

# **Parker Public Library**

## **I. Mission and Goals**

- A. The mission of the Parker Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming & respectful. We strive to promote a love for reading & learning during all stages of life and seek to inspire & nurture the minds of our patrons.
- B. The general library goals of the Parker Public Library shall be:
  - 1. To serve all residents of the community and the surrounding area.
  - 2. To acquire and make available books and other materials for all ages and in a variety of formats that are responsive to the informational needs and interests of the community and reflect its diversity.
  - 3. To provide the most frequently requested material locally and upon demand.
  - 4. To strive consistently to discover new methods and improvements for better service for the library's patrons.
  - 5. To update our technology as needed and keep public use computers available to all who need them.
  - 6. To regularly review these goals of the Parker Public Library and, if necessary, revise them in the light of new developments.

## **II. Who May Use the Library**

- A. The library will serve all residents of the community and the public library system area. Service will not be denied because of religious, racial, social, economic, or political status or because of mental, emotional, or physical condition, age, or sexual orientation.
- B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.
- C. All patrons residing outside of the library's legal tax area will be required to pay for a library card. Those owning a business in the legal tax area are exempt from this charge.

### **III. Patron Responsibilities and Conduct**

It is the patron's responsibility to maintain necessary and proper standards of behavior to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be asked to leave the library and restricted from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by staff, will be subject to the law.

#### **Young Children:**

The Parker Public Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff are not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under age five must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. An exception may be made at the librarian's discretion.

#### **Disruptive children:**

Children of all ages are encouraged to use the library for homework, recreational reading, computer use, and program attendance. The library staff realizes that the library will be noisier at busy times and that children, by nature, may cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that they must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, they will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with staff until the parent arrives.

### **IV. Services of the Library**

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should aspire to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to all age groups.
4. Cooperate with other agencies and organizations in our community.

5. Secure information beyond its own resources when requested.
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered and keep up to date on new services available.
12. Use media and other public relations mechanisms to promote the full range of available library services.

## **V. Responsibilities and Authorities of the Library Board**

The Parker Public Library encourages each library trustee to take advantage of training opportunities offered by the public library system or statewide agencies and organizations.

## **VI. Volunteers and Friends**

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Parker Public Library. In appreciation of volunteer services, the library acknowledges the need to organize volunteer activities and to provide for appropriate recognition.

A Friends of the Library group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a Friends of the Library group is often heavily involved in fundraising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board, which is the only body with legal authority to set policy for the development of the library.

## **VII. Personnel Policy**

### **A. Management Policy:**

The duly appointed library board shall have all management rights, authorities and responsibilities as stated in South Dakota *Chapter 14-2*.

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and procedures related to the daily operation of the library b) reporting and budgetary requirements that assure accountability and compliance with the law c) the expectations of the board regarding administrative processes and protocol.

The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library. The director shall be present at board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner, present periodic reports to the library board, prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.
3. The director will be responsible for preparing annual performance assessments for library staff and volunteers.
4. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
5. The director will recommend changes or additions to library policies as needed.
6. The director will perform preparatory work to assist the board with regular library planning.

## **VIII. Materials Selection/Collection Development Policy**

### **A. Objectives**

The purpose of the Parker Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and serves to inform the general public with the principles of selection.

The *Library Bill of Rights* and the *Freedom to Read Statement* have been endorsed by the Parker Public Library Board of Trustees and are integral parts of the policy.

The material selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

## **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Parker Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the public, the director has the authority to reject recommendations and will make the final decision on purchases.

## **C. Criteria for Selection**

1. Selection criteria utilized by the Parker Public Library align with the Public Library Selection Criteria outlined by the American Library Association. These criteria include, but are not limited to:
  - Individual merit of each item
  - Popular appeal/demand
  - Suitability of material for the clientele
  - Existing library holdings
  - Budget
2. Reviews are a major source of information about new materials. Reviews are considered from a multitude of items including, but not limited to, online reviews, newspapers, and book reviews, as well as reviews from our library patrons.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is given to requests from library patrons and books discussed on public media. Materials are judged based on the work as a whole, not on a part taken out of context.

## **D. Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for

the library on request of a patron if the request meets the criteria established by the Board. Book selection will be made by the director if no specific book is requested. The Parker Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

### **E. Weeding**

An up-to-date and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer additions. Materials may be repaired, rebound, or removed from the library when they become badly worn, damaged, out-of-date, over-duplicated or unused. This ongoing process of weeding and the manner of disposition is the responsibility of the library director and is authorized by the Board of Trustees.

### **F. Potential Problems or Challenges**

The Parker Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made based on anticipated approval or disapproval but solely based on the principles stated in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

### **G. Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn or restricted may request a "Statement of Concern" form from library staff. The Statement of Concern will be reviewed by the Library Director and the Parker Public Library Board of Trustees. Individuals must be a resident of Parker, SD or hold an active Parker Public Library card in order to present a Statement of Concern.

### **H. Censorship**

1. The selection of library materials is predicated on the library patrons' right to read, view, or listen and similarly, their freedom from censorship by others. Many materials are controversial and any given item may offend someone. The library upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the rights and responsibility of parents to determine and monitor their children's use of library materials and resources. This

library holds censorship to be a purely individual matter and declares that while anyone is free to reject for themselves books and other materials of which they do not approve, they cannot exercise the right of censorship to restrict the freedom of others. Selections for this library will not be made based on anticipated approval or disapproval but solely on the merits of the materials in relation to the building of the collection and serving the interests of the readers.

2. Parents or adult caregivers must assume responsibility for their children's access to and use of library resources, including the internet. Parents are cautioned that the library and its available resources may contain materials that some find controversial or offensive. The decision as to what a minor may read, view, or listen to is the responsibility of the minor's parent or guardian. The library encourages parents and guardians to help their children choose items that match their own family's values.
3. In compliance with South Dakota law, the library does not collect materials found to violate Section 22-24-27(11).

## **IX. Circulation Policy**

### **A. Registration**

All borrowers must be registered and must have a valid patron card on file to borrow library materials.

Identification, such as a driver's license, student ID, ID card or other official ID, may be requested.

Applicants under 13 years of age must have a parent or guardian give consent on the application form before a new card can be issued. This parental/guardian signature is not required for children who are renewing cards.

All library cards expire if they have not been used for 5 years.

### **B. Loan periods**

1. 2 weeks for books, puzzles, and DVDs. Automatic Renewal after 2 weeks.
2. 2 weeks for New Release & Seasonal Items – No Renewal

There is no limit on the number of items a patron can borrow at one time, but the Library Director may restrict the number of items of a certain subject matter or of a series, if they are in great demand.

### **C. Reserves**

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by telephone when the materials are available. There is no charge to the patron for placing a reserve. Reserves will be placed on a first come, first served basis.

### **D. Fines and charges**

There are no fines for overdue materials. A first notice is sent by mail or email after the material is due. If the material is not returned within a designated period, a bill will be sent with the cost of replacement. Patrons who have been sent an overdue notice may be denied borrowing privileges until those overdue materials are returned or the bill has been paid.

### **E. Damaged/Lost materials**

If materials are damaged so as to be judged by the library staff as being unsuitable for the collection, the patron must pay the replacement cost. Patrons will also be required to pay for replacement cost for any lost materials. Notice of these charges will be sent to the patron.

### **F. Confidentiality**

The Parker Public Library protects the confidentiality of all records.

## **X. Reference Service Policy**

The Parker Public Library

- Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence.
- Will assist patrons in the use of the library and teach basic research methods, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for individuals who telephone)
- May refer library users to other agencies and libraries in pursuit of needed information.



## **XI. Programming Policy**

A “program” is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes, but is not limited to, such activities as story times, summer library programs and book or author discussion groups.

## **XII. Public Relations Policy**

A. Public relations goals of the Parker Public Library are

- To promote a good understanding of the library’s objectives and services among governing officials, civic leaders and the general public.
- To promote active participation in the various services offered by the library to people of all ages.

B. The Board recognizes that public relations involves every person who has connection with the library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio or television will be approved by the director.

## **XIII. Equipment Use Policy**

Computers are available to patrons on a first-come, first-served basis. There is no charge for the use of computers; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. The time limit is 30 minutes. The library staff may allow patrons to exceed 30 minutes if there are no other individuals waiting to use the computer. Library staff are available for general assistance in using the computer. However, staff are not expected to train patrons in the use of programs.

In compliance with the Children’s Internet Protection Act, the library utilizes a technology protection measure that blocks access to images deemed (a) obscene; (b) child pornography; or (c) harmful to minors. The Parker Public Library does not monitor

and has no control over the information published by third parties that is accessed through the Internet and cannot be held responsible for any such content accessed on the internet.

A printer is available. Copies with cost \$0.25 per sheet for black and white and \$0.50 for color. Fees must be paid at the conclusion of the session.

#### **XIV. Disasters Policy**

##### **Fire**

Do not panic but do not underestimate the potential danger to patrons or staff. At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately clear the building and call 911.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

##### **Health emergencies**

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.

911 should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

##### **Bomb Threats**

If the library receives a bomb threat by phone, clear the building. If possible, keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.

Pay particular attention to specific background noises such as motors running, background music and any other sounds which may indicate where the location of the call originates.

Listen closely to the voice (male, female), voice quality (calm, excited, angry), accents and speech impediments.

Immediately after the caller hangs up, call 911. Law enforcement will handle the actual bomb search.

### **Snowstorms**

The library will follow the recommendation and actions of the city to close for a snowstorm.

### **Tornado**

In the event of tornado warnings or severe thunderstorms, move all staff and patrons to a storage room away from windows to take cover.

## **XV. Revision of Library Policies**

The preceding statements of Parker Public Library's policies shall be subject to review and needed revision on a regular basis by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: December 2024