

# **LANGFORD PUBLIC LIBRARY POLICIES AND PROCEDURES**

## **1. VISION STATEMENT**

Through the support of our staff, volunteers and community, the Langford Public Library aims to provide quality reading material, up-to-date technology and effective programming for all ages. Through these services, we will focus on building the capacity for our library, providing learning opportunities for personal growth and giving back to the community members a place to gather.

## **2. MISSION STATEMENT**

The Langford Public Library exists to provide the residents of our community, from birth to maturity, with access to a balanced collection of books, online access and quality programming which will serve their educational, intellectual and recreational needs.

## **3. GOALS AND OBJECTIVES**

The Langford Public Library has set a standard of operational goals in order to keep our library relevant to the people and times.

- a. Sustain the level of quality services (including book selection, technology resources and programming) for the current and future needs of our library and community by meeting regularly with the Library Board of Trustees to assess programming, purchases and new developments for the library, staff and patrons and set goals.
- b. Maintain the quality and current book inventory and provide up-to-date technology for use by the community patrons by regularly going through the book inventory, weeding, repairing, keeping a current list of desired books and ordering new books as requested by patrons, determined beneficial by the Librarian and funds allow.

## **4. RESPONSIBILITY**

The Langford Public Library adopts as part of its policy the following paragraphs from the LIBRARY BILL OF RIGHTS:

- a. 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 the origin, background, or views of those contributing to their creation.
- b. 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.

Professional responsibility: The Library Board provides the Librarian with the authority and responsibility for selection of all print and non-print materials. The Librarian maintains the expertise, education, training, and authority to interpret and guide the acquisition of library materials in accordance with library policy. Print or non-print materials selected by the Librarian shall be considered as selected by the Library Board.

## **5. SELECTION CRITERIA**

The Langford Public Library applies specific criteria to the selection of print and non-print materials, which relate to the objective of the Library.

- a. Artistic or literary excellence of the author or artist

- b. Relevance of the subject matter to the collection
- c. Appropriateness to level of user
- d. Authenticity or authority
- e. Interest
- f. Price
- g. Circumstances of use
- h. Timeliness or permanence of the material
- i. Format
- j. Inclusion of professional bibliographies, review journals or other selection aids

## **6. SCOPE OF THE COLLECTION**

Materials will be selected which meet the informational, recreational, research and reference needs of the general public. The library recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate materials. The Library maintains an interest in local and state history and will strive to acquire print and non-print materials in these areas provided that they are in the public interest. The materials include but are not limited to works about South Dakota and by South Dakota authors and general works relating to South Dakota.

## **7. COLLECTION MAINTENANCE**

In order to maintain relevant resources in print and non-print form, materials may be withdrawn from the collection on the basis of the criteria used for selection. Additional factors may include physical condition, use and relevancy or currency of information. The Librarian shall withdraw materials in an on-going basis from the library collections. The Librarian shall continuously keep the collection relevant but also review the collection in its entirety on an annual basis to ensure this policy is maintained.

## **8. LIBRARY USE**

- a. **HOURS:** The Langford Public Library hours of service are Tuesday and Friday from 9:30am – 5:00pm. The Librarian is allowed to work an additional 4 hours each week to plan and prepare for Board Meetings, Book Club, Summer Reading and Mother Goose Story Time.
- b. **LOANS:** Books may be checked out for two weeks at a time. Patrons may extend the booking by calling or stopping into the library, with the exception if a hold has been placed on a book by another patron.
- c. **FEES:** The library will not charge membership fees to local area residents. Late fees will not be charged for overdue books. In the event a book is never returned, after a reasonable amount of time has passed, the Librarian will determine if the book should be replaced and if so, charge the patron the cost for replacing the book. Damaged books (not including wear and tear from regular use) will be assessed and if possible, repaired by the Librarian as they are returned. If a damaged book is beyond repair, the Librarian will determine if the book should be replaced and charge the patron for the cost of replacing the book.
- d. **GIFTS:** Unconditional gifts, donations, and contributions to the library may be accepted by the librarian on behalf of the library board. Gifts or donations with specific conditions or restrictions will not be accepted without the approval of the library board. Generally, collections of books will not be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the general library collection. The same standards of selection will govern the acceptance

of gifts as govern purchases by the library. The Librarian may dispose of gifts at their discretion and in accordance with library procedures. Adopted March 10, 2017.

- e. CHILDREN: The Langford Public Library welcomes your children to use its facilities and services. Children must follow the same rules of conduct as any patron. In order to make the library a safe and pleasant environment for your children and others, the following rules have been established:
  - a. A child whose behavior is disruptive (excessive loudness, running, rudeness to others) will receive a warning. If the child continues to be disruptive, they may be asked to leave the library. If the child needs to contact a parent, they may do so and then wait by themselves until the parent arrives. More significant or repeated behavior may result in limited library access.
  - b. The Langford Public Library and staff are not responsible for the welfare of the children who are left unattended in the library.
  - c. Please arrange to pick up your children before the Library closes. Hours are posted on the front door.
  - d. Your cooperation in making the library a positive experience for everyone is appreciated.
  - ~~d.~~e. Children may be unattended in the Library for short periods of time as long as they abide by the rules of conduct. The Library is not equipped, nor is it the Library's role, to provide long- or short-term child care.
- f. PATRON CONDUCT: The following activities are unacceptable and prohibited on the premises of the Langford Public Library:
  - a. Threatening, obscene, abusive, disruptive or insulting language or behavior
  - b. Any form of harassment of patrons or employees
  - c. Possession of illegal drugs, substances or paraphernalia
  - d. The use of tobacco products such as cigarettes or chewing tobacco, cigars or pipes
  - e. The use of alcoholic beverages
  - f. Any theft, mutilation or tampering with library materials or city propertyReasonable consumption of food or drink may be allowed, except in designated areas. All employees are authorized to request compliance with these rules of conduct. The use of the library may be denied for due cause. Such cause includes but is not limited to: destruction of library property, disturbance of other patrons or any illegal, disruptive or objectional conduct on library premises. Failure to comply after request will result in an individual being asked to leave the premises. Failure to leave the premises will be considered to be a trespass and will result in contacting law enforcement officers. Any theft or tampering or vandalism concerning city property will be fully prosecuted by the Town of Langford.
- g. ABUSE OF LIBRARY PRIVILEGES: First offense shall result in a temporary suspension of 30 days. Repeat offenses shall be evaluated on an individual basis and results can vary from temporary to permanent suspension. All efforts will be made to ensure permanent suspension is only a last resort.
- h. OUTREACH SERVICES POLICY: Outreach services may be provided to residents within the city limits of Langford. Individuals, who are home-bound and unable to access the library on their own, may request outreach services. The loan period and the number of items to be checked out shall be agreed upon and approved by the librarian and may be updated at any time. Outreach patrons shall be responsible for

any materials loaned to them. The library will pick up and return the borrowed material within the city limits of Langford. Delivery will be based on staff or volunteer availability. The library reserves the right to refuse to deliver materials.

## **9. STAFF**

The Langford Public Library is governed and funded by the Town of Langford and therefore staff regulations, job responsibilities and description, salary and benefits, are the same as said entity.

## **10. SAFETY POLICY**

The library will follow Safety Policies as advised by the Town of Langford. In an effort to ensure the safety of the library's patrons and staff, in the event of an emergency, safety procedures will be activated as deemed necessary by library officials. Safety procedures may be activated due to inclement weather or situations that are potentially life threatening, involve actual or potential physical danger to staff or library users, or that may cause damage to library property.

## **11. COMPUTERS AND OTHER EQUIPMENT**

The library provides free access to a public computer with WIFI and a printer. Current color copies are 25 cents each and black and white copies are 10 cents each. Children under the age of 7 must be supervised by an adult while using the computer. By using the Library's electronic resources, users release and discharge the Langford City Council from any liability that might arise including loss of data, loss of privacy or damage from viruses or malicious code.

Langford Public Library does not monitor or control the information accessible through the Internet and cannot be held responsible for content. Be aware that information, data, programs or materials that may be deemed offensive, controversial or inappropriate, are accessible.

Parents or guardians are responsible for Internet resources accessed by their children. It is not possible for Library staff to control specific information people may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information.

Internet users are reminded that the Library is a public space and consideration for fellow Library users, especially children, is expected. The Langford Public Library reserves the right to cancel a user's access to the Internet should obscene or illegal content be viewed. Any illegal activity, such as child pornography, will be reported to the police and appropriate action will be taken. It is the responsibility of users to determine the validity of information found on the internet. Not all resources are accurate, complete or current.

When using computer resources, it is NOT ACCEPTABLE to:

- hassle, insult or offend other users
- copy copyright-protected materials without authorized access to any system
- propagate computer worms and viruses
- attempt to gain unauthorized access to any system
- send mail under the name of another
- compromise the privacy of others
- have food or drinks near the computer

**APPROPRIATE USAGE OF COMPUTER EQUIPMENT:**

Computer equipment and software must be used as installed. Users are not permitted to add, delete or modify installed hardware or software. Downloading to a temporary storage area is possible for saving to USB device or burning to a CD-ROM. Failure to use the library workstation and resources appropriately and responsibly may result in the loss of computer and internet use privileges.

Computers have a 30-minute time limit for usage. If there is no one waiting you may use the computer for as long as you want. Please do not turn computers off when you are finished, but log out of any sites that you may have been using. Do not save your user names or passwords to the computer. Computers must be shut down by 4:55 p.m. to prepare for closing time.

## **12. INTELLECTUAL FREEDOM AND CENSORSHIP**

The Langford Public Library maintains as part of its policy the Library Bill of Rights:

I. 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 the origin, background, or views of those contributing to their creation.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

The selection of library materials in print and non-print formats is predicated on the library patrons' right to freedom from censorship. The Library views censorship as an individual matter and declares that, while an individual may restrict their access to or reject materials that they do not approve of, no individual has the right to exercise censorship to restrict or hinder the freedom of others. The selection of library materials will not be inhibited by the possibility that print or non-print materials will come into the possession of minors. The Library maintains that it is only parents or legal guardians who may restrict their children, and only their children, from access of library materials. Parents or legal guardians must

advise their own children. Every citizen or library patron may recommend print or non-print materials for selection consideration. The Librarian will consider recommendations with the standard selection criteria outlined in the preceding paragraphs. Every citizen or library patron may question the selection of library materials. Recommendation or disapproval of print or non-print materials must be presented in writing on forms provided by the Librarian. Objections should be clear and include specific information on the title or nature of the work being questioned. The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

### **13. THE FREEDOM TO READ STATEMENT**

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

- a. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
- b. Publishers, librarians, and booksellers do not need to endorse every idea or presentation 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 should be published or circulated.
- c. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
- d. 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.
- e. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
- f. 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; and by the government whenever it seeks to reduce or deny public access to public information.

- g. 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, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

ADOPTED BY THE LANGFORD PUBLIC LIBRARY BOARD OF TRUSTEES ON: ~~January 5, 2024~~[July 2023](#)