

Hill City Public Library
Policy & Procedure Handbook
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Mission

Mission Statement

The mission of the Hill City Public Library is to provide for the informational, educational, cultural, and recreational needs of the Hill City area through library materials and services.

Circulation

Library Cards

Eligibility

A Hill City Public Library Patron is defined as a Patron with a physical address within the boundaries of Hill City or a Pennington County resident who lives outside of the municipal boundaries of Rapid City, Keystone, Wall. Residents living within the city limits of Keystone and Wall need to get their library cards with their local library. The Hill City Public Library will continue to honor the reciprocal borrowing agreement with Keystone and Wall. Residents living within the city limits of Rapid City are not eligible for a free Hill City Public Library card, because Rapid City operates its own library. RCPL library cards can NO longer be used to directly checkout materials at the HCPL. The HCPL will still provide materials through the Interlibrary Loan System that deliveries materials to local libraries.

A nonresident may obtain a HCPL Library card for a fee of \$25.00 for one year. Non-resident accounts may be used to check out physical materials only.

Seasonal Library Cards

The employer and employee must complete the Hill City Public Library Seasonal Library Card application. Appendix A. The Applicant (employee) must provide a photo ID at the time of registration. They must also provide proof of their seasonal address; such as utility bill, lease agreement. After employment has been verified the applicant (employee) will be allowed to borrow 1 item (book, DVD, Blu-ray, or magazine) at a time from the Hill City Public Library. The Seasonal Account will expire and be deleted. Seasonal Accounts may be used to check out physical materials only.

LIBRARIANS: For seasonal card DO NOT issue a blue card. Please affix bar code to bottom of the application and place the application in the tin box in cupboard labeled SEASONAL.

If a person has fines or fees at another Black Hills Consortium Library, that blocked account must be cleared before receiving an HCPL account.

Application

Persons 18 years old and older must fill out an application giving their name, address, date of birth and phone number. Applicants 17 years of age and younger must provide the same information as well as the signature of parent/guardian accepting responsibility for the child's use of the library card. Children must be at least five years old to obtain their own library card.

Proof of Identity/Address

Applicants must provide a photo identification card, date of birth. The applicant must also provide proof that their current **physical address** is Hill City. Post Office boxes, personal mailbox services, and commercial mail services may be used as a mailing address, **but do not constitute verification of a physical address**. Acceptable forms that prove residence would be a utility bill, property tax bill/receipt, rental agreement. In the case of a minor, the parent must fill out the appropriate documents.

Borrowing Information

Type of Material	Time
Book	3 weeks
Audio Book	3 weeks
DVD/Blu-Ray	1 week
Magazine	1 week

Books, audio books, DVDs/BLU-RAY, and magazines may be renewed for one additional period of time, unless there is another patron who has placed a hold on that item.

Those 17 years old and younger will have a limit of 3 items to be checked out at a time. DVDs are limited to 3 per individual account at one time period.

Books may be reserved. Items will be held for one week after the patron has been notified that they are available before they are returned to the shelves or checked out to another person on the waiting list.

Fines and Fees

No material overdue fines are assessed except for interlibrary loan materials.

Lost items are to be assessed in increments of \$5.00 from \$10.00 on up based on the value of the item, its equivalent replacement, and at the reasonable discretion of the Librarian.

Lost or unreturned items are to be assessed a fine after 30 days overdue, and having attempted to contact patron by phone, e-mail, or mail. If an item is returned in acceptable condition within 90 days, or an equivalent replacement is donated to the library, the fine may be removed from the patron's account.

Items returned showing negligence or intentional damage, missing parts, or accidental damage making the item unusable, may be assessed a fine according to the same scale as for lost items and at the discretion of the Librarian.

Denial of Services

Any patron with an existing fine for non-returned or damaged items will not be allowed to check out any additional materials until the fine is paid in full.

Interlibrary Loan

Any patron having full library privileges may request an item from the interlibrary loan system.

The patron must be in good standing with no outstanding fines for non-returned materials or damaged items. There is no guarantee the Hill City Public Library will obtain every item

requested, nor is there any assurance an item will be available within any specified time frame.

A library card is required before an item may be requested through interlibrary loan. The library will not place a request for interlibrary loan materials if the individual is not a library patron.

A limit of three interlibrary loan items may be checked out on a single patron library card at any given time.

The library will not request multiple copies of interlibrary loan items for book clubs that are not affiliated with the library. Individual members of non-library book clubs may request items on interlibrary loan on their individual library cards.

Patrons who do not return interlibrary loan books will be responsible for the billed cost of the book which may include fees from the lending library for processing. The patron will also be

charged a \$5 handling fee by the Hill City Public Library for non-returned interlibrary loan materials.

Interlibrary Loans of Materials to Other Libraries

The following conditions must apply for loaning Hill City Public Library materials:

1. Books must be at least one (1) year old.
2. No audiobooks, DVDs, or magazines will be loaned.
3. Requests for non-fiction will be filled after considering age, condition, and popularity of titles. Local history from the repository will be not be loaned.
4. Requests may be made for photocopies of specific pages with the requesting library paying the copying costs.

The Loan period for Interlibrary Loan to other libraries will be the same at the library, which is three (3) weeks.

Interlibrary loaned materials may be renewed for another three (3) weeks unless there is a request for the material at the Hill City Public Library.

Upon notice that an item cannot be returned due to damage or loss, Hill City Public Library staff will contact the borrowing library as to the charges for that material. A \$5.00 handling fee will also be charged by the Hill City Public Library.

COLLECTION DEVELOPMENT POLICIES

Objectives

This policy is to serve as a guide in the selection of materials and to inform the public regarding selection criteria. The main objective of the Hill City Public Library is to provide service to its patrons. In order to meet this objective, the goals of the Hill City Public Library are to meet the informational, educational, cultural, and recreational needs of the community. All materials are selected to be included in our collection are judged by this basic objective and goals. The Hill City Public Library supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format, or amount of detail. The Hill City Public Library upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources. In compliance with South Dakota law, the library does not collect materials found to violate Section 22-24-27(11).

Responsibility for Selection

Based on these objectives, the selection of books and all other library materials will be the responsibility of the library staff utilizing tools of selection such as:

- a. Professional library journals
- b. Periodicals of general interest
- c. Annual lists of notable books
- d. Subject bibliographies

Criteria for Selection

The guiding factor in selection will be the stated and potential needs and interests of the patrons. Considerations will be made by factoring in the cultural, educational, and economic characteristics of the area.

An effort will be made to collect and preserve items that reflect the cultural and historical materials of the regional area.

Orders of new materials will be prepared on a regular basis. Orders will take into consideration the need to provide patrons with a balanced collection of materials.

Other sources to provide patrons with requested materials may include:

- a. Interlibrary loan
- b. Loan of special materials via the State Library

The library budget will be apportioned between adult, youth, and junior titles with flexibility to provide for changing needs and interests.

Maintenance

The Library Director will regularly withdraw materials from the collection that are dated, seldom used, damaged, inaccurate, duplicative, or not in compliance with the criteria for selection.

Electronic Resources

Electronic resources are provided to patrons through collaboration with the South Dakota State Library. These are accessible through the library's website. Librarians will have training in these databases so that they can help patrons with their use.

Confidentiality of Records

Hill City Public Library respects the privacy of all library patrons. All patrons' records are confidential. Any information contained in Library records may not be released except by court order or upon written request of the parent or guardian of a child who is under eighteen years of age.

Personnel

Library staff will operate in accordance with the policies and procedure outlined in the City of Hill City Personnel Manual.

Challenged Materials

The responsibility of the Hill City Public Library is to serve the entire community, not to promote or censor any particular political, moral, philosophical, or religious conviction or opinion. It is not the purpose of the library to judge what a Hill City Public Library Patron may read, hear, or view with exception to the SDSL 22-24-56 and 22-24-59. It is not the responsibility of the library staff to make decisions as to what library materials a minor may read, hear, or view. This is the responsibility of the parent or legal guardian. Material selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors. Librarians make every attempt to read adequate reviews and select materials appropriate for the needs of the community. While this is one of the basic duties of the Library Director, it is not always possible to read, listen, or view every item added to the library collection. It is recognized that a Hill City Public Library Patron may find an item personally objectionable. Concerns regarding a specific title or item in the collection should be brought to the attention of the Library Director in either an informal discussion or through a formal complaint process. A Hill City Public Library Patron wishing to use the formal complaint process should refer to the following form and procedure.

Procedure for filing a formal request for reconsideration of material at the Hill City Public Library:

1. The Hill City Public Library Patron must file a "Request for reconsideration of material" on the form provided by the library. This form is available upon request at the circulation desk, and when completed in full, it should be given/sent to the Library Director.
2. The completed reconsideration form will be reviewed by the Library Board of Trustees and Library Director at the next regular scheduled meeting.

3. The Board of Trustees and Librarian will arrive at a decision regarding the request for reconsideration and will take one of the following actions:

- a. Maintain current status of materials.
- b. Change the location of the materials.
- c. Remove the materials from circulation.

The board president will notify the Hill City Public Library Patron of the board's decision by formal letter within 30 business days after the regular scheduled meeting that the form was considered and the decision will also be entered in the library board minutes.

If the Hill City Public Library Patron is unsatisfied with the Library Board of Trustees decision the Hill City Public Library Patron may take the request for reconsideration to the Hill City Council. If the Hill City Public Library Patron is unsatisfied with the decision of the Hill City Council they may appeal the decision to the Seventh Judicial Court 315 St. Joseph St Rapid City, SD 57709 605-394-2571

A title or item may only be challenged once every 3 years.

Form: Appendix B

Library Behavior Policy

Library patrons are expected to behave in a manner respectful to other patrons and staff of the library. It is the intent of Library staff to maintain a safe and resourceful environment for all library patrons.

The Librarian or Library Aide has full authority to request that any patron exhibiting inappropriate, loud, obnoxious, or obstructive behavior stop that behavior immediately.

While talking out loud and similar behaviors, are not restricted within the library, patrons and librarians are sensitive to the needs of others, and may ask that certain behaviors be limited or stopped at times based on the requests of other patrons.

Any devices (radios, MP3 players, computers, cell phones, etc.) that produce sound must be used with personal earphones. Earphones will not be provided by the library.

Any patron who does not cease disruptive behavior may be asked to leave the library immediately. If the patron refuses to leave when asked, the staff may choose to contact the law enforcement to intervene.

Depending upon the infraction, the Librarian may set limitations on a disruptive patron, including but not limited to: restricting time limits in the library, suspending library privileges for a period of time, or refusing further library service to a patron.

In an extreme case of belligerent or threatening behavior by a patron, the Librarian or Library Aide may make the judgement to contact the local law enforcement to request assistance. The use of the security system will be utilized.

Any infraction of library behavior policy must be reported immediately to the Librarian on-duty. Any patron who feels they have been unfairly expelled or restricted from the library for behavior issues may request a hearing in writing from the Library Board of Trustees. The letter of request must include a detailed explanation of the occurrence resulting in the expulsion, including the date and time of the incident, and must be signed by the complainant.

Unattended Child Policy

The Hill City Public Library welcomes the use of its services and facilities by children. Staff members are committed to: 1) Helping children find materials for school work and recreational reading. 2) Providing an environment that encourages study and exploration. 3) Planning short programs that inform and enrich. 4) Teaching children, the joy of books and reading.

The Hill City Public Library is concerned for the wellbeing of this community's children, but our facilities are not designed or licensed to provide basic childcare needs or emergency care if an unattended child becomes upset or ill. The library is not responsible for incidents, accidents, or liabilities arising from the actions of unattended children. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not the library staff.

Children who exhibit inappropriate behavior may be asked to leave the library.

All children should have the contact information of someone who can assist them in an emergency. If a child is found unattended, Library staff may attempt to locate the parent/caregiver in the library. If the parent/caregiver cannot be located, Library staff may contact law enforcement or other community services to assist the unattended child.

The following guidelines will be followed concerning the care and behavior of children:

Children age 7 or under must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. The parent/caregiver must be at least 14 years old. Children can be left in the care of a sibling that is at least 14 years old. A child can attend a Library program without a parent/caregiver in the room as long as the parent/caregiver remains in the library, and immediately joins the child at the end of the program.

If a child age 13 and under is found unattended and violates the Library Code of Conduct, the Library staff may attempt to locate the parent/caregiver in the library and inform him/her of the Unattended Child policy. If the parent/caregiver cannot be found, Library staff may contact law enforcement or other appropriate emergency services.

In any situation involving the safety of children, and specifically whenever the parent/caregiver, police, or emergency services are contacted, staff will complete an Incident Report.

Computer Use Policy

The computers and the internet service provided are intended for use by persons doing personal or educational research, job related or educationally related activities, and other information gathering needs. While gaming is permitted, limitations to computer use by gamers exist and are followed. The library reserves the right to require, at any time, that a computer user engaged in activities not consistent with the library's policies or intended and appropriate purpose of the computers cease doing so.

1. Computer use is intended for one person per computer. Doubling up on computers is not permitted. Persons sharing a computer may be asked to cease, move, or leave the computers at the librarian's discretion.
2. Behavior deemed to be disruptive or inappropriate, including but not limited to:
 - a. inappropriate language or physical gestures,
 - b. loud talking when asked to be quiet,
 - c. repetitive inappropriate behavior for multiple days, etc.

The librarian may use discretion to request the behavior cease or, if the disruption is severe or repeated, may ask the individual(s) to leave. Library services may be denied to individuals for inappropriate or disruptive behavior at the Librarian's discretion.

3. Individuals under the age of 18 are allowed to use public use computers if there is an authorization form signed by a legal parent or guardian on file annually with the library.
4. Any illegal or inappropriate computer use will result in the refusal of further computer access to the offending individual. Illegal/inappropriate use of computers which is subject to refusal of further computer/library access may include but is not limited to:
 - a. Display of sexually explicit or pornographic materials;
 - b. Sending obscene, abusive, harassing, or threatening messages;
 - c. Harassment of other users or violation of privacy;
 - d. Libeling, slandering or maliciously offending other users;
 - e. Attempting to crash degrade performance or gain unauthorized access to computer systems and networks;
 - f. Intentionally seeking information on, obtaining copies of, modifying or tampering with files, passwords, or any type of data belonging to other users unless specifically asked to do so by those users;
 - g. And, damaging equipment, software, or data belonging to the Public Library or other users.
5. Downloading of materials to Library computers is prohibited. Patrons are encouraged to save materials to a USB drive or CD. The Hill City Public Library is not liable for any information exchanged, shared, stored, or lost on or by its public access computer terminals or network internet service.
6. Printing charge is determined by the Library Director and is posted above the printer. There is black & white and color printing available for printing from library computers. Please pay for printing at the circulation desk. Printing must be paid for on the day it is completed unless arrangements are made acceptable to the librarian.
7. If a computer user accidentally prints large quantities that patron is responsible for the full cost of the printing.
8. Repeat misuse of printing privileges will result in the loss of services. This includes but is not limited to neglecting to pay for printing on a repetitive basis, or refusal to pay for accidental printing.
9. Computers are available on a first-come first-served basis. However, adult users and student users doing schoolwork will take priority over gamers.
 - a. There is a 30-minute limit to gamers or surfers when there is someone else waiting.
 - b. The gamer that has been online the longest must give up the computer to the next in line, but may wait, if wanting, 30 minutes to use the computer again unless there is no wait and a computer comes open.
 - c. Any student needing to use the computer for schoolwork has first preference and may ask any gamer to leave the computer without waiting 30 minutes.
 - d. Any adult needing to use the computer may ask the librarian to have a gamer or surfer leave the computer without waiting the 30 minutes.
 - e. Any student refusing to leave under the appropriate circumstances and having been asked politely to leave the computer may be 'grounded' from the computers in the library for 2 weeks by the librarians.
10. Adults using the computers do not have a time limit for use unless there is someone waiting. If there is a wait for a computer, the time limit for use is 30 minutes. Other rules about waiting for a computer apply as above.

Computer Time Limits

Use of the library's computers will be limited to 30 minutes at a time, with a 30-minute time limit if there is another waiting patron per the Computer Use Policy. The 30-minute time limit may be repeated up to 4 times in a day, with a 30-minute break in between. The maximum amount of time allowed on the computers per patron is 4 hours per day.

The librarian(s) may permit a patron to go over the time limit for occasional or incidental situations, not for any consistent over-time-limit use. A patron must make a specific request on the day when extending the time limit is needed.

Any abuse of the time limit policy can result in refusal of further computer access.

Internet Safety Policy

Introduction

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

Definitions

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

Access to Inappropriate Material

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

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

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

Inappropriate Network Usage

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

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

Education, Supervision and Monitoring

Library staff are not responsible for the supervision of children in the library. Parents or adult caregivers must assume responsibility for their children's access to, and use of library resources. Parents and adult caregivers are expected to monitor and supervise children's use of the library's resources, including the internet, in selecting material that is consistent

with personal and family values. Parents are cautioned that the library and its available resources may contain materials that some find controversial.

CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

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

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

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

Book Donation Policy

1. Books will be accepted for donation to the library in good condition only.
2. Acceptance of book donations may be limited by Librarians based on space availability.
3. Book donations of hardcover, current publication dates are preferred.
4. Librarian(s) reserve the right to refuse any book donation without explanation.
5. Librarian(s) reserve the right to select which books may be utilized within the library's collection, which may be relegated to book sales, donated to the Friends of the Library, or disposed of, on any book or collection of books donated to the library.
6. Donators may not specify use of donated books/items within the library, or ask that donated books/items be returned to them.
7. Donations for special purposes or by specific groups or individuals (i.e., in memoriam of, by Friends of the Library, etc.) may be labeled as such with a bookplate inside the front cover at Librarian(s) discretion.

Gifts

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

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

Volunteers in the Library

To protect the public all staff will be required to submit to a background check at no cost to themselves. Volunteers are required to have a background check by the City of Hill City.

PROCEDURES:

Collection of non-returned Materials

Collections fall under two categories: Overdue materials, and Lost materials. Overdue materials are defined as library materials checked out to a patron who has not yet received two notifications of the material being overdue. Lost materials are defined as library materials that have been requested to be returned by 2 requests and are past 30 days overdue.

Overdue Library materials will be handled as follows: The Library will notify patrons of an overdue item two times. Patrons will receive notification by e-mail or phone. After 30 days and two notifications of being overdue the item will be classified as "non-returned" and may be marked "Lost".

Failure to return an item(s) after two notifications and 30 days from the due date will result in that item being billed for *and potentially marked as "Lost"*. *Due to the current program's manner of removing from the circulation record, the librarian monitoring the overdue materials will decide if that item(s) is to be removed to the "lost" list. A book should be listed as "lost" if: 1) the patron is known to have moved out of town; 2) the item is judged to be unrecoverable by the librarian. Once an item is marked "lost" it moves to the librarians list of non-returned, billable materials, and out of circulation.*

The non-returnable, billable materials are to be managed by a librarian on an as needed basis. Bills for items not returned should be sent out monthly.

Any patron who has materials written-off will not be allowed library privileges. In order to regain library privileges, a patron must pay the full charges for the items un-recovered.

Resources

ALA Office of Intellectual Freedom

<https://www.ala.org/aboutala/offices/oif>

ALA OIF Challenge Support

<https://www.ala.org/tolls/challengessupport>

ALA Interpretations of Library Bill of Rights on Specific Library Practices

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

ALA Challenge Reporting

<https://www.ala.org/tools/challengesupport/report>

SDLA Challenge Reporting

<https://www.sdlibraryassociation.org/page/ChallengeReport>

United Against Book Bans Book Résumés

<https://bookresumes.uniteagainstbookbans.org/>

Hill City Public Library

TECHNOLOGY PLAN

This plan identifies the needs and resources of a small public library. It is a realistic and workable vision of how the Hill City Public Library will use the appropriate telecommunication and informational technology to improve library services. This plan is a guide to the use of technology in our library. The cost to replace or improve telecommunication and informational technology is part of the library's budget.

LIBRARY MISSION

The mission of the Hill City Public Library is to provide the for the informational, educational, cultural, and recreational needs of the Hill City area through library materials and services.

TECHNOLOGY PLAN

The Hill City Public Library has identified these components to develop a viable technology plan:

1. Equipment/Hardware and software replacement schedule
 - a. Hardware is on a 5 year replacement cycle
 - i. Replaced equipment is repurposed for other library uses if possible or is given to other city departments
 - b. Software is updated as needed
 - c. License renewals are scheduled on an annual basis
 - d. Replacement costs are a line item on the library's annual budget
2. Broadband/wireless internet access in library
 - a. Allows patron access to internet
 - b. Allows access to state databases, eBooks, downloadable audios, and videos
 - c. Usage of broadband is evaluated semi-annually.
3. Patron training
 - a. Librarians provide hands-on assistance with patron's eReaders and tablets
 - b. One-on-one technology training is provided on an as-needed basis
 - c. Help sheets are provided for varying devices
 - d. Help sheets for downloading of eBooks, database usage and other online services are available at the circulation desk.
4. Staff training

- a. Staff training is provided with appropriate webinars and peer-to peer training.
5. Changes to new formats and devices, phasing out of outdated formats and devices
 - a. Both patron and staff technology is reviewed on an as needed basis. Examples of technology reviewed include tablet devices provided for patron use, RFID for inventory, the possibility of phasing out physical items in favor of downloadable formats, etc.
 - b. New technologies are explored on an ongoing basis as the Library Director or staff becomes aware of these technologies.
 6. Assessment and evaluation of present technologies
 - a. Current technologies are reviewed as part of the 5 year replacement cycle to determine if updated technologies are required
 - b. Technology is reviewed on a constant basis using appropriate webinars introducing new library technologies
 - c. Websites such as Techsoup, etc. are used to review new technologies that provide improvements to library services.

Approved March 21, 2016

Reviewed December 10, 2018

Reviewed March 17, 2021

Reviewed January 23, 2024

Hill City Public Library Kid's Annex Use Policy

Purpose of Policy: This policy establishes the regulations for use and scheduling of the Hill City Public Library Kid's Annex. The Hill City Public Library Kid's Annex is operated by the Hill City Public Library under the policies and guidelines established by the Hill City Public Library Board of Trustees and the City of Hill City.

Use of the Hill City Public Library Kid's Annex:

1. **Library Programs and Library Related Meetings:** Any programs or events will be limited to the Hill City Public Library, followed by the Library Board of Trustees and the Friends of the library.
2. **Hours of Operation:** The Hill City Public Library Kid's Annex operates M-F 8am to 5pm Saturday 9am to 2pm. Use of the Hill City Public Library Kid's Annex must be arranged through the Library Director/Librarian.
3. The user will assume full responsibility for the groups' conduct and for any damage to the building and/or equipment.
4. **Disorderly Conduct of any kind is prohibited.** No smoking, vaping, alcohol or gambling is allowed on the Hill City Public Library property. No food is allowed in the Hill City Public Library's Kid Annex without permission.
5. **Internet Safety Policy**

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inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

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

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director or designated representatives.

Adoption

This Internet Safety Policy was adopted by the Board of Hill City Public Library at a public meeting, following normal public notice, on July ,2016

CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

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

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

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

6. Violation of these rules may result in the denial of future use of the Hill City Public Library Kid's Annex. Denial of use does not exempt violators from possible prosecution under applicable City ordinances, State, or Federal laws.

Adopted July 10. 2019

Reviewed & Revised July 20,2021

Reviewed October 2023

Reviewed May 2023

Safety and Security Procedures

Assault

Critical Information

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

When an assault occurs:

Staff

- Notify the Library Director/designee
- Ensure the safety of patrons and other staff
- Work as a team in response
- Use a calm voice and low tones in addressing the assailant
- If behavior escalates, shout "Stop!" and continue to use a calm voice
- Disperse onlookers and keep others from congregating
- Ensure first aid is rendered to all injured parties
- Do not leave the victim alone
- Seal off area to preserve evidence for law enforcement
- Identify the assailant by name and description (e.g. clothing, height)
- If the assailant has left the building, determine direction and mode of travel
- If assailant leaves in a vehicle, provide description of the vehicle and license number
- Identify any witnesses

Library Director/designee

- Call 911 and notify law enforcement
- Give type and number of injuries
- Notify district administration
- Advise if assailant is still in the building or on the property
- Give name and description of the assailant
- Give direction and mode of travel (vehicle type and description)
- School district will consider lockdown procedures
- Document all actions taken by staff and complete incident reports

Bomb Threat

Critical Information

ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, UNLESS a device is located.

Upon receiving a bomb threat:

Staff

- Notify Library Director/designee
- Preserve evidence for law enforcement

- If written threat, place note in paper envelope to preserve fingerprints
- If the threat is written on a wall, photograph
- If phoned threat, document all relevant information
- Complete Threat Incident Report Form

Library Director/designee

- Call 911 to notify law enforcement
- Notify School District Administration
- Consult with emergency responders, as time permits
- Determine credibility of threat
- Document all actions taken by staff

If the bomb threat is determined to be credible:

Staff: if considered credible threat

- Implement appropriate Lockdown procedures/ remove patrons to safe area
- Scan library areas for suspicious items
- **Do not touch** any suspicious devices, packages, etc. If a device(s) is located, it should be pointed out to emergency responders
- Notify Library Director/designee of findings

Fight/Disturbance

Critical Information

Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. They should be handled by staff and if a Hill City School District students are involved it should follow school district disciplinary policies and procedures.

When a fight or disturbance occurs:

Staff

- Notify Library Director/designee
- Ensure the safety of patrons and other staff
- Work as a team in response if possible
 - One staff member seek assistance
 - One staff member address the disturbance
- Use a calm voice and low tones in addressing patrons
- If behavior escalates, shout "Stop!" and continue to use a calm voice to de-escalate the situation
- Disperse onlookers and keep others from congregating in the area
- Don't let a crowd incite participants
- Separate participants
- Ensure that first aid is rendered to all injured parties

Library Director/designee

- Notify school administration

- Call 911 for assistance

Fire

Critical Information

Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

In the event of fire or smoke:

Staff

- Activate fire alarm and notify Library Director
- Check assigned locations where patrons may not hear alarm
- Implement evacuation plan for any patrons needing special accommodations
- Evacuate patrons and other staff to designated areas
- If primary route is blocked or dangerous, use closest, safe exit
- Once outside, assemble a safe distance from building and emergency apparatus

Library Director/designee

- Call 911 and notify emergency responders
- Confirm address of library
- Provide exact location of smoke or fire
- Ensure fire alarm has sounded
- Notify district administration
- Signal “all clear” when safe to re-enter school building

Hazardous Materials

Critical Information

In the event of a natural or propane gas leak or odor – EVACUATE IMMEDIATELY.

In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place and ventilation systems (HVAC).

In the event of a hazardous material incident inside a school building:

Staff

- Notify Library Director
- Report location and type (if known) of the hazardous material
- Move patrons away from the immediate danger zone
- If safe, close doors to the affected area
- Render first aid as needed

Library Director/designee

- Notify school district administration
- Call 911 and notify emergency responders
- Report location of leak or spill and type of material (if known)
- Report any patrons or staff missing or injured
- Move staff and patrons away from the immediate danger zone
- Keep staff and patrons from entering or congregating in danger zone

- Document all actions taken

In the event of a hazardous material incident outside a school building:

Staff

- Notify Library Director/designee
- Report location and type (if known) of hazardous material
- Move patrons away from the immediate vicinity of the danger

Library Director/designee

- Monitor situation
- Notify school district administration
- Consult with emergency responders
- Identify the need for evacuation
- Document all actions taken

Hostage

Critical Information

If the hostage-taker is unaware of your presence, *Do Not Attract Attention!*

In the event of a hostage situation and you are taken hostage:

- Cooperate with the hostage-taker to the fullest extent possible
- STAY CALM, try not to panic; calm patrons if they are present
- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions

If you witness a hostage situation:

Staff

- Notify Library Director immediately
- Keep all patrons in a safe place
- Wait for further instructions

Library Director/designee

- Call 911 and notify emergency responders
- Notify school district administration/they will determine lockdown procedure
- If known, provide a description of the following:
 - Identity and description of the individual
 - Description and location of the incident
 - Number of hostages
 - Number of injuries
- Seal off area near hostage scene
- Patrons should be moved from exposed areas or classrooms to safer areas of the building
- As soon as possible, and only if it can be accomplished safely, assign a staff member to stand outside warning patrons of the danger, until law enforcement arrives
- When law enforcement arrives, they will take control of the situation
 - Continue to coordinate with law enforcement for the safety and welfare of patrons and staff

- Document all actions taken

Medical Emergency

Critical Information

The role of staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should NOT provide any first aid beyond their training. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid.

In the event a non-responsive or life-threatening injury or illness:

Staff

- Send for immediate help and Call 911
- Describe injuries, number of victims and give exact location
- Notify Library Director/designee
- DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern
- Check victim for medical alert bracelet or necklace
- Provide information to first responders
- Disperse onlookers and keep others from congregating in the area
- If possible, isolate the victim(s)
- Direct someone (e.g. staff, patron) to meet and guide the first responders
- Assist emergency medical services personnel with pertinent information about the incident
- Complete an incident report and document all actions taken

Library Director/designee

- Ensure 911 was called and provide any updated information
- Secure victim(s) medical emergency profile
- Ensure someone meets and directs first responders
 - Provide any additional information about the status of the victim(s)
 - Provide information from the victim(s) medical emergency profile
- If needed, assign a staff member to accompany victim(s) to the hospital
- Notify district administration if student is involved
- Document all actions taken by staff

Severe Weather

Tornado/Severe Thunderstorm/Flooding/Wild Fire

Critical Information

Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows and large rooms with long-span ceilings in permanent structures. Building diagrams should be posted in each classroom highlighting routes to safe areas.

Watches: Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

Warnings: Indicate a hazard is imminent or the probability of occurrence is extremely high.

If a tornado or severe thunderstorm WATCH includes all or part of the district area:

Library Director/designee

- Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio

If flooding occurs near or at a school:

Library Director/designee

- Monitor NOAA weather radio, all-hazard or emergency alert radio stations
- Develop an action plan with local emergency management officials and transportation coordinator

Sexual Assault

Critical Information

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, humiliation, violence and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault.

In the event of a sexual assault or notification of a sexual assault:

Staff

- Notify Library Director immediately
- Maintain confidentiality during the investigation
 - Direct the individual not to repeat any information elsewhere, especially if not the direct victim
- *Do not leave the victim alone*
- Ensure the short-term physical safety of the victim
- If appropriate, preserve all physical evidence

Library Director/designee

- Maintain confidentiality during the investigation
 - If a staff person heard the report, instruct them not to repeat anything or give any information within or outside the library unless specifically told to do so
- Encourage the victim to seek support from a rape crisis center and/or to report rape to police
- Take action to control rumors
- Document all actions taken by staff and complete incident reports
- Store all records related to sexual assault incidents and services provided in a confidential administrative file

Shooting and /or Dangerous Weapons

Critical Information School policies should address who has the authority to initiate lockdown procedures in all schools and buildings.

If a person displays a firearm, begins shooting or shots are heard:

Staff

- Seek immediate shelter for staff and patrons
- Notify Library Director/designee
- School District Administration will initiate Lockdown procedure
- Provide location of the shooting or other dangerous weapons, if known

Library Director/designee

- Notify School District Administration to determine necessary lockdown procedure
- Call 911 and notify emergency responders
- Provide the following information, if known:

- Location of shooter(s) and/or weapon carrier
- Description, identity and number of shooters and/or weapon carriers
- Description of weapon(s)
- Number of shots fired
- Is shooting continuing?
- Number of injuries
- Document all actions taken by staff

Suicidal Threat or Attempt

Critical Information

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Patron confidentiality is superseded by the need for patron safety.

In the event a staff member believes a patron is a suicide risk or has attempted suicide:

Staff

- Stay with the patron until assistance arrives
- Notify Library Director
- Ensure short-term physical safety of the patron, provide first aid if needed
- Listen to what the patron is saying and take the threat seriously
 - Assure the patron of your concern
 - Assure the patron you will find help to keep him or her safe
 - Stay calm and don't visibly react to the patron's threats or comments
 - Do not let the patron convince you the crisis is over
 - Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the patron can receive appropriate medical care or counseling

Library Director/designee

- Call 911 if the patron needs medical attention, has a weapon, needs to be restrained
- Notify district administration if student is involved
- Document all actions
- Follow-up and monitor to ensure patron safety

Threat

Critical Information

A threat is the expression of intent to harm one's self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

In the event of IMMEDIATE danger:

Staff

- Take immediate action to secure or isolate the individual making the threat
- Prevent access to potential weapons
- Prevent access to the patron's backpack, purse, locker, cell phone or other personal property that may contain a weapon
- Take immediate action to move others from harm's way (in the immediate vicinity of the incident)

- Notify Library Director

Library Director/designee

- Call 911
- Notify district administration concerning need for lockdown procedure
- Document the incident

If threat is identified but there is no immediate risk:

Staff

- Complete an Incident Report Form
- Notify Library Director
- Maintain confidentiality

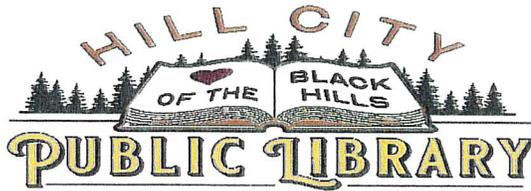
Library Director/designee

- Notify law enforcement, if appropriate
- Interview the individual posing a threat

Incident Report Forms Attached

Customer Satisfaction Forms Attached.

Adopted: 2/26/2013



Hill City Public Library
PO Box 88, 341 Main St. Hill City, SD 57745
Phone: 605-574-4529 e-mail: hcpubliclibrary@hillcitysd.org

Hill City Public Library Seasonal Library Card Application

Date _____

I, _____ own the _____
Employer's Name

located at _____.

My phone number(s) _____.

I employ _____ as a seasonal employee now through

Last day of employment

I, _____ live at _____
Employee's Name Hill City Address

My phone number (s) _____

Email Address _____

I understand that I will have a seasonal library card at the Hill City Public Library. The library card allows me the privilege of borrowing **1 item** (book, DVD, Blu-ray, magazine) at a time.

I do not have the use of Libby, Courier Holds, ILL Requests, or Reciprocal Borrowing.

_____ **Employee Please initial here if you understand and agree to this policy.**

Photo Identification Provided _____ Employment Verified _____

Proof of Seasonal Address _____

Employer's Signature _____ Date _____

Employee's Signature _____ Date _____

Library Director's Signature _____ Date _____

LIBRARIANS:

For seasonal cards Do Not issue a blue card. Please affix a bar code to bottom of contract.

FORM APPENDIX B
Hill City Public Library
Request for Reconsideration of Library Material

Date: _____

Title in question is a _____ Book _____ DVD/Video _____ Audio Book _____ Other

Author: _____

Title: _____

Request initiated by: _____

Address: _____

Phone #: _____

Email: _____

Do you represent yourself _____ or an organization (Please Name) _____

Have you reviewed the Hill City Public Library's Collection Development policy? _____

What brought this resource to your attention?

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 material of similar subject matter, which you would recommend as alternative 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 location in the library. Which area?
 - c. Other: (describe) _____

Signature: _____

Date Submitted: _____

Hill City Public Library Patron Card Number: _____

Section Reviewed: 10/10/11

Section Revised:

Section Approved: 11/03

Section Revised & Approved 02/23

Section Revised & Approved 4/23/2025

Form I

INCIDENT REPORT FORM

Date of Incident _____ Time of Incident _____

Name of person(s) involved in incident _____

Nickname of person(s) involved in incident _____

Street address _____

City and zip code _____

Telephone number _____

Physical description of person:

Sex: Male _____ Female _____ Age: _____

Height: _____ Weight: _____ Hair color: _____

Race: _____ Eye color: _____ Build: _____

Eyeglasses: _____ Mustache: _____ Beard: _____

Other distinguishing marks:

Description of clothing:

Names, telephone numbers, addresses of witness(es):

Location of incident:

Description of incident (provide as much detail as possible):

Action taken by staff:

Were police called: Yes _____ No _____

Name of reporting officer: _____

Police incident report number: _____

What action did the police take?

Did library staff file a formal complaint with the police? Yes _____ No _____

If yes, who filed the complaint? _____

Name of staff member completing this report: _____

Staff member's position or title: _____

Date report filed: _____

Date forwarded to Director: _____

Action taken by Director:

Any Library Board action required:

Form II

SPECIAL INCIDENT REPORT FORM*

Time/Date Occurred: _____ Time/Date Reported: _____
Reference # _____

Type of Incident: _____ Reported by: _____

Location: (be specific) _____

Victim Full Name: _____ Home Phone: _____ DOB: _____

Home Address: _____ City, State, Zip: _____

Witness/Victim: _____ Home Phone: _____ DOB: _____

Address: _____ City, State, Zip: _____

Agency Notified: _____ Responding Officer: _____

Describe injury or Loss: _____

Describe the incident, in chronological order that events occurred. Include full name, address and date of birth for all persons involved. Attach additional pages if necessary. Include final disposition or status of victim's property, etc.

Property Recovered/Destroyed: _____

Victim's Status: _____

Supervisor's Signature: _____ Date: _____

Reporting Party's Signature: _____ Date: _____

*Source: Layne, Stevan P. The Cultural Property Protection Manual, 2nd ed. Layne Consultants International, c 2002. p.54.

Form III

SUSPICIOUS ACTIVITY REPORT*

Time: _____ Date: _____ Location: _____
(show time, date and location of the reported activity)

Type of Activity: _____

Describe Person(s) Involved:

Subject #1 _____
Subject #2 _____
Subject #3 _____
Subject #4 _____

Vehicle(s) Involved:

Make _____ Model _____ Color _____ Lic# _____
Make _____ Model _____ Color _____ Lic# _____

Additional
Comments: _____

Your Name _____ Your Job Title _____
Business Phone _____ Home Phone _____
Mailing Address _____
Business Address _____
Cell Phone _____ E-Mail Address _____
Initial Report To: _____
Other Persons Notified: _____
Were Police Called _____ Other agencies _____ (if yes, identify) _____
Present Time _____ Date _____ Location _____
Witness _____ Your Signature _____

*Source: Layne, Stevan P. The Cultural Property Protection Manual, 2nd ed.
Layne Consultants International, c 2002, p.8

Form IV
ACCIDENT/INJURY/ILLNESS REPORT FORM

Date of accident/illness/injury _____ Time of incident _____

Full name of person involved in accident/injury/illness _____

Street _____

City and Zip Code _____

Phone number (include area code) _____

Age of person _____ Birth Date _____

Name of person's insurance carrier _____

Name(s) and address(es) of witness(es)

Summary of Incident:

Where did it occur?

What was the person doing when the incident occurred? Be specific.

Object or substance (source) responsible for injury:

Nature and extent of injury:

Action which was taken (i.e., ambulance called, person went home as desired):

Medical services called: Yes _____ No _____

Hospital name and address _____

Doctor's name and address _____

Name of person filing report _____ Date of report _____

Date referred to Director _____

Form V

BOMB THREAT FORM*

When will the device detonate? _____

Exactly WHERE is the device? _____

WHAT does it look like? _____

WHO placed it there, and when? _____

WHAT do you want from us? _____

Who are you, why are you calling? _____

Will you repeat these details to my supervisor? _____

Keep asking these questions until caller refuses or hangs up!!

Describe background noises _____

Approximate age of caller _____ Gender of caller _____

Did the caller have an accent? _____ Describe _____

Caller's exact words _____

Immediately notify your supervisor and call the police. Call 911 or other emergency numbers and repeat information. Do not leave until questioned by police. Retain this form.

***Source: Layne, Stevan P. The Cultural Property Protection Manual, 2nd ed. Layne Consultants International, c 2002. p.7**

FORM VI

COMPLAINT PROCEDURE

A complaint form can be filled out at any service desk or in the business office. Whenever a patron has a complaint or suggestion relating to a library service and an employee is not immediately able to solve the complaint to their satisfaction, they will be referred to the supervisor of the department but encouraged to fill out the Complaint Form. A copy is given to the department head in the department related to the complaint and the original is sent to the Director.

- 1) Department Head (or the Asst. Dept. Head in his or her absence): All written complaints are to be referred immediately to the Director (or in his absence, his/her designee). The Director should respond in writing within seven days. If the patron is not satisfied, they should write a letter to the Director asking that the complaint be referred to the Executive Committee of the Library Board for discussion. This letter must be written and received within fourteen calendar days of the date of the written decision of the Director.
- 2) Executive Committee (President, Vice President, Secretary, Treasurer): From the date that the Director receives the request for referral, the committee should meet and respond no later than 21 days. If their answer is unsatisfactory to the patron, the patron must request in writing within fourteen days of the date of the written decision of the committee that the complaint be passed on to the entire board. The patron must again request this in writing from the director.
- 3) Entire Board: From the date that the Director receives the request for referral, the Board must meet and respond in writing no later than 30 days. The patron shall be entitled to speak to the entire board, and the Board may call in staff it deems appropriate to also speak to the issue. The decision of the Board shall be the Final Decision on the issue and be entered into the Board minutes.

SERVICE COMPLAINT FORM

Name: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Whom do you represent: Self () Group ()

Name of the Group Representing _____

Department or Staff under Comment: _____

Please state your comment, suggestion or criticism (write on the back if more space is needed) : _____

When did the event or program occur? Date _____ Time _____

Are you aware of the policy relating to this issue? _____ Yes _____ No

What is the policy as you understand it? _____

Whom did you speak to on this subject? _____

Have you talked to the department head in charge of this department?

_____ Yes _____ No Their Name _____

What was their response? _____

Have you complained about this issue before? When? _____

What do you want to happen as the result of filling out this form? _____

Signature: _____ Date _____

For staff use only:

Staff member receiving comments: _____ Date _____

