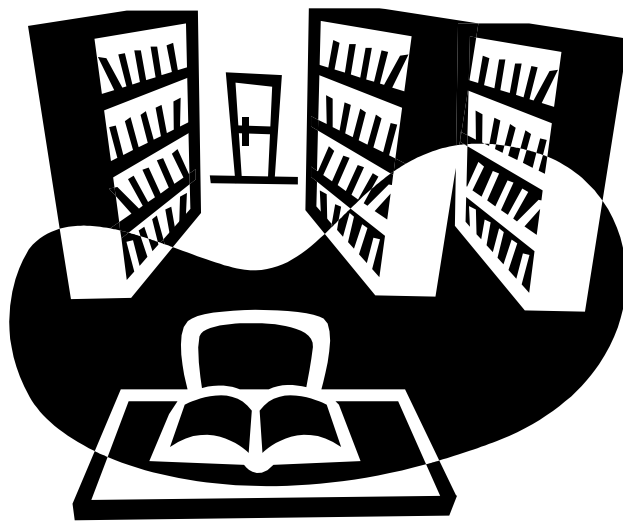


# **BROADWATER SCHOOL & COMMUNITY LIBRARY**



## **Library Policy Manual**

Adopted: December 20, 1994

Revised 1999, 2005, 2007, 2010, 2015, 2018, 2021

**Mission Statement:**

The Broadwater School & Community Library will provide all members of the community with free and equal access to the diversity of publicly available ideas and information.

The library will accomplish this mission by effectively providing open and non-judgmental access to its resources and services without regard to race, citizenship, age, sex, handicap, creed, educational level, economic status, or any other qualifying condition. The library will actively serve as a community center for information and education.

The library will also strive to identify the current and future needs and interests of the community, school and individuals so that those resources and services most needed and wanted will be easily available.

# **BY-LAWS**

## **ARTICLE I - LIBRARY BOARD OF TRUSTEES**

### Section 1 - Appointment/Number/Terms

See the Broadwater School & Community Library Interlocal Agreement

### Section 2 - Compensation

Trustees shall serve without compensation but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds with joint board approval.

## **ARTICLE II - OFFICERS/POWERS, DUTIES, AND RESPONSIBILITIES**

### Section 1 - Officers

The elected officers of the Library Board of Trustees shall include but not be limited to chairperson and vice-chairperson.

### Section 2 - Election, Term of Office, and Vacancies

See the Broadwater School & Community Library Interlocal Agreement

### Section 3 - Removal

Any officer elected or appointed may be removed by the joint board whenever, in its judgment, the best interests of the library would thus be served.

### Section 4 - Duties of Chairperson

The chairperson shall preside at all meetings; shall appoint all standing and special committees; and shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the joint board from time to time. The chairperson shall be an ex-officio member of all committees.

### Section 5 - Duties of Vice-Chairperson

In the absence of the chairperson or in the event of his/her inability or refusal to act, the vice-chairperson shall perform all duties of the chairperson, and when so acting, shall have the powers of and be subject to all restrictions upon the chairperson. In the absence of both chairperson and vice-chairperson, a joint board member designated by the joint board shall exercise the chairperson's function.

### Section 6 - Powers, Duties, and Responsibilities of the Library Board of Trustees

See the Broadwater School & Community Library Interlocal Agreement

## **ARTICLE III - MEETINGS**

### Section 1 - Regular Meetings

The joint board shall hold approximately five meetings per year at a time and place convenient to the members.

### Section 2 - Special Meetings

Special meetings of the joint board may be called by the chairman, superintendent or chief librarian, or upon written request of three (3) members of the joint board.

### Section 3 - Quorum

The presence of a majority of the board's voting members shall constitute a quorum for the transaction of business.

### Section 4 - Manner of Acting

The vote of a majority of the trustees present shall be necessary for the adoption of any matter unless a greater proportion is required by law or by these by-laws.

### Section 5 - Parliamentary Rules

The usual parliamentary rules shall govern the proceedings of the joint board, and upon the demand of any one member of the joint board, the vote on any proposition shall be taken by yeas and nays and the yeas and nays shall be recorded.

### Section 6 - Order of Business

Call to Order

Minutes

Recognition of Individuals, Delegations, and Correspondence

Old Business

Operations Report - Chief Librarian

New Business

Adjourn

## **ARTICLE IV - FINANCE AND BUDGETING**

See the Broadwater School & Community Library Interlocal Agreement

## **ARTICLE V - LIBRARY POLICIES**

See the Broadwater School & Community Library Interlocal Agreement

## **ARTICLE VI - CHIEF LIBRARIAN—*All job descriptions are included in Appendix M***

### Section 1 - Selection

See the Broadwater School & Community Library Interlocal Agreement

### Section 2 - Duties

1. Execute and administer library policy
2. Direct and supervise library staff and library operations during school calendar year
3. Report to the joint board on the condition of the library
4. Make recommendations to the joint board on new policies and procedures
5. Perform other such duties as determined by the joint board or superintendent

6. Be a full-time employee
7. Be synonymous with “director” on public library issues and perform duties as such
8. Monitor monthly expenses and inform District Clerk of expenditures
9. Assist in the preparation of annual budget
10. Coordinate special programs as needed
11. Chief Librarian may work as a substitute for public librarians.
12. Chief Librarian will be responsible for the completion of inventory of specified areas once per year as scheduled.

## **ARTICLE VII - AMENDMENTS**

The by-laws may be altered, amended, or repealed and new by-laws may be adopted by a majority of the trustees present at any regular meeting or at any special meeting if at least thirty (30) days written notice is given to each trustee of the intention to alter, amend, or repeal, or to adopt new by-laws at such meeting.

## **ARTICLE VIII - CONTINUING EDUCATION FOR STAFF/TRUSTEES**

1. Continuing education is a must for staff and trustees alike. Attendance at, and funds for travel and registration to, staff development opportunities for staff and trustees will be approved as may be deemed appropriate and applicable by the superintendent.
2. Public librarians may request release time for educational purposes. Requests must be in written form and submitted to the superintendent at least one week prior to the date of leave. A completed travel expense form will also be required. Decisions will be made by the chief librarian and/or the Superintendent of Schools regarding professional leave requests. Appeals can be made to the library board.

## **ARTICLE IX - FEDERATION ADVISORY BOARD MEMBERSHIP**

### Section 1 - Representation

In accordance with membership in the Broad Valleys Library Federation, one (1) member of the joint board of trustees will represent Broadwater County.

### Section 2 - Duties of Representative

The representative to the Broad Valleys Library Federation will attend all meetings of said Federation. If a conflict arises, the joint board will designate a proxy from among themselves.

The representative will present a report of Broad Valleys Library Federation meeting to the joint board at its next regularly scheduled meeting. The report shall constitute an official part of the minutes.

Approved and Adopted: December 20, 1994

**APPENDIX A**

**ADAPTED FROM SCHOOL DISTRICT POLICY 2310**

## WEEDING CRITERIA FOR COLLECTION DEVELOPMENT POLICY

### **Goal**

Maintain a well balanced collection that will match the needs and the wants of the users, real and potential. The weeding task will be performed using the generally accepted guidelines and be supervised by the Chief Librarian with the assistance of public and school library staff. Currently we are using the Texas "CREW Method" and the Montana "Non-Fiction Collection Guidelines for Smaller Libraries".

### **Rationale**

Weeding is undertaken to:

- √ save space
- √ make room for new materials
- √ increase circulation
- √ increase accessibility
- √ improve efficiency
- √ reduce costs
- √ improve collection, service, and support
- √ support curriculum of school

### **Criteria for Selection**

- √ poor physical condition
- √ outdated format -- fine print, outdated and or unattractive visuals
- √ outdated and/or inaccurate content
- √ inappropriate subject or treatment of a subject when considered in relation to the needs of the students, teachers and community members to be served by the media program
- √ mediocre or poor quality presentation of content
- √ unnecessary duplication - duplication of Accelerated Reader (AR) books may be necessary
- √ lack of use (10 year time frame) or as recommended in the Texas "CREW Method" and the Montana "Non-Fiction Collection Guidelines for Smaller Libraries".

### **Guidelines for Disposal**

- √ in accordance with district policy, discard afterwards or if applicable, at time of removal
- √ remove from computerized card catalog



## COLLECTION DEVELOPMENT POLICY

### A. **Introduction**

#### 1. Audiences and Purposes of the Policy

This policy is intended to provide a tool to assist in the shaping of library goals, patron needs, and acquisitions to the collection. It is intended to provide the staff, school, governing bodies and the community with information as to how selections of materials are made. This policy will stay flexible in consideration of changing needs in an era of increasing information.

#### 2. Community Analysis & User Groups Defined

Broadwater County is mountainous with expansive valley areas that are used for agriculture. Canyon Ferry Lake covers 43,435 acres in the northern part of the county. The Missouri River flows through the county offering both irrigation for crops and recreational opportunities. Situated between Bozeman and Helena, it is located on one of the major two land highways in the state. Because of the quality of life and a lower cost of living, some residents live in the county and commute to Helena. Older residents are choosing to retire in Townsend.

Broadwater County had a population of 3,318 in 1990 which grew to 4,385 in 2000. Townsend, the only incorporated town in the county, had a population of 1,867 in 2000. Users in the library include pre-school, students, professionals, unemployed, retired, and nursing home residents.

The Broadwater School & Community Library is a consolidated library encompassing the combined operations and collections of the county and local school system. The library is governed by an Inter-local agreement between Broadwater County and Townsend Schools, K-12 District #1. The governing library board is made up of representatives appointed by the county commissioners and school district. In accordance with the Interlocal agreement, the school district is charged with the responsibility of managing the personnel, financial, and day-to-day operations of the consolidated library.

#### 3. Programs and Patrons Needs

The library supplies the following programs to meet the needs of its patrons.

**Pre-school** - Story hours and Summer Reading Program., beginning reading material.

**Students and School** - Research and leisure reading materials, Friends of the Library Programs, ~~LEGO Club~~

**Community Members**– Interlibrary loan, Montana Library 2 Go and the Montana Collection.

**Unemployed** - Job seeking information and technical knowledge.

**Nursing Home** - Large print.

**Retired** - Hobbies, crafts, recreational and reading material.

#### 4. Statement About the Collection

Number of Volumes: 40,745

Number of Periodical Subscriptions: 30

Number of DVD: 1421

Books on CD: 429 and Montana Library 2 Go-downloadable

### Assessing and Evaluating Patron Need & Services

Broadwater School and Community Library shall regularly evaluate its services to assure that the service furthers the institution's goals and that the goals reflect the needs and interests of the community/school served. Results of the evaluation will be used to determine the optimum allocation of resources to provide quality service.

The library will strive to provide the best possible services for all patrons. Patrons are encouraged to express their concerns to the individual library staff or to the Chief Librarian. Issues that cannot be resolved with the Chief Librarian shall be referred to the Superintendent and/ or the Library Board.

#### 5. Cooperative Collection Management and Interlibrary Loan

The American Library Association and Broadwater School and Community Library recognizes that the sharing of material between libraries is a core library service and believes it to be in the public interest to encourage such an exchange. See Appendix L—Interlibrary loan.

## **B. General Priorities, Limitations and Policies**

### 1. Chronological Coverage

Volumes retained in the collection contain information of a general nature relevant to the subject. Volumes considered classics in the field are kept. The library strives to keep the non-fiction and fiction levels at less than ten years old. The collection reflects the various interests of our patron base.

### 2. Formats

The following formats are collected in the library: books, periodicals, sound recordings, DVD's,.

Paperbacks are purchased by the library for popular reading, and are entered into the non-fiction and reference collections when deemed appropriate.

Textbooks will be used as an informational source only if this is the only source available. Large print is purchased with the intent of currency for rotation with another library. Other formats are considered for the collection if space allows.

Pamphlets will not be added to the collection. They will be placed in the information section.

### 3. Multiple Copies

The library normally may purchase duplicate material as needed.

### 4. Languages

Additional copies of materials in non-English format will be acquired as needed.

## 5. Funding Considerations

Funding for the library collection is a joint school/county effort outlined through the interlocal agreement. Monthly book budget is divided equally between public and school acquisitions. Audio and video materials are purchased, as needed, with equal amounts for public and school. This will be in keeping with the collection development guidelines. Other funding sources may include: donations, federation money, grants, state aide, and the Friends of the Library.

## 6. Collection Responsibilities and Selection Procedures

Broadwater School and Community Library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Materials reflects the philosophy, goals, material needs and interests of the school district and citizens of Broadwater County. The library strives to purchase materials recommended by Montana Office of Public Instruction. In addition, the school district and the library board endorses the American Library Association Bill of Rights and The Freedom to Read statement.

The Public and School Librarians shall make specific selections. When appropriate, the librarians will solicit broad participation from staff, students, parents/guardians, and community members. Also, librarians shall select materials by examination from reviews, recommended lists, and standard bibliographic tools. If materials are to principally serve the school district needs and goals, then the selection criteria found in Appendix A will be used.

## 7. Gifts Policy

The chief librarian in conjunction with the joint board has the final authority of acceptance of all gifts. All donations are accepted by the library with relevance to the collection. Other material will be sold or discarded in accordance with joint board policy. No gifts are received with "strings" attached, unless reviewed and approved by the joint board. No appraisal of gifts can be given, but donation forms are available.

Once an item is donated to the library, it becomes the property of the library, and will be treated in the same manner as books purchased. If a donor wishes, a special gift bookplate will be put on a book, identifying it as a gift from the named donor. Monetary gifts and bequests are accepted and noted in the memorial and gift book, then placed in the Broadwater County Friends of the Library Fund or Interlocal Agreement Fund 82.

Any donations more than 15 years old not accepted with the exception of the Montana Collection and Fiction which will be evaluated on an individual basis.

## 8. Collection Maintenance

See Appendix C - Collection Weeding Policy

## 9. Complaints and Censorship

See Appendix B - Guidelines for the Reconsideration of Library Media Center Material

## C. **Subject Areas Collected**

Collection Levels: The levels are adapted from RLG Collection Development Manual, 2nd Ed. The levels are defined as follows:

0—Out of Scope - Library does not collect.

1b—Minimal Level- Minimal levels, but chosen well: few selections are made, but basic authors, some core works, or a spectrum of ideological views are represented. Can support fundamental school and public library inquires.

2a—Basic Level- Basic study level, introductory: a collection of up-to-date materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. A collection of this level may include: dictionaries, encyclopedias, and periodicals in the minimum number that will serve the purpose. A basic information collection can support school instruction and routine public inquires, but is not sufficiently intensive to support higher-level academic courses or independent study or the wide-ranging recreational reading demands of a highly educated general public.

3a —Study Level- Includes the most important primary and secondary literature, a selection of basic representative periodicals, and the fundamental reference pertaining to the subject. Adequate for independent and for the lifelong learner needs of the general public, covering appropriate reading levels.

4—Research Level

## **Present Collection Levels for Broadwater School & Community Library and Subjects Collected**

### **1. Adult and Junior Nonfiction including Large Type and Oversized:**

Basic Level

000-Generalities

Basic Level

100-Philosophy

Basic Level

200-Religion

Basic Level

300-Social Studies

Basic Level

400-Languages

Basic Level

500-Pure Science

Basic Level

600-Applied Science

Basic Level

700-The Arts

Basic Level

800-Literature

Basic Level

900-General Geography and History

**2. Montana Collection including Oversized:**

Study Level– Fiction and nonfiction 000-900's

**3. Story Collection:**

Basic Level– Fiction

**4. Adult Fiction including Large Type:**

Basic Level– Fiction

**5. Juvenile Fiction including Oversized:**

Basic Level-Fiction

**6. Juvenile Paperbacks:**

Basic Level-Fiction

**7. Board Book:**

Basic Level-Fiction

**8. Reference including Oversized and Sets:**

Minimal Level– Nonfiction 000-900's

**9. Montana Mining Files:**

Minimal Level– Nonfiction 000-900's

**10. DVD, Videos, Books on Tapes and DVD's:**

Minimal Level-Nonfiction 000-900's and Fiction

**11. Curriculum and Oversized Curriculum:**

Basic Level-Emphasis on Unbiased Materials– Nonfiction 000-900's and Fiction

Future Acquisition Levels:

Adult Department– Reductions must be made in the adult collection in order to maintain a relevant collection with space limitations. High interest levels of books and materials will be made based on school and community patron requests.

Youth Department- Reductions must be made in the youth collection in order to maintain a relevant collection, keeping in mind space limitations. A long-range goal of weeding must be done on this level and beyond to make room for more current materials. Withdrawal of damaged and little-used materials is vital.

# **POLICIES**

## **SERVICE ANIMAL POLICY**

**POLICY:** The library recognizes legal rights under federal and state laws regarding use of service animals. The Library also considers the safety and health of all of its patrons, the public and library staff to be of utmost priority. No pets or animals other than service animals are allowed in Broadwater School and Community Library unless they are part of a Library sponsored program. Handlers of pets will be asked to remove them from the library.

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. (AMERICANS WITH DISABILITIES ACT 28 Code of Federal Regulations Part 36 104)

A person who is training a service animal is entitled to the same rights and assumes the same responsibilities granted to a person with a disability. A service animal in training that is a dog shall wear a leash, collar, cape, harness, or backpack that identifies in writing that the dog is a service animal in training. Other service animals in training must also be identifiable by written identification as a service animal in training. The written identification for service animals in training must be visible and legible from a distance of at least 20 feet. (MCA 49-4-214 (3)(4))

Individuals with disabilities may bring their service animals into all areas of the library where members of the public are normally allowed to go. All service animals must be under the full custody and control of their handler at all times. Also, all service animals must be on a leash or harness at all times unless the handler is unable to leash or harness the animal because of a disability or use of a leash or harness would interfere with the animal's safe, effective performance of work or tasks. If the service animal cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g. voice control, signals, or other effective means).

Handlers of the service animal are solely responsible for the supervision and care of the service animal. Therefore, handlers must keep the service animal directly with them at all times.

Staff may ask if an animal is a pet or a service animal required because of a disability; they can also ask what tasks the animal has been trained to perform. Staff may not ask about the handler's disability.

The service animal may be asked to leave the library if:

1. The animal is out of control and the animal's handler does not take effective action to control it; or
2. The animal is not house broken.

In these cases, Library staff should give the person with the disability the option to obtain library services as well as providing assistance when needed, without having the service animal or service animal in training on the premises.

PROCEDURES: Library staff will document any inquiries regarding whether a service animal is required because of disability and what tasks it has been trained to perform. They will also document, in the incident log, any incidents with a service animal and it's handler up to and including: requests for the handler to remove the animal from the Library because it is out of control and the handler has not proven effective in controlling the animal and incidents showing that the animal has not been house-broken.

Staff will observe the fundamentals of service dog etiquette:

- Do not touch, distract or interact with the service animal in any way.
- Do not feed the service animal.
- Do not ask the handler personal questions about his or her disability.

Examples of a service animal that is out of control include, but are not limited to:

- Jumping, running, not under the control of the handler
- Handler allowing their animal to solicit attention
- Failure to clean up after or notify staff that the animal has had an accident or becomes ill



## **UNATTENDED CHILDREN POLICY AND VULNERABLE ADULTS**

The Broadwater School and Community Library is committed to helping children and vulnerable adults with activities related to the library. In addition, it is not the responsibility of library staff to serve as baby-sitters, teachers, or disciplinarians. The Broadwater School and Community Library occasionally provides programs which are designed and suitable for attendance by children without parental supervision. Prior announcement of such programs will be made. At all other times, children under the age of 10 and vulnerable adults must be accompanied and directly supervised at all times by a parent or other responsible care-giver for their safety.

### Procedures:

- When an unattended child is identified, library staff will make every reasonable effort to locate the parent or care-giver of the child.
- If the safety of an unattended child is in doubt, or the parent or responsible care-giver cannot be located, or if the library is closing, staff will call the police and stay with the child until the police arrive.
- Children 10 years old and older may use the library unattended by an adult, subject to other Library rules and policies governing behavior, conduct and demeanor.

### Unattended children after hours:

- In the event a young person is still in the library fifteen minutes after the library closes to the public, the police will be called to pick up the young person. Staff will make reasonable attempts during that time to reach parents by telephone. Staff will not take a young person home. Library staff will stay with the child until the police arrive.
- Whenever possible, the library will notify parents or guardians of incidents involving an unattended child. Parents are responsible for the behavior of their children while they are in the library and violations of this policy are grounds for suspension of library privileges.

Approved by the Board of

Trustees on February 27, 2006, updated 2021

## **DISRUPTIVE ADULT AND CHILD PATRON POLICY**

Policy Statement: The Broadwater School and Community Library is dedicated to providing access to informational and recreational materials and to providing patrons and employees the right to use materials and service without being disturbed, impeded, or endangered. The Broadwater School and Community Library will provide a secure and comfortable environment to patrons and staff. Montana Public Library law (MCA 22-1-312) gives the Library Board of Trustees specific power to "exclude from the use of the library any and all persons who shall willfully violate the rules of the library."

Procedures:

- A patron who engages in any activity which disrupts the use of library facilities by patrons or disrupts the ability of staff to perform its duties will be asked to cease such activity immediately by library personnel.
  
  - In such instances involving minors, or adults identification will be requested and the incident may be reported to parents or guardian as well as the Head Librarian by phone and in writing. All parties involved will be included in incident report.
  
  - If the patron fails or refuses to comply with a request, or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the remainder of that calendar day. If he or she refuses to leave, the police will be summoned.
  
  - Library personnel will record instances in which patrons are required to leave the library on an incident report. Incident reports will be filed with the Chief Librarian and the School Superintendent. Upon the second recorded instance in which a patron is required to leave the library premises, the Superintendent and/or the Head Librarian shall bar the patron from use of library premises until further notice. The Chief Librarian with input from the Superintendent will determine length of removal if the offense is illegal. This will over rule the policy mentioned below. Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the Library and advised of the consequences of any further recorded instances. Any individual has the right to appeal his or her exclusions. Patrons wishing to appeal such action may do so upon written request to the Chief Librarian and then to the library board if further action is necessary.
- 1st Offense-Verbal-Immediate Removal From library and premises (written report to head librarian and sent home)  
2nd Offense-1 Week (written report to head librarian and sent home)  
3rd Offense- 1 Month (same as above)  
4th Offense-1 Year (Same as above)
- In the event a person who is barred from use of the Library attempts to enter the library during a period of exclusion, the police will be summoned and informed of the prior action.
  
  - If library staff believe the actions of a person constitutes an immediate threat to patrons or staff, the police will be called and no warning to the patron is necessary.

## *Broadwater High School Library Policy for Study Halls*

- Students sent from study hall must have a pass with a specific purpose and be doing library activities.
- Six students at a time will be sent to use the library in 20 minute intervals. Twenty minutes is the maximum time unless students are granted additional time through the library staff. Additional time will not be given to study groups.
- Study groups are limited to two students and use the tables in view of the check out counter. If a group is asked to leave the library, those students will not be allowed back to the library for group work.
- Students who have written permission by teachers may access the library as needed.
- Students reading in the library may be granted extra time and must be in view of the checkout counter.
- Teachers are asked to provide passes allowing students to work in groups.

## *Customer Service Policy*

The Library's mission requires excellent customer service. Successful customer service involves a knowledgeable, friendly staff team that connects library patrons to what they need, leaving them satisfied, happy, and eager to return.

While at work, each staff member is a representative of the library. The impression we make profoundly affects the library's image and ongoing support. Because every patron interaction is important, being helpful is our highest priority. All other library policies should be interpreted in light of the principles outlined below.

### Customer service principles

- Treat every patron with equal respect and every request with equal importance.
- Always be ready and willing to help, making patrons feel valued.
- Provide accurate, friendly and efficient service, and invite patrons to return.
- Do your best to meet patrons' needs and exceed their expectations. Whenever possible, judgment calls should be made in the patron's favor.
- If you are unable to comply with a request, offer an alternative.
- Be well-versed in library policies and be able to explain the rationale behind them.

Always seek possible improvements to promote service excellence.

### Ethics/confidentiality guidelines

- Do not offer personal opinions or advice; refer patrons to authoritative sources instead. Use common sense and diplomacy in discussion of Board decisions and library policies.
- Do not discuss patron interactions in public areas.
- All interactions between a patron and the library are confidential and should be discussed only in a professional context (including but not limited to registration information, patron circulation records, and reference questions).
- Positive operating procedures
- Smile to greet approaching patrons.

- Welcome new borrowers and give them all the time and information they may need. Encourage them to come back often – if there is time for a brief tour and they are interested, give one.
- Look up and around periodically at the desk
- Be proactive. Approach patrons and offer to help.
- Find ways to say “yes.” Offer options such as interlibrary loan or electronic products if print material is unavailable.
- Invite patrons to return for additional assistance.
- Ask follow-up questions to make sure their needs have been met.
- If you are helping others, acknowledge patrons that are waiting by making eye contact. Explain, if needed, that you are assisting someone else but will be with them as soon as possible.
- Keep your voice low in the library.
- Be friendly, but avoid long conversations with patrons; explain that you need to get back to work.

Keep conversations with other staff to a minimum in public areas. Even if you are discussing library business, patrons may perceive you are either merely socializing or too busy to help them.

- Answer the telephone in a timely manner.
- Use a friendly tone and identify the library.
- Patrons who are present in the building take precedence over telephone inquiries.
- If you are unable to work on a caller’s request immediately, offer to call them back.
- Avoid personal calls while on duty.
- Be aware of the visual impact of the library.
- Eliminate clutter and present an organized, neat service area.
- Confine food and drink to staff areas.
- Listen courteously to patron suggestions and encourage them to fill out a request for materials card.

- If a patron has a complaint, listen attentively in a non-judgmental manner. Refer to the appropriate library policy, and when necessary refer the patron to the Director. If a patron has concerns about an item in the collection, ask them to fill out the appropriate form to begin the review process.

Strive for patrons to experience a user-friendly, accessible environment that meets their information needs.

#### Teamwork

- Be punctual; your colleagues will appreciate it.
- Be mutually supportive of other staff. Keep in mind that the quality of your work always impacts that of another. Share resources and expertise.
- Value and respect the skills, abilities, and contributions of your co-workers.
- Be flexible.
- Help each other to be a success.
- If you don't know the answer, find someone who does. Avoid saying "I don't know;" use "I can find out!"
- A friendly, helpful attitude ensures a positive experience even when the message you must convey is not a pleasant one.
- Communicate a positive perspective to patrons and co-workers about library policies and procedures.

Bring forward your good

Adopted May 2015



# BROADWATER SCHOOL & COMMUNITY LIBRARY

201 NORTH SPRUCE ST.  
TOWNSEND, MT 59644  
(406) 266-5060



## DONATION POLICY

The Broadwater School & Community Library thanks you for giving the following donation to the library. It is with the help of people like yourself that the library will be able to grow and become even more valuable to the community.

In leaving these items at the library, however, you understand that authorized staff and volunteers working for the library have the right to dispose of or sell any item donated by you for the library's use. You give the library permission to do the following with the donated property listed below without notification to you:

Lend the property to the public as a library service.

Set up the library for the public's use with the property (as in furniture, etc.)

Dispose of the property as needed.

Sell the property to obtain finances for the library's needs determined by the authorized staff or volunteers.

I have donated the following items to the Broadwater School & Community Library and accept the information given above concerning the use of this property.

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Property Donated \_\_\_\_\_

The above is not an itemized listing of the property donated. For tax purposes, if an itemized list is requested, the person donating the property must make the list and place a value on each item. The list can be attached to a copy of this form as a receipt. The library is not responsible for placing a value on the property.

Library Staff/Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Electronic Network and Internet Access Policy**

### **MISSION:**

The mission of the Broadwater School/Community Library is to ensure that the people of Broadwater County have the right and means to free and open access to ideas and information which are fundamental to a democracy. The Library will protect intellectual freedom, promote literacy, encourage lifelong learning, and provide library materials and information services.

Throughout its history the Broadwater School/Community Library has made information available in a variety of formats, from print to audiovisual materials. The library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources.

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive or disturbing.

In introducing the Internet as an information resource, the Broadwater School/Community Library's goal is to enhance its existing collection in size and depth and as a public access agency give opportunity to any citizen who wishes to participate in navigating the Internet.

The Library does not control or monitor other material which may be accessible from Internet sources. It is not possible to apply the same criteria which are used for other materials.

### **PURPOSE:**

The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources.

Each and every user accepts responsibility to protect the rights of the community. (Any member of the Broadwater School/Community Library who, without authorization, accesses, uses, destroys, alters, dismantles, or disfigures any institution's information technologies, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the atmosphere of members of the community, and has engaged in unethical and unacceptable conduct). Moreover, that person may be guilty of violating the **Montana Criminal Code** and such action may be punishable by a sentence and/or fine.

### **GENERAL POLICIES:**

The Broadwater School/Community Library and the staff characterize as unethical and unacceptable, and just cause for taking disciplinary action including the removal of networking privileges, and/or legal action for (but not limited to) any of the following:

1. Violates institutional or third party copyright license agreements and other contracts.
2. Interferes with the intended use of the information resources.
3. Seeks to gain or gains unauthorized access to information resources.



4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer based information and/or information resources.
6. Without authorization invades the privacy of individuals or entities that are creators, authors users, or subjects, of the information resources.
7. Transmits or causes to be transmitted communications that may be construed as harassment or disparagement of others based on their race, creed, religion, color, sex, physical or mental disability, age or national origin.
8. Violates state or federal laws pertaining to the unauthorized use of computing resources or networks.
9. Use of other organization's network or computing resources must comply with the rule appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by Broadwater School/Community Library institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

Inappropriate use will result in a cancellation of user privileges. The staff further reserves the right to deem what is inappropriate use. The Broadwater School/Community Library has the right to restrict or terminate electronic network or Internet access at any time.

## **SECURITY POLICY**

### **PURPOSE:**

Network security is essential for the effective and efficient operation of the network and for the provision of network services. Security is the responsibility of all members of the network, including users of the network, local technical staff and network support staff.

The Broadwater School/Community Librarians reserve the right to monitor network communications, including but not limited to electronic mail and file transfer, in order to protect the operation of the network.

If you feel you can identify a security problem on the Internet, you must notify a staff member. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to breach system security will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet and/or other electronic networks.

## **PRIVACY POLICY**

Recognizing the privacy of personal communications is both a fundamental ethical value and an essential requirement for the operation of the network. Protecting privacy of network communications is the responsibility of all members of the network, including users of the network, local technical staff and network support staff.

All personal files shall be presumed to be confidential, examining or disclosing the contents only when authorized by the owner of the information, approved by the appropriate official, or required by local, state, or federal law.

Employees who in the course of their work, have access to records, files, or data belonging to others shall take reasonable precautions to avoid invading the privacy of individuals without their knowledge, and shall not divulge or disclose such information to others, unless required by institutional policy, or federal or state law.

### **Library Users May Not**

1. Enter or remain in unauthorized areas of library facilities at any time or in any space when closed to the public. Users must leave the building at closing, during emergencies/evacuations, and whenever so requested by library staff or public safety personnel.
2. Obstruct access to the facility, workstations, or library materials.
3. Tamper with fire systems.
4. Film or photograph library users or employees without their knowledge and consent.
5. Bring bikes and motorized carts into library buildings. Other than strollers & vehicles used by persons with disabilities, wheeled vehicles, including skateboards, are not permitted in the library unless carried as personal property.
6. Engage in unauthorized posting of material, or vending, peddling, panhandling, or solicitation of merchandise/services in library facilities. Distribution of literature within library perimeters\* is not permitted.
8. Exhibit personal hygiene or body odor that unreasonably interferes with ordinary library use and operation.
9. Use library areas for prolonged sleeping or as living quarters. Camping equipment and furniture arrangements designed for sleeping are not permitted.
10. Bring firearms, other weapons, fireworks, or other dangerous devices/substances into library buildings.
11. Smoke (including electronic cigarettes) or use any form of tobacco in library facilities, near library entrances, or on campus are prohibited
12. Leave personal belongings unattended. The Library is not responsible for damage or theft of personal property.
13. Leave dependent patrons unattended at the library.
14. No food or drink in the library

## **VANDALISM:**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or harm equipment of any agencies connected to this network. This includes, but is not limited to, the uploading or creating of computer viruses.

## **USER INFORMATION:**

Broadwater School/Community Library may occasionally require new registration and account information from patrons to continue the service. Patrons must notify the Broadwater School/Community Library of any changes in their account information (address, etc.)

## **OTHER:**

Designated electronic networks will be located where they can be monitored by staff for assistance and security. (The Library reserves the right to require all prospective users to attend an orientation session as a condition for access to the Library electronic stations. (Orientation may include training in the use of software and hardware, and guidelines for the responsible care of the Library equipment.)

Prospective users will agree to follow the Broadwater School/Community Library's policies and guidelines for Electronic and Internet Use. A Drivers License or picture ID may be required for use by minors. Youth under 18 years of age will be required to have parental or guardian permission to access the Internet. While the Library will make every effort to ensure that the use of the Internet is consistent with the Mission statement, parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values and boundaries.

The Library will establish procedures that will make Internet stations available on a first come, first served basis. Other guidelines may be established to facilitate use of the electronic network. Internet use will be managed in a manner consistent with the library rules which have been adopted and are available upon request.

## **STUDENT HOURS**

School hours are 8:00 am to 4:00 pm Monday through Friday.

Public hours are 2:00 pm to 7:00 pm Monday through Friday, and 9:00 am to 3:00 pm Saturday

## **POLICY IMPLEMENTATION, EVALUATION, AND REVISION**

Every three years, beginning in 1996, at the end of the school year, the library staff will review and evaluate the policies. The library staff will make recommendations to the Library board for any policy changes. (1999, 2002, 2005, 2008, etc.)

Approval Date:

By \_\_\_\_\_  
Chairman of Library Board

By \_\_\_\_\_  
Superintendent

By \_\_\_\_\_  
Chief Librarian

# **OPERATIONS**

# RULES/REGULATIONS OF BROADWATER SCHOOL & COMMUNITY LIBRARY

Adopted:

## HOURS

Monday - Friday	2 p.m. until 7 p.m.
Saturday Morning	9 a.m. until 3 p.m.
<u>Summer Hours</u>	<u>To be announced</u>

Legal holidays during which the library will be closed are:

New Year's Day	Christmas Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day

(\*The library is also closed New Year's Eve and Christmas Eve.) Staff will be paid for shift hours only for holiday pay.

## MATERIALS LENDING POLICY

1. All patrons from 1st grade through adult will be assigned a library card barcode. K-12 student barcodes will be assigned through the school. All barcodes will be maintained at the library and no separate card will be issued to the patron. Pre-school and kindergarten children will check out on adult barcode.
2. Books will be checked out for a two week period and may be renewed for up to an additional four weeks.
3. There will be a one week grace period before a fine is assessed for an overdue book. The fine for overdue books will be 5 cents per day. The fine will be assessed against all books checked out on adult barcode only. No new books may be checked out until the overdue book(s) are returned. Overdue notices will be sent out once each month.
4. Grades K-5 have a three book limit. Grades 6-8 have a three book limit. Grades 9-12 have four book limit and adults have no limit.
5. Home School students up to age 12 may be issued a barcode with parent/guardian permission with the above 3 book limit. Home School students over 12 will be issued a barcode on their own request.
6. A \$2.50 postage and handling charge will be assessed on all interlibrary loan materials. An overdue charge of 10 cents per day with no grace period will be assessed for interlibrary loan materials. Only one piece of interlibrary loan material per patron at any one time will be allowed.
7. If any book is lost, defaced, torn, or badly abused in any way, charges will be assessed against the borrower and no other book may be checked out by that borrower until all charges are paid in full.
8. The chief librarian is authorized to refuse use of the library to any patron who continually abuses good usage practices in regard to the materials or equipment in the library.

## PERSONNEL ACCOUNTABILITY STRUCTURE

## SCHOOL DISTRICT BOARD OF TRUSTEES



LIBRARY BOARD



SUPERINTENDENT



CHIEF LIBRARIAN



ASSISTANT LIBRARIANS

### REQUESTS FOR COPYING OF MATERIALS

1. Patrons will be expected to use the pay-for-use copier located in the library.
2. The library will provide change when requested.
3. If the patron request is for more than 10 copies, the librarian can utilize the direct use option on the copier and collect the required fee as a lump sum.
4. Money collected for copier use will be deposited in the Interlocal Agreement Fund 82.

### GUIDELINES FOR USE OF LIBRARY DISPLAY AREAS

1. Bulletin board in library - library use only
2. Bulletin board in hallway - public use
  - all materials must be approved by one of the library staff prior to displaying
  - materials may be displayed for two weeks and must be dated when put up
  - challenged materials follow same procedure as all other materials (see Appendix B)

### GUIDELINES FOR USE OF COMPUTERS

1. All patrons will be allowed access to the work station computers and the attached printers. The librarians reserve the right to limit the number of copies made.
2. Computers and printers in the office will not generally be accessible to the general public.
3. All work stations have internet access. During school hours, students will abide by the Internet Acceptable Use Policy for Townsend Public Schools. During public hours, students under the age of 18 must have an Electronic User Agreement and Child Consent Form for Public Hours signed and on file in the library to be able to access the Internet.
4. All computer users will abide by the Broadwater School and Community Library's Electronic Network and Internet Access Policy (see Appendix O).

### LIBRARY AS PUBLIC MEETING ROOM

1. The library will not be allowed as a public meeting room. However, in rare circumstances where it is approved by the head librarian and/or superintendent and reserved ahead of time, limited use may be allowed.

# **APPENDICES**

## APPENDIX A

### **BROADWATER SCHOOL AND COMMUNITY LIBRARY MATERIALS SELECTION AND ADOPTION**

In order to educate each student to the fullest, a wide variety of materials should be provided to meet curricular needs and the greatest possible diversity of student and patron interests. In addition, these materials will consist of both print and non-print media, including library books, magazines and newspapers, filmstrips, slides, video and audio recordings, computer software, and other educational media.

#### **Selection Criteria**

Library materials will be carefully evaluated based on the following selection standards and guidelines. In most instances, the selected materials should meet a significant number of the criteria listed below, although a single resource need not meet all the criteria in order to be selected. Materials will be selected for their strengths rather than rejected for their weaknesses.

- Standard 1     Materials shall be consistent with and provide both support and enrichment for the school district's general educational goals, its selected program goals, and the objectives of specific courses.
- Standard 2     Materials shall meet high standards of quality in content and format.
- Standard 3     Materials shall be appropriate for the ability level, emotional and social development of the students for whom the materials are selected.
- Standard 4     Materials shall promote growth in factual knowledge and critical thinking.
- Standard 5     Materials shall represent various points of view even when those opinions represented are controversial. The inclusion of such controversial materials does not imply endorsement of those ideas by district personnel.
- Standard 6     Materials shall stimulate growth in the areas of literary appreciation, social and aesthetic values, and ethical standards.
- Standard 7     Materials shall represent the contributions of all people regardless of age, sex, religion, ethnic or cultural origin.
- Standard 8     In accordance to State requirements, the Native American Collection will be weeded, developed, and maintained to include items which are historically and culturally accurate about the Native Americans in Montana and the nation. Materials related to Native American cultures that represent those cultures in a stereotypical manner will be weeded from the library. New materials will be screened for appropriateness prior to purchase.



## APPENDIX B

### **GUIDELINES FOR THE RECONSIDERATION OF BROADWATER SCHOOL AND COMMUNITY LIBRARY MATERIALS**

Although care is exercised in selecting materials, there will be occasions when a member of the community or staff may wish to request a reconsideration of the selection of library media center materials. In such an event the individual shall contact the chief/head librarian in an attempt to informally resolve the issue. If the matter cannot be resolved at that level, the matter will be referred to the school superintendent. The superintendent shall:

1. Have the person with the concern complete the required form - "Reconsideration of Library Media Center or Instructional Materials."
2. Acknowledge receipt of all written or verbal requests for reconsideration of the material in question.
3. Shall establish a formal review committee to review the request and the material in question.

#### **Committee Review Procedures**

The review committee will be established by the superintendent. The chief librarian will chair the committee. Others selected for the committee could include the following as deemed appropriate by the superintendent: teachers from the same grade level or subject at which the material is being used, principal, student, or community members.

Committee members will receive copies of the statement questioning the instructional material. Opportunity shall be afforded the person(s) or group questioning the materials to meet with the committee and to present their opinions. The committee meetings shall be open to all who wish to observe the deliberations.

The committee will review the material in question and form opinions based on the material taken on a whole and not on passages taken out of context. The committee should also take into account the applicable instructional objectives and materials selection criteria, as well as the age and development of the students using the material in a school related challenge.

The committee will formulate their recommendations and prepare a written report for the superintendent and the library board. The library board will make a final determination for action.

The action taken will be communicated in writing to the person submitting the request. The action of the committee can be further appealed to the school board by any of the parties involved in the action.

The material in question shall continue to be used until the formal review procedures are completed.

## APPENDIX C

### Library Bill of Rights

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

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

Adopted June 18, 1948

Amended October 19, 1979

By The ALA Council

## APPENDIX D-Page 1

### The Freedom To Read\*

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

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

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

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

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

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

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

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

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

## APPENDIX D-Page 2

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know what we believe and why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increases of learning. They do not foster education by imposing as mentors the patterns of their own thought.

The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

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

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

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

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

## APPENDIX D—Page 3

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members.

But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

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

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

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

A Joint Statement by:

American Library Association  
Association of American Publishers

Subsequently Endorsed by:

American Booksellers Association  
American Civil Liberties Union  
American Federation of Teachers - AFL-CLO  
Anti-Defamation League of B'nai B'rith  
Association of American University Presses

**APPENDIX D—Page 4**

Bureau of Independent Publishers & Distributors  
Children's Book Council  
Freedom of Information Center  
Freedom to Read Foundation  
Magazine Publishers Association  
Motion Picture Association of America  
National Association of College Stores  
National Book Committee  
National Council of Negro Women  
National Council of Teachers of English - National Library Week Program  
National Board of the Young Women's Christian Association of the U.S.A.  
P.E.N. - American Center  
Periodical and Book Association of America  
Sex Information & Education Council of the U.S.  
Women's National Book Association

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

## APPENDIX E

### Copyright Compliance

#### **School District Policy 2680**

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual, printed, and software materials unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met:

- Standard 1     The use must be for such purposes as teaching or scholarship and must be non-profit.
- Standard 2     Single copies may be made of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- Standard 3     Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Standard 4     If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

## **APPENDIX F**

### **Confidentiality of Library Records**

The Broadwater School & Community Library will adhere to the requirements of the Montana Library Records Confidentiality Act, 22-1-1101, 1102, 1103, 1104, 1111 and the guidelines for confidentiality of library records as recommended by the Council of the American Library Association.

The Council recommends:

1. That a library formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.
2. That all librarians and library employees are advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. That a library resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

By complying with the requirements of the Montana Library Records Confidentiality Act cited above, the Broadwater School & Community Library meets both the letter and the intent of the Council's recommendations.



## APPENDIX G

### Trustee Code of Ethics

#### Ethics Statement for Public Library Trustees

The following ethics statement was approved by the Public Library Association Board of Directors and the American Library Trustees Association Board of Directors on July 8, 1985.

- ! Trustees must promote a high level of library service while observing ethical standards.
- ! Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.
- ! It is incumbent on any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
- ! Trustees must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- ! A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- ! Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups and individuals.
- ! Trustees who accept membership on a library board are expected to perform all of the functions of library trustees.

## APPENDIX H

### Librarian Code of Ethics

- > Librarians must provide the highest level of service through appropriate and organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
- > Librarians must resist all efforts by groups or individuals to censor library materials.
- > Librarians must protect each adult user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- > Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
- > Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
- > Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

## **APPENDIX I**

### **Friends of the Library**

As local citizens, a Friends of the Library group voluntarily supports library causes and services. Friends can be effective voices in promoting the library and will serve as a citizens advisory council to the joint board on matters of library promotion and community relations.

Friends of the Library will be a non-profit organization with its own bylaws, board, committees, and policies. Friends will set their own purposes, consistent with the needs of the library. The joint board pledges to work closely with the Friends.

Friends of the Library are invited to develop and coordinate volunteer services to the library with the cooperation of the library staff; to organize fund raising events for specific needs of the library; and to encourage gifts to the library in the form of bequests, endowments, or items such as books or other media.

## **APPENDIX J**

### **Use of Volunteers**

The joint board recognizes the need to develop a volunteer program to support the library programs and operations. The purpose of the volunteer program will be to:

1. Assist employees in day to day operations of the library.
2. Strengthen library/community relations through positive participation.

A volunteer is a student or an adult who works on an occasional or regular basis at the library to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type, including Workers' Compensation.

Volunteers will only work with students when under the immediate supervision and direction of a librarian. Volunteers are expected to comply with all rules and regulations as set forth by the library board and the school district.

The chief librarian will approve the selection and use of all volunteers.

## APPENDIX K

### Interlibrary Loan

**Costs/Fees/Charges:** Broadwater School and Community Library (BSCL) charges \$2.50 to cover the usual postage fees for interlibrary loan. Added lending and photocopying fees charged by lending libraries are the patron's responsibility. This must be paid in advance of submitting the request.

**Request Limits:** An eligible patron may submit one interlibrary loan request at a time. The library will search three locations for a title requested through interlibrary loan.

**How Long to Get - Planning Ahead:** Generally allow a minimum of 2 weeks for the complete interlibrary loan transaction. A patron should identify a specific deadline date for receipt of the materials if one exists when the request is first submitted.

**Loan Period and Renewals:** The loan period for a borrowed interlibrary loan is set by the lending library and may vary considerably. BSCL strives to adhere to those due dates. A one renewal policy will be in force regarding interlibrary loans unless a no renewal policy is in effect from the lending library.

**Returning Materials:** Interlibrary loan materials must be returned to the BSCL on or before the date that it is due.

**Overdue Fines/Processing Fees/Replacement Costs for Lost/Damaged:** ~~An overdue fine of \$.50 per day up to a maximum of \$20 is in effect for borrowed interlibrary loan material.~~ The replacement costs and processing fees for lost or damaged borrowed interlibrary loan material is set by the lending library and assessed to the patron.

Patrons are strongly encouraged to help BSCL maintain good borrowing relations with other libraries by returning materials on time and in good condition.

**Other Restrictions:** BSCL complies with the lending libraries instructions on use of materials which may include restricting the use of the item to "in library use only," "no photocopying permitted." BSCL will also attempt to comply with any recall requests that a lending library may issue for the immediate return of interlibrary loan materials.

## **Job Description - Chief Librarian & Assistant Librarians**

### **Chief Librarian - Full Time**

Must hold a Montana K-12 Library Teaching Endorsement, or its equivalent, and be hired as a full time school librarian.

Earning and maintaining a Montana Library Certificate for public librarians is required.

During the school year, the Chief Librarian will work the same hours as the other teachers in the district. During the summer, the Chief Librarian will work as needed as supervisor. This will include working for a one week period to help complete yearly inventory once the school year ends, checking mail, messages, etc. as needed.

Teach designated library classes.

Duties:

1. Execute and administer Library policy.
2. Direct and supervise library staff and library operations.
3. Report to the joint board on the condition of the library.
4. Make recommendations to the joint board on new policies and procedures.
5. Perform other such duties as determined by the joint board or superintendent.
6. Be synonymous with “director” on public library issues and perform duties as such.
7. Monitor monthly expenses and inform District Clerk of expenditures.
8. Assist in the preparation of annual budget.
9. Coordinate special programs as needed.
10. May work up to a maximum of 10 hours per month as a substitute for public librarians.
11. Will be responsible for the completion of inventory of specified areas once per year as scheduled.

### **Assistant Librarian (School) - Full Time**

Must hold a Montana K-12 Library Teaching Endorsement, or its equivalent, and be hired as a full time school librarian.

Earning and maintaining a Montana Library Certificate for public librarians is encouraged and recommended but not required.

Will work the same hours as the other teachers in the district and will have summers off.

Teach designated library classes.

Perform any duties than are necessary during work schedule.

Some of these include:

- Manning the circulation desk for both school and public patrons.
- Book processing, ordering, repairing, shelving, and weeding.
- Sorting Mail. (This includes putting out daily newspapers.)
- Cleaning, watering plants, etc.

### **Assistant Librarians - Part Time (2 or more positions)**

Total hours worked for any of these positions WILL NOT total or exceed 30 hours per week.

## APPENDIX L—Page 2

Librarians will work a six (6) hour shift (1:30pm-7:30pm) if working Monday, Tuesday, Wednesday, Thursday or Friday. On Saturday the librarian will have a seven(7) hour shift from 8:30am to 3:30pm. Each shift allows the librarian a half a hour to prepare for opening, and a half an hour to close down at the end of the day. Beginning and ending shift times cannot be changed.

Librarian in charge of story hour will also work Tuesday morning 9:30am to 11:30am.

Librarians in these positions will jointly plan The Summer Reading Program.

Earning and maintaining a Montana Library Certificate for public librarians is encouraged and recommended but not required.

Perform any duties than are necessary during work schedule.

Some of these include:

Manning the circulation desk for both school and public patrons.

Book processing, ordering, repairing, shelving, and weeding.

Sorting Mail. (This includes putting out daily newspapers.)

Cleaning, watering plants, etc.

Inventory

# **FORMS**



## HOURS & STAFF

### Public Hours:

M-F 2:00—7:00 pm

Saturday 9:00 am—3:00 pm

### Summer Hours:

M-F 1:00—7:00 pm

Saturday 9:00 am—3:00 pm

### Legal Holidays—Library Closed

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day

### Librarians

Angie Giono—Library Director  
Allen Severeid—School Librarian  
Kay Ingalls—Public Librarian  
Vicki Harvey—Public Librarian

### Friends of the Library

Broadwater County Friends of the Library actively supports the library. Anyone interested in participating in or donating to the group should contact the library for more information.

### Memorials

Memorials are always welcome and may be sent to the library.



Broadwater School and  
Community Library  
201 N Spruce  
Townsend, MT 59644

Phone: 406-441-3433  
Fax: 406-441-3457  
E-mail:  
[agiono@townsend.k12.mt.us](mailto:agiono@townsend.k12.mt.us)



Home of the Townsend Bulldogs!



## Broadwater School and Community Library

*Why buy happiness when the  
library shares it!*

## Patron Information





Welcome to Broadwater School & Community Library. This facility was a result of a cooperative effort between Broadwater County and Townsend Schools, K-12 District #1. The collections of the former county library and the elementary and high school are housed in this building. Included is essential information on our operations and a brief summary of the services the library provides. Please contact one of the librarians if you wish more information, or if you need instructions on how to use the various types of technologies found in the facility.

**REQUEST FOR COPYING OF MATERIALS**

1. Patrons will be expected to use the pay-for-use copier located in the library.
2. The library will provide a change when requested.

## MATERIALS LENDING POLICIES

1. All patrons from first grade through adult will be assigned a library number. All numbers will be maintained at the library and no card will be issued to the patron. Preschool children will check out on parent/guardian numbers.
2. Books will be checked out for a two week period and may be renewed for up to an additional four weeks. Borrowing length for videos and reference may vary; contact librarians for more information.
3. Grades 1-5 have a three book limit. Grades 6-12 have a four book limit if the extra book is needed for class purposes. Adults have no limit.
4. Home school students under 18 years of age can be issued a number with parent/guardian permission. They have a three book limit.
5. If any book is lost, defaced, torn, or badly abused in any way, charges will be assessed against the borrower and no other book may be checked out until all charges are paid in full.
6. The Library Director is authorized to refuse use of the library to any patron who continually abuses good usage practices in regard to materials or equipment in the library.
7. A postage and handling fee will be assessed and paid on all interlibrary loan materials before ordering. An overdue charge of 10 cents per day with no grace period will be assessed for interlibrary loan materials. Only one piece of interlibrary loan material per patron at any one time will be allowed.

## SERVICES AVAILABLE

Some of the services offered include: Internet access, interlibrary loan, preschool story hour, summer reading program, computerized card catalog and search capabilities, audio books, computerized reference center, word processing stations, MTLibrary2Go, and community information center.

Internet Access Policy available upon request.

### IF YOU ARE UNFAMILIAR OR UNSURE ABOUT USING SOME OF OUR EQUIPMENT OR IT IS YOUR FIRST TIME IN THE LIBRARY, PLEASE CONTACT A LIBRARIAN FOR ASSISTANCE.

#### EXPANDED COLLECTIONS

Parents/guardians should be reminded that the elementary students will have access to the adult fiction and nonfiction collections. Although these are quality materials, some parents and guardians may find them inappropriate for checkout by their younger children.

The librarians will continue to guide and monitor selection by the students during their class time in the library. However, the librarians cannot restrict student choices after school or in the evening. It is the responsibility of the parents or guardians to restrict the choice of books for their children at those times if they wish to do so.

\*Children under the age of 10 must be accompanied and directly supervised at all times by a parent or other responsible caregiver while in the library.



**Electronic User Agreement and Child Consent Form For Public Hours  
BROADWATER SCHOOL/COMMUNITY LIBRARY'S ELECTRONIC  
USER AGREEMENT AND CHILD CONSENT FORM FOR PUBLIC HOURS**

As a registered Broadwater School/Community Library customer, I agree to the following terms and conditions for use of the Broadwater School/Community Library's electronic network and Internet stations. I understand that the use of the electronic network and Internet stations is a privilege and will be governed by the Library's electronic policies and guidelines and the Library's rules of conduct (available for reference). I understand that failure to comply with these rules may result in revocation of electronic network and Internet access and/or other library privileges and/or legal action. I understand that all websites are monitored by the district.

Parents are responsible for reviewing Broadwater School/Community Library's policies and guidelines with children under 18, explaining what they are and are not able to do. If the user is a minor, the user's parent or guardian agrees to be bound by the terms of this user agreement and to be held responsible for any violations committed by the user. The parent or guardian of the minor user accepts that the system operator makes no effort to ensure that the information, files, and other resources made publicly available on the electronic network and Internet server are appropriate for minors, and agrees to be solely responsible for monitoring and controlling said user's access to material on our network or any other network accessible from our server. It is the parents' responsibility to deem what is appropriate for their child's age and maturity level.\*

Please note: public hours are from 4:00 pm to 7:00 pm Monday through Friday, and 9:00 am to 3:00 pm Saturday; school hours are 8:00 am to 4:00 pm Monday through Friday.

Users may be asked for a picture ID to determine age and if consent for minors has been approved. Access to the networks may be denied if the user cannot show proper identification.

The provisions of this agreement are governed by the laws of the State of Montana. Please read this document carefully. When signed by the parent/guardian, it becomes a legally binding contract. This contract is valid until your child turns 18 or our policy changes.

Parent/Guardian Applicant (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Spouse \_\_\_\_\_

I (parent/guardian) \_\_\_\_\_ accept full responsibility for my child's/children's use of the Broadwater School/Community Library's electronic networks and Internet access. I hereby give my permission to allow my child's/children's use of the Broadwater School/Community Library's systems.

1. \_\_\_\_\_ Date of Birth 2. \_\_\_\_\_ Date of Birth

3. \_\_\_\_\_ Date of Birth 4. \_\_\_\_\_ Date of Birth

Updated 2018

**BROADWATER SCHOOL & COMMUNITY LIBRARY**  
**201 North Spruce**  
**Townsend, MT 59644**

Welcome to the Broadwater School & Community Library. This facility was a result of a cooperative effort between Broadwater County and Townsend Schools, K-12 District #1. The collections of the former county library and the elementary and high school libraries are housed in this building. Below is some essential information on our operations and a brief summary of the services the library does provide. Please contact one of the librarians if you wish more information, or if you need instruction on how to use the various types of technologies found in the facility. Again, welcome!

PHONE NUMBER: 266-5060

FAX NUMBER: 441-3462

LIBRARIANS

Angela Giono	Chief Librarian
Allen Sevareid	School Librarian
Kay Ingalls	Public Librarian
Vicki Harvey	Public Librarian

HOURS FOR GENERAL PUBLIC

Monday - Friday	2 p.m. until 7 p.m.
Saturday	9 a.m. until 3 p.m.

**Summer Hours To Be Announced**

Legal holidays during which the library will be closed are:

New Year's Day	Christmas Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day

MATERIALS LENDING POLICY

1. All patrons from Kindergarten through adult will be assigned a library card barcode. Student barcodes for grades K-12 will be assigned through the school. All barcodes will be maintained at the library and no separate card will be issued to the patron. Pre-school children will check out on adult barcode.
2. Books will be checked out for a two week period and may be renewed for up to an additional four weeks.
3. There will be a one week grace period before a fine is assessed for an overdue book. The fine for overdue books will be 5 cents per day. The fine will be assessed against all books checked out on adult barcode only. No new books may be checked out until the overdue book(s) are returned.  
Overdue notices will be sent out once each month.
4. Grades 1-12 have a 3 book limit. Kindergarten have a one book limit. Adults have no book limit.
5. Home School students up to age 12 may be issued a barcode with parent/guardian permission with the above 3 book limit. Home School students over 12 will be issued a barcode on their own request.
6. A \$2.50 postage and handling charge will be assessed on all interlibrary loan materials. An overdue charge of 50 cents per day with no grace period will be assessed for interlibrary loan

materials. Only one piece of interlibrary loan material per patron at any one time will be allowed.

7. If any book is lost, defaced, torn, or badly abused in any way, charges will be assessed against the borrower and no other book may be checked out by that borrower until all charges are paid in full.
8. The chief librarian is authorized to refuse use of the library to any patron who continually abuses good usage practices in regard to the materials or equipment in the library.

### REQUESTS FOR COPYING OF MATERIALS

1. Patrons will be expected to use the pay-for-use copier located in the library.
2. The library will provide change when requested.

### SERVICES AVAILABLE

Some of the services offered include: interlibrary loan, preschool story hour, summer reading program, computerized card catalog and search capabilities, computerized reference center, word processing stations, Family Search, and community information center.

\*\*\* IF YOU ARE UNFAMILIAR OR UNSURE ABOUT USING SOME OF OUR EQUIPMENT OR IT IS YOUR FIRST TIME IN THE LIBRARY, PLEASE CONTACT A LIBRARIAN FOR ASSISTANCE. \*\*\*

### EXPANDED COLLECTIONS

Parents/guardians should be reminded that with the consolidation of the collections, the elementary students will have access to the adult fiction and nonfiction collections from the public library. Although these are quality materials, some parents and guardians may find them inappropriate for checkout by their younger children.

The librarians will continue to guide and monitor selection by the students during their class time in the library. However, the librarians cannot restrict student choices after school or in the evenings. It is the responsibility of the parents and guardians to restrict the choice of books for their children at those times if they wish to do so.

**REQUEST FOR RECONSIDERATION OF LIBRARY MEDIA CENTER  
OR INSTRUCTIONAL MATERIALS**

Initiated by: \_\_\_\_\_  
(Name) (Phone #)

\_\_\_\_\_  
(Address)

Representing: \_\_\_\_\_  
(Self - Organization or Group - Please Name)

Material Questioned:

a. Book, Magazine, Article, etc.

\_\_\_\_\_  
(Title) (Author)

\_\_\_\_\_  
(Publisher) (Copyright Date)

b. Audiovisual Material

\_\_\_\_\_  
(Title)

c. Other Material

\_\_\_\_\_  
(Identify)

Please respond to the following questions. If more space is needed, use an additional sheet or the back of this form.

1. Have you seen or read this material in its entirety?

2. What part of this material is objectionable to you? Please give some reasons for your objection and cite passages, pages, etc. if possible.

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3. What do you believe is the main idea of this material - why was it written or produced?

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4. What do you believe might result from the use of this material?

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5. What reviews of this material have you read?

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6. For what age group might this material be suitable?

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7. What action do you recommend that the school or library take on this material:

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8. What material do you recommend in its place that would provide adequate information on the subject?

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(Signature)

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(Date)

Please return this form to the Superintendent's office.



Head Librarian Signature

Date:

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Library Board President

Date:

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Superintendent

Date:

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