It will, therefore, use social media for this purpose. All information must be clearly written and up-to-date. The library director or a staff member designated by the director is the author of all social media postings.

WiFi Use Policy (Passed 12/11/13)

The YCL maintains a wireless access point for library patrons who bring in their personal devices.

The YCL endorses the American Library Association's Access to Digital Information, Services, and Networks. The Library will not be placed in a position to act "in loco parentis," in place of the parent. However, it also assumes a social moral responsibility of the community it represents and therefore, takes upon itself some social regulatory/selection responsibilities, especially when mandated by state/federal laws. Access to "obscene materials" as defined by SDCL, "Definitions of terms" (22-24-27) is discouraged and, upon complaint by any patron, the WiFi user will be subject to the following actions by staff:

- asked to immediately cease/desist
- forfeit library WiFi use for remainder of current day
- forfeit library WiFi use for one (1) week;
- forfeit library WiFi use for one (1) month;
- action against patron taken by Director.

All patrons have the right to a grievance hearing/appearance in front of the YCL Board of Trustees at a regularly scheduled Board meeting.

American Library Association:

The Yankton Community Library endorses and abides by the following documents set forth by the American Library Association:

Access to Digital Information, Services and Networks:

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

Free Access to Libraries by Minors:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

Areas of Special Acquisition

South Dakota and Yankton Area Collections

The purpose of the South Dakota and Yankton Area collections is to collect an eclectic representation of works by South Dakota and regional/local authors that have made significant contributions to the regional literature and/or historical information of South Dakota. While works from all over the state will be considered, the focus is primarily upon the contiguous counties to Yankton County. Occasionally, a Nebraska author may also be considered. Works meeting the following criteria will be included in the collection:

- 1) A state/regional author writing a fictional/nonfictional book that contributes significantly to the literature/subject but is not necessarily about South Dakota. Is the author/subject from a contiguous county to Yankton OR has the author resided in the Yankton area OR is the subject matter specifically about Yankton? Works should meet 2a, b, or c also.
- 2) A state/regional author writing a fictional/nonfictional book dealing with a South Dakota setting, topic, area, theme or history if that author's work: a) contributes significantly to the literature; b) becomes regarded as a "classic" and/or; c) is irreplaceable, meaning it is published by a small, local or vanity press or out-of-print.

Other acquired works written by South Dakota authors that do not meet the above criteria will be placed in the regular collection. Subject headings "South Dakota Author" will also be added for easy subject access. These works may be considered for future inclusion in the collection based on their historical value. Selected titles in this collection will circulate for one (1) week, but most of the collection will be noncirculating. In most cases, duplicate copies will not be acquired. All titles will be fully cataloged. Weeding of these materials will be based on the above criteria as well as all applicable criteria in the Collection Development Policy.

The Library tries to acquire all materials pertaining to nonfiction works of local Yankton city and county history. Two copies of each work are normally acquired, one for the Yankton collection and one for the regular circulating collection. The South Dakota nonfiction collection is more eclectic. Since space is a concern in the local/state history area as well as long-term storage regardless of circulation/use, the library will collect only histories of contiguous counties and well-known histories of the state of South Dakota. Individual biographies will not be collected in this area but rather evaluated for inclusion into the regular collection.