

Lincoln County Public Libraries Operational Policies

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Mission Statement

Mission Statement

Lincoln County Public Libraries provide information access, recreation and cultural activities for the diverse needs of our communities.

Adopted 10/20/92

Revised 11/97

Reviewed 11/04

Reviewed 8/08

Introductory Materials

Statement of Professional Ethics

Introduction

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

Code of Ethics

American Library Association Document

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
 - II We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
 - III We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
 - IV We recognize and respect intellectual property rights.
 - V We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
 - VI We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
 - VII We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Reviewed 10/97

Reviewed 9/04

Reviewed 8/08

Montana Library Records Confidentiality Act

As adapted from the Montana Code Books

22-1-1102 Definitions

(1) "Library" means a library that is established by the state, a county, city, town, school district, or a combination of those units of government, a college or university, or any private library open to the public.

(2) "Library records" means any document, record or any other method of storing information retained, received, or generated by a library that identifies a person as having requested, used or borrowed library materials or other records identifying the names or other personal identifiers of library users. Library records does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general or records that are not retained or retrieved by personal identifier.

22-1-1103

Nondisclosure of library records

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

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

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

(3) Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.

22-1-1111

Penalty

Any person who violates 22-1-1103 is guilty of a misdemeanor and is liable to the person identified in a record that is improperly released or disclosed. The person identified may bring a civil action for actual damages or \$100, whichever is greater. Reasonable attorney fees and the costs of bringing the action may be awarded to the prevailing party.

Reviewed 10/97

Reviewed 11/04

Reviewed 8/08

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.
- 2 Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3 Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5 A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6 Libraries which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Reviewed 10/97

Reviewed 9/04

Reviewed 8/08

Freedom to Read

American Library Association Document

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the county are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary

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curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now, as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2 Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.
3 It is contrary to public interest for publishers or librarians to determine the acceptability

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of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4 There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life.

Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5 It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be direct in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6 It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7 It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, book men can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their services to society, requires of all book men the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Reviewed 10/97

Electronic Bill of Rights

1. Electronic information and media resources should be provided for the interest, entertainment, information, and enlightenment of all the people of the community that the library serves. Electronic materials should not be excluded because of the origin, background, or view of those contributing to their creation.
- 2 Electronic databases are a vast source of information, representing all points of view. Access to these databases should not be restricted because of content or viewpoint. The library does not necessarily endorse the information and viewpoints found on any electronic database.
- 3 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas in whatever format.
- 4 A person's right to use a library and all its resources should not be denied or abridged because of origin, age, background or views. Libraries and governing bodies should maintain that parents and only parents have the right and responsibility to restrict access of their children, and only their children, to electronic resources. The library does not function as the parent. E-mail accounts for minors require a parent or guardian's signature.
- 5 Electronic access carries the same rights and responsibilities as the Montana Library Records Confidentiality Act.
- 6 Electronic access should not be used for illegal activity, program and database disruption, or infringement of another's freedom of expression or right to privacy.
- 7 The allocation of electronic resources is at the prerogative of the library and its governing body. Electronic access may be denied because of illegal activity, program or database disruption and/or destruction, infringement of another's freedom of expression or right to privacy. Electronic access may also be denied if the account is not used within a specified time or because of library budgetary or collection management decisions. Library policies and procedures should ensure due process for those denied access.

Reviewed 10/97

Revised 1/05

Reviewed 8/08

Copyright and Fair Use

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy of other reproductions. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

107. Limitation on Exclusive Rights: Fair Use

Notwithstanding the provisions of Section 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies of photo-records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching, (including

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multiple copies for classroom use), scholarship, or research is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- 2 The nature of the copyrighted work.
- 3 The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- 4 The effect of the use upon the potential market for or value of the copyrighted work.

Reviewed 10/97

Revised 1/05

Reviewed 8/08

Patrons

Eligibility for library service

A Lincoln County Public Libraries Borrower's Card is available to any individual. Individuals under the age of 15 must have a parent or legal guardian sign for responsibility. The card entitles the bearer to all rights, privileges, and responsibilities in using the Lincoln County Libraries. The library will not censor materials or restrict access to materials for any patron.

Individuals under the age of 15 must have a parent or legal guardian sign for responsibility. The person who signs for the card must present proof of current residency. The proof of residency must show the signer's current address. Restriction of a child's access is the responsibility of the parent or legal guardian.

If a person can not show proof of current address, their card will remain in probationary status until proof of address is shown.

All new patrons are subject to a probationary period of three months. During the first three months, three items at any one time may be checked out on a card.

Lincoln County Public Libraries borrowers may use their library card to check out and return their materials at any of the three libraries within Lincoln County or any libraries participating in the MSC Partner Program.

Adopted 10/20/92

Revised 2/93

Revised 11/97

Revised 1/04

Reviewed 8/08

Revised 03/10

Schools

Service to Elementary and Secondary Schools

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Library staff will work with teachers to select their materials. Materials are checked out according to library policy following interlibrary loan procedures. No fines will be charged for overdue materials. School districts will be charged replacement fees for materials lost or damaged, according to library policies.

School Cooperation

Tours are encouraged and provided to students. Library staff will offer services, both in the library and in the classroom, as requested by teachers.

Adopted 10/20/92

Revised 9/09/97

Revised 01/05

Revised 8/08

Circulation

Circulation of materials

Most books may be checked out for 28 days. Magazines and high demand items may be checked out for 10 days. New adult materials may be checked out for 10 days. If an item is not available for check out, up to 5 pages may be copied at no charge. Audiotapes check out for 28 days. All DVDs and videos may be checked out for 10 days. All materials may be renewed if they are not overdue, and if there is no hold on the item. Two renewals allowed per item. Interlibrary loan materials may be renewed if they are not overdue and the lending library will renew materials

Approved 5/90

Revised 1/93

Revised 11/97

Revised 1/04

Revised 8/08

Overdue notices

One overdue notice will be sent one week after the due date, electronically, if possible. After 90 days, the item is assumed lost and a bill notice will be sent out automatically.

Borrowing privileges will be also be suspended for the following reasons:

- o Three or more items overdue, regardless of due date.
 - Fines totaling \$10.00 or more

If a minor has their borrowing privileges suspended, the responsible party is restricted also.

Adopted 5/90

Revised 5/21/91

Revised 9/9/97

Revised 10/28/99

Revised 01/05

Revised 8/08

Lost/damaged library materials

There will be a charge for lost materials and library materials damaged through neglect. The total charge will consist of the current replacement price of the material plus a \$10.00 processing fee. Patrons cannot replace the lost item with the same or similar item except with approval from the director. If the cost of the material is less than the \$10.00 processing fee, the processing fee may be waived at the discretion of the library staff.

In the event a patron returns a book thought to be lost and has paid the lost/damaged materials cost and processing fee, the price of the materials and processing fee less the fine will be credited. The fine will be assessed from the date due to the date of payment. Once payment is made, no refund will be available after thirty calendar days.

Barcodes from damaged library materials will be retained by the library to be withdrawn from the collection and the damaged item may be retained by the patron if they want it. Damaged items will be retained for sixty days.

Approved 2/93

Revised 9/9/97

Revised 11/21/02

Revised 8/08

Revised 03/10

Library service in lieu of fine collection

In order to provide library patrons with an alternative means of satisfying a library fine obligation, the Library Director may approve an individualized program of library service in lieu of cash payment of a fine.

A request to discharge a library fine by providing authorized library service in lieu of cash payment will be initiated by an inquiry from the library patron with the fine obligation.

A member of the library staff will determine if there is an appropriate project for the library patron to undertake. The nature and scope of the proposed library project will be reviewed by the Library Director, whose approval is required before any library service project is begun.

Supervision of the patron's library service project will be provided by members of the library staff. Scheduling of the dates and times for the performance of the library project require the prior approval of the library staff person providing the supervision.

A member of the library staff may terminate the library service project at any time, with verbal notice to the library patron providing the service. Reasons for terminating a library service project may include inability of the library staff to sustain patron supervision, unsatisfactory performance of the project by the patron, lack of feasibility or appropriateness of project not foreseen at the time of original assignment by the library staff.

If a project is terminated, the patron remains responsible for the remainder of his/her fine obligation after the value of the library service project performed has been calculated and deducted from the total fine obligation.

Library service projects will be valued at minimum wage per hour of service performed, for purposes of calculating the reduction and/or elimination of the outstanding patron fine. No other form of compensation may be provided to a library patron for the performance of library service project assignments.

It is the intention of the Library Board of Trustees to make this library service program in lieu of fine collection available to library patrons in order to provide an alternative opportunity of discharging a community obligation, similar to the program already existing at the library for assignees of the Lincoln County Court System.

Approved 5/94

Revised 9/97

Reviewed 01/05

Reviewed 8/08

Interlibrary loan

As noted in the National Interlibrary Loan Code, interlibrary loan service is essential to the vitality of libraries of all types and sizes. Lending between libraries is in the public interest and should be encouraged. However, interlibrary loan should serve as an adjunct to, not a substitute for, local collection development. In that light, Lincoln County Public Libraries is committed to fulfilling both its borrowing and lending roles in resource sharing on behalf of individual patrons and other libraries.

In meeting its resource sharing responsibilities, Lincoln County Public Libraries use the Montana State Library ILL protocols. Interlibrary loan activity is transacted through FirstSearch. With its participation in resource sharing, Lincoln County Public Libraries adheres to established local, state, and national resource sharing protocols for both borrowing and lending.

A patron may obtain materials from other libraries through the interlibrary loan process which is available to any patron with a valid library card, and the willingness to abide by the following policies:

- o A patron may have up to three interlibrary loans in process at one time, unless school or business related. ILL service is not available to patrons whose library privileges are suspended.
- o A patron is notified when an interlibrary loan is available for checking out. A patron shall have seven days to check out an interlibrary loan after notification.
 - o Patrons who have lost or damaged interlibrary loan material shall pay the fee assessed by the lending library.
- o Fines for overdue interlibrary loan materials will be 25 cents per item per day.
- o Patrons may request an interlibrary loan title once, except for out-of-print materials which may be requested more than once.
- o Renewals for interlibrary loans may be made only if the lending library offers the renewal service.
- o If the lending library charges a fee, the patron is responsible and must make payment directly to the lending library via money order.

Adopted 5/90

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Revised 10/92

Revised 9/9/97

Revised 01/05

Revised 8/08

Revised 3/10

Collections

Collection responsibilities and selection procedures

The Collection Management Librarian and staff members select library materials. Recommendations of other professionals in the field, review and/or endorsement from a recognized professional publication, publisher descriptions, as well as requests by patrons are all considered in the selection process. Any library material, so selected, shall be held to be selected by the Board.

The selection of print and nonprint materials for the Lincoln County Libraries is based on the principles expressed in the American Library Association Freedom to Read and the Library Bill of Rights documents.

The purpose of the selection process is to obtain the most relevant and useful materials to provide information access, recreation, and cultural activities for the diverse needs of our community.

Objectives of Selection

- o To provide materials that will enrich and consider varied interests
 - To provide materials that present various points of view on controversial issues
 - To provide materials representative of many religious, ethnic and cultural groups

Balance and Space

When works of one author, genre, or style are unnecessarily numerous, causing the collection to be out of balance and space limited, those of least significance or demand may be discarded. This will enable the collection to maintain balance and be current. Refer to the Discard Policy for discard procedure.

Adopted 12/96

Revised 11/97

Revised 04/05

Reviewed 8/08

Formats

The following formats of information are available: books, magazines, newspapers, audio tapes & cds, video tapes, DVDs, music cassettes and cds, computer software, historical photographs and maps, microfilm, CD-ROMs, electronic databases, and internet.

Videotapes and DVDs

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The library's objective is to develop and maintain a videocassette and DVD collection to serve the diverse informational, educational, cultural and recreational needs of the community.

Criteria used in selecting videos will be the quality of reviews; the selector's knowledge of the video in question; the price of the materials; whether or not the subject matter is one that would be enhanced by a video format; and whether or not there have been patron requests for a video.

Materials are evaluated and acquired in accordance with the Library's selection criteria. Items are selected using standard reviewing materials, catalogs of distributors and patron requests. Gifts are added to the collection in accordance with the general selection policy.

Newspapers

The Library will provide newspapers representing local, state, regional, and national coverage

Audio & Music Tapes and CDs

The Library will provide books on tape and compact disc, both abridged and unabridged, selected according to same manner as print.

Computer Software

The Library will provide the following; Word processing, Graphics, Spreadsheet and Database programs for use on the public access computers.

Microfilm

Primary sources of local community newspapers will be maintained on microfilm.

Vertical Files

The Library will provide selected information not readily available in other formats, mainly local history.

Photographs

The Library will provide historical photos of our local communities.

Magazines

The Library will maintain a diverse selection both of informational and entertainment magazines for the communities served.

Websites

A website providing library information and card catalog will be maintained and managed by the library.

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Adopted 12/96
Revised 12/97
Revised 04/05
Revised 8/08

Chronological coverage

Most periodicals are kept for one (1) year. Periodicals related to Montana are kept permanently. Information in reference, science, medical, and business areas is kept updated.

The discarding policy is followed when materials are withdrawn. Materials relating to local historical events are maintained for research purposes.

Adopted 12/17/91

Reviewed 10/97

Revised 04/05

Reviewed 8/08

Multiple copies

The collection contains some multiple copies for popular titles and the Montana Collection. If demand requires, and at the discretion of the director, additional copies of a title may be purchased.

Adopted 12/96

Reviewed 10/97

Revised 04/05

Reviewed 8/08

Languages

Materials are collected in a variety of languages, mainly in the form of dictionaries and other language instruction. Variety is determined by demand.

Adopted 12/96

Reviewed 10/97

Revised 04/05

Reviewed 8/08

Gift Policy

Gifts are accepted based upon the needs of the library and pursuant to the Materials Selection Policy. The library encourages and accepts gifts with the understanding that the materials will be integrated into and retained in the collection if they meet the same criteria outlined in this policy.

Appraisals can not be given for the value of materials. Receipts can be given for the number of

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items donated. Money gifts for purchasing specific materials for the library will be accepted when the requested materials are consistent with the standards and criteria of the library as outlined in this policy. Donors are encouraged to place few restrictions on these gifts so that use of funds will be flexible and effective.

Adopted 12/17/91

Reviewed 10/97

Reviewed 04/05

Reviewed 8/08

Discarding policy

The following materials may be withdrawn from circulation:

- o Outdated or inaccurate materials
 - Materials no longer of interest to or in demand by the community
 - Duplicates
 - Materials in poor physical condition that cannot be repaired

Materials that have been withdrawn shall be disposed of in one of the following methods:

- o Gifts to other libraries or non-profit organizations
- Sales to the public
- Discarded in an appropriate manner (refer to policy on Disposal of Surplus Property)

In the case of an objection to discarded library materials, the procedure is as follows:

- o The library staff will try to handle the question on an informal basis and present the discarding policy.
 - If the complainant wished to discuss the issue further, they may schedule an appointment with the Director.
 - The Director will inform the Chairman of the Library Board of the complaint. If the complainant wishes to discuss the issue with the Library Board, they may attend a Board meeting.

Adopted 3/23/94

Revised 12/96

Reviewed 10/97

Reviewed 5/05

Reviewed 8/08

Other

Library equipment

All library equipment shall be used for the benefit of the library. Equipment may be loaned for use outside the library, but library needs will have priority. Equipment purchased through a partnership must adhere to the policies of that partnership.

Adopted 4/14/93

Policies and Procedures

Revised 11/97

Revised 05/05

Reviewed 8/08

Displays

The utilization of exhibit space by any group or individual shall not imply endorsement or approval by the Lincoln County Public Library.

As an educational and cultural institution the Lincoln County Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. The Library Board reserves the right to reject any display or item, which in their judgment is illegal or which may interfere with normal operations of the library.

The library assumes no responsibility for the preservation, protection or possible theft or damage of any item displayed. All items placed in the library are done so at the owner's risk.

Purely commercial use of the display space is prohibited.

Reservations are taken on a first come first serve basis. No exhibit may be on display for more than 60 days.

Adopted 4/14/93

Revised 11/97

Revised 05/05

Reviewed 8/08

Disposal of surplus property

The Library will dispose of surplus materials in a manner which is consistent with general principles of fairness in disposal of public properties and which maximizes library revenue.

The Board will consider requests to donate specific withdrawn items to other libraries or related agencies on a case-by-case basis. The Board may approve such donations if: 1) the items are being requested for use rather than resale, 2) it is decided that the benefits of cooperation and good will outweigh any anticipated Library revenue.

Adopted 2/93

Revised 11/97

Reviewed 05/05

Reviewed 8/08

Volunteers

The Board of Trustees and the Library recognize the services provided by volunteers as important in supplementing Library staff and meeting the Library's public service objectives. Volunteers will be adequately trained, supervised, and recognized for their performance. No Library unit shall be

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dependent on volunteers for its daily operation.

The Library staff will supervise all volunteer activities under the direction of the Library Director.

Adopted 2/93

Reviewed 10/97

Reviewed 05/05

Reviewed 8/08

Complaints and censorship

The library supports the principles of Intellectual Freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association.

In the case of an objection to library materials the following procedure will be implemented:

- (1) The library staff will try to handle the question on an informal basis and present the Selection Policy.
- (2) If the complainant wishes to present a formal complaint, the Director will explain the procedure and have complainant submit a "Request for Reconsideration of Library Materials" form.
- (3) The Director will inform the Chairman of the Library Board. The questioned material will be available for use during the reconsideration process.
- (4) An Ad Hoc Review Committee consisting of the following will review the completed form:
 - o 2 Library staff members (Director as one)
 - 2 Library Board members
 - 1 FVCC/LCC staff member
 - 1 Community member proposed by the Committee
 - 1 person will chair the Committee in a non-voting capacity
- (5) The review committee will follow these steps:
 1. Read, view, and/or listen to the challenged material in its entirety
 - b Check acceptance of the material by reading reviews and consulting recommended lists
 - c Determine the extent to which the material supports the Library Selection Policy.
 - d Present a decision to the Director within 20 working days of the receipt of the form.
- (6) The Director will promptly notify the complainant of the committee's decision. If the complainant contests the decision of the review committee, he/she may present the complaint to the Board of Trustees for final review.

Adopted 12/96

Reviewed 10/97

Reviewed 8/06

Request for Consideration Form

Date:

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Name:

Address:

Phone:

Type of Resource:

Book Magazine Newspaper Audio Video/DVD Display Other

Did you receive a copy of the Library's policy about this resource? Y N

Have you read, heard or seen the entire content of the resource about which you are filling out this form? Y N

The specific resource you are commenting on?

Your comments:

Staff member who received the statement of concern:

Library receiving statement of concern: Eureka Troy Libby

Revised 8/06

Internet public access acceptable use

All electronic traffic originating from the Lincoln County Libraries public access computers shall be in accordance with these **Acceptable Use Policies**. Failure to abide by these policies will result in the loss of Internet or Library privileges.

Acceptable Use

Use of the Internet Public Access Computers shall be guided by the following principles:

1. Respect for the privacy of other users.
- 2 Attention to the legal protection provided by copyright and license to programs and data.
- 3 Consideration for the integrity of computing systems; for example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system, or damage or alter the software components of this or other computing systems.
- 4 Responsible use of appropriate sites is required of users.**

Unacceptable Use

1. It is not acceptable to use the Internet access computers for any purposes which violate U.S. or state laws, or county ordinances, to transmit or receive threatening, obscene, or harassing materials, or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- 2 Users may not represent themselves as another person.
- 3 It is assumed that information and resources accessible via the Internet are private to the individuals and organizations which own or hold rights to those resources and information, unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use the Internet to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.
- 4 Use of the Internet access computers and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.
- 5 Unsolicited advertising is not acceptable. Advertising is permitted on some mailing lists and news groups if the mailing list or news group explicitly allows advertising. Announcements of new products or services are acceptable.

Modifications to this policy

Lincoln County Library reserves the right to modify this policy at any time.

Adopted 3/19/96

Reviewed 10/97

Reviewed 8/06

Public meeting room

The public meeting room at the Libby Public Library may be scheduled by the community for use where no fee is charged for attendance or participation. Any other use is at the discretion of the director. Control of the scheduling of the public meeting room is by the library staff at the Libby Public Library.

Library-sponsored or sanctioned classes, events, activities or functions shall be given first priority in meeting room scheduling. Applicant organizations will be provided a one-week notice in the event of a conflict in scheduling.

The meeting room is available during hours when there is a library staff member scheduled to control building, facilities and collections security. A library staffmember may voluntarily make his/herself available to perform the security function, with the prior approval of the Library Director or his/her designee. Exempted from the provisions of this paragraph are the Friends of the Library, the Lincoln County Public Libraries Foundation and KootenNet.

The act of scheduling a community organization to use the public meeting room does not constitute an endorsement or imply sanction or sponsorship of the organization's beliefs, policies, activities or function. Any representation of Library endorsement, sanction or sponsorship by the community organization scheduled to use the public meeting room may result in an immediate loss of the public meeting room use authorization.

Lincoln County Public Libraries do not assume any responsibility whatsoever for any non-Library property brought to or placed in the Library in conjunction with a properly scheduled meeting by a community organization. Damage to or loss of any property belonging to Lincoln County or the

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Lincoln County Public Libraries resulting from the conduct or activities of any person using the public meeting room shall be paid for by the organization scheduled to use the public meeting room.

Scheduling of the meeting room is a first come first served basis with library needs and used taken into consideration. Meeting room request forms, available from the Libby Public Library staff, must be completed and signed by an authorized representative of the community organization one week prior to the scheduled event.

The Troy and Eureka Libraries are not available for after hour meetings.

[Download](#) the application.

Approved 9/91
Reviewed 2/93
Revised 2/95
Revised 9/97
Revised 6/04
Reviewed 8/08

Disruptive behavior

I. Expectations

Library staff members are responsible for maintaining an atmosphere that is both safe and conducive to independent study and reading. Certain types disruptive behavior can be potentially harmful or dangerous, and should be monitored by staff:

- o Inappropriate use of furniture or equipment
 - Running or rough play
 - Badgering or harassment
 - Verbal arguments or confrontations
 - Obscene language or behavior
 - Willful damage of library materials or facilities

Staff intervention isn't necessarily required in disputes between patrons. Allow/encourage patrons to resolve problems on their own, but be ready to intervene if needed in order to maintain order. If a patron notifies staff about a problem, staff must address situation.

II. Procedures

When dealing with disruptions, speak directly but discreetly to person involved. Relate concerns, explaining why behavior is unacceptable stating clearly that continued disruptions will require that person leave library.

Sheriff's office should be notified in the event that a person refuses to leave.

Complete incident report form in any situation involving expulsion from the library.

If a minor is involved, parents should be asked to monitor behavior. However, staff should act to halt inappropriate behavior if parents do not. If parents are not present, and minor is asked to leave, call parents if possible.

Depending on the nature of the incident, patrons may have library privileges restricted. (MCA 22-1-311) The nature of the restrictions will depend on the type and severity of the unacceptable

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behavior:

- o *Non-destructive disruptive behavior: may not enter library for remainder of the day.*
 - *Second expulsion for similar behavior: may not enter library for one week.*
 - *Third expulsion: may not enter library for one month.*

Persons caught intentionally damaging library materials or facilities must be confronted immediately. Complete incident report form, and identify value of the materials damaged. The person or persons involved will be held liable for cost of repairs or replacement. Depending on the extent of damages, legal action may also be taken.

Approved 2/20/97

Revised 4/06

Reviewed 8/08

Threatening behavior

The public library is expected to be a safe, secure facility for all members of the community. Library staff is responsible for ensuring the safety of library patrons. When threatening or potentially threatening behavior takes place, staff members will respond according to the nature and severity of the situation.

I. Direct

– when patron(s) is in library acting in a threatening manner, either verbally or physically, towards other patrons, staff, or self.

Do not put yourself at risk in effort to stop threatening behavior. However, do monitor situation until police officers arrive.

Depending on the severity of the situation, library staff may need to direct other patrons out of the building.

Willful damage of library materials, equipment or facilities may in some cases be considered threatening as well.

Complete and file incident report form after situation is resolved.

II. Indirect

– would include threatening written notes, phone calls, or e-mail directed at library staff or library in general.

Any threat delivered in this manner must be taken seriously.

Content of message will determine the immediacy of the action taken. Bomb threats require immediate call to sheriff's office and, if possible, clearing of building as directed in evacuation procedures.

In all cases, notify sheriff's office, providing thorough description and/or copy of message.

Complete and file incident report form after situation is resolved.

III. Procedures

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In addition to any legal action taken against them, patrons involved in threatening behavior may be barred from entering the library. (See Montana Code 22-1-311) Such restrictions will be applied according to the following guidelines:

- o *First incident – barred from library for one week.*
 - *Second incident – barred for one month.*
 - *Third incident – barred for one year.*

These decisions will be recorded in writing and kept on file in the library.

Approved 2/20/97

Revised 4/06

Reviewed 8/08

Unattended minor or vulnerable adult

While the library encourages visits by children and all community members, the library staff cannot watch, keep track of or otherwise be responsible for children or vulnerable adults. This remains the responsibility of the parents, guardians or caregivers. The library and library staff do not serve under any circumstances in loco parentis. Simply put, library staff does not and cannot legally assume authority in place of a parent, guardian or caregiver.

If a situation arises with an unattended minor or vulnerable adult, it will be evaluated. The staff will attempt to contact the parent, guardian or caregiver. Situations may include illness, anxiety, misbehavior, and remaining at closing time. If the responsible party cannot be contacted, the matter will be immediately referred to the police or sheriff department or other legally constituted authority. Under no circumstances will staff offer a ride or give a ride to any patron of any age.

Approved by the Board 11/06

Public participation in Board of Trustee meeting

The Lincoln County Public Libraries Board welcomes public input at its meetings. Each agenda item (unless specified otherwise) will be open for public input before the Board deliberates on that item. In an effort to assure adequate notice and assist in public participation, the board will post their agenda in the each library and anywhere else the board may deem appropriate. The agenda will be posted at least 72 hours before the meeting.

Generally the board meets once a quarter and tries to rotate the meetings between all the libraries. On occasion the board may call a special meeting or need to change the time and date of the monthly meeting. Notice of such changes will be given at least 48 hours before the changes are made.

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

Everyone wishing to speak must fill out a form to allow for accurate spelling of names and identification of those speaking on the various items for inclusion in the official minutes of the meeting. The form is available on the table at the rear of the meeting room.

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

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

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

Approved by the Board 4/3/08
