



# Policies and Objectives

Adopted and Approved

November 21, 2024

# **HAND COUNTY LIBRARY POLICIES AND OBJECTIVES**

All previous policies are herewith rescinded and superseded by the rules and objectives outlined below.

## **BYLAWS**

### **Article I. Name and Authorization**

As provided by Chapter 14 of the South Dakota Codified Laws, this organization shall be called “The Board of Trustees of the Hand County Library.” The Trustees shall exercise the powers, authority and responsibilities delegated to it under said statute #14-2.

### **Article II. Meetings**

The Board shall meet monthly at the Hand County Library. The chairman or a quorum of the Board may call special meetings. All meetings of the Board shall be open to the public.

### **Article III. Officers**

Officers of the Board shall be elected annually at the regular July meeting and shall consist of a chairman and vice-chairman, who are members of the Board; and a secretary who shall be the Director. Officers shall generally perform the duties expected of presiding officers.

### **Article IV. Committees**

Special committees for the study and investigation of special problems may be appointed by the chairman to serve until they have completed the work for which they were appointed.

## **Article V. Quorum**

A quorum for the transaction of business shall be a simple majority of the board members.

## **Article VI. Library Director**

The Board of Trustees shall be responsible for hiring the Director who will be the Board's executive officer and shall have sole responsibility for administering the library, under the Board's direction and review. The Director shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public and for operating the library under the financial conditions set forth in the annual budget. The Director shall keep exact accounts of all moneys received or expended and shall report on such receipts and expenditures at each regular meeting of the Board. The Director shall attend all board meetings except when her or his employment or salary is to be discussed.

## **Article VII. Order of Business**

Meetings of the Board shall be conducted in a manner complying with usually accepted rules of parliamentary procedure.

## **Article VIII. Amendments**

These bylaws may be amended at any regular meeting, provided that the amendment was read at the preceding regular meeting.

# PERSONNEL POLICY

## Article 1 Staff

**1. ORGANIZATION.** The staff of the Hand County Library shall consist of a Library Director and such assistants and aides as shall be considered needed by the Board.

**2. EQUAL EMPLOYMENT OPPORTUNITY.** The Board instructs the Director to employ qualified personnel. All employees shall be hired without regard to race, sex, national origin, age, religion, handicap or political affiliation of the individual. The Board adopts the “Statement of Equal Opportunity Employment” of the Hand County Personnel Policy.

**3. EMPLOYEE CONFIDENTIAL HISTORIES.** A confidential history file will be kept for each employee. This file will contain information concerning employment date, years of service, payroll and insurance data, general information (employee’s home address and phone number, who to notify in case of an emergency, etc.) The employee confidential history file will be a confidential file that is only available to the Director, the Library Board of Trustees, and the staff of the Auditor’s Office.

## 4. DEFINITIONS

Director-person in charge of library.

Full Time Employee-an employee who normally works 40 hours per week.

¾ Time Employee-an employee who normally works between 30 and 39 hours per week.

½ Time Employee-an employee who normally works between 20 and 29 hours per week.

Less Than ½ Time Employee-an employee who normally works 19 hours or less per week.

Temporary Employee-an employee whose position can last for a maximum of six

months in any twelve (12) month period, for no more than 19 hours per week.  
Exempt Employee-an employee that is elected, professional, appointed departmental supervisor, or in an executive or administrative capacity. These employees will not receive paid annual leave upon termination of employment.  
Employee Orientation Period-6 months-full time; 12 months-less than full time.  
Work Day-based on an eight (8) hour day.  
Immediate Family Member-spouse, parent, child, brother, or sister.

## **5. ORIENTATION PERIOD**

An orientation period of 6 months from the date of hire is established for all full-time employees. An orientation period of 12 months from the date of hire is established for all employees who work less than 40 hours per week. While being orientated, the employee shall be compensated at less than the current hourly salary for that position. During this time, the Director will evaluate the employee. The employee must demonstrate the aptitude and ability to satisfactorily perform the assigned duties of the position to which he/she is assigned. At the end of the orientation period, if the employee has met the qualifications for the position, he/she will be classified as permanent full-time,  $\frac{3}{4}$  time,  $\frac{1}{2}$  time, or less than  $\frac{1}{2}$  time, with the anniversary date being the original date of hire. If the Director determines the employee is not capable to perform the duties of the position, employment may be terminated during or at the conclusion of the orientation period. During the orientation period, a new employee may be discharged for any reason. An employee, upon changing from orientation to permanent status and after being evaluated, will receive an increase in salary and will have earned vacation and sick leave during the orientation period.

**6. PAY PERIOD**-All employees will be paid once per month, on the last working day of the month.

**7. REDUCTION IN FORCE**-Upon majority approval of the Board of Trustees, with approval of the Director, any library employee may be laid off for lack of work or funds without reflection on his/her standing. Reductions in force shall be based on seniority and/or the review of past work record. At least 2 weeks notice of the effective date of reduction in force shall be given each employee affected. If later circumstances justify re-hiring, due consideration will be given to re-instating persons released under reductions in force. If the employee is re-hired within thirty days, the employee will not lose previous benefits. Re-hired after thirty days, the employee will be treated as a new employee and will receive all benefits afforded a new employee.

**8. RESIGNATIONS/TERMINATION**-Resignations from employment must be by written notice at least 2 weeks in advance, preferably one (1) month. Leaving without two weeks notification will result in loss of accrued vacation and sick leave for non-exempt employees. Proper notification will enable the non-exempt employee to receive pay for vacation and sick leave to his date of termination. Any unauthorized or unearned vacation or sick leave taken shall be deducted from the last paycheck. An employee may be discharged by the action of the Director, with approval of the Board of Trustees, if the work of the employee is unsatisfactory. A two-week notice will be given in this instance. Discharge without notice may be given for gross misconduct or insubordination. Upon leaving, all keys and library property must be returned in order to receive a final paycheck.

## **Article 11. Perquisites**

**1. HOLIDAYS** – The library shall observe all legal holidays as defined by the South Dakota Codified Laws and every day appointed by the President of the United States for federal employees or the Governor of the State of South Dakota for any state employees. Library employees scheduled to work on a legally recognized holiday as stated above will receive compensation for the number of hours normally worked on that day.

**2. PAID TIME OFF (PTO)** – A Paid Time Off (PTO) policy combines vacation, sick, and personal days into PTO. It provides employees with the ability to better balance their work and personal time through increased flexibility and more control over how to use their time off.

Full time employees are eligible for PTO; seasonal/temporary employees are not eligible for PTO.

New hires will receive PTO on their hire date based on schedule below and the number of full months until the end of the year. A full month begins on the 1<sup>st</sup> of the month and ends on the last day of the month. Note that PTO is not totally earned until December 31<sup>st</sup>. Use of PTO is discouraged the first 90 days of employment.

Eligible employees will receive their annual PTO on January 1<sup>st</sup>. If an employee is transferred from part-time to full-time status, PTO will begin to accrue on the first of the month following the transfer.

PTO accrual rates for employees who work at least 25 to 39 hours per week on a consistent basis are:

<b>Years of Service</b>	<b>Monthly Accrual Rate</b>	<b>Annual PTO</b>	<b>Carry Over</b>
1 <sup>st</sup> Year	7.5 hours	90 Hours/11.25 Days	24 Hours/3 days
Years 2-10	10 hours	120 Hours/15 Days	40 Hours/5 days
Years 11-19	12.5 hours	150 Hours/18.75 Days	56 Hours/7 days
20 and up	15 hours	180 Hours/22.50 Days	72 Hours/9 Days

PTO accrual rates for employees who work at least 40 hours per week on a consistent basis are:

<b>Years of Service</b>	<b>Monthly Accrual Rate</b>	<b>Annual PTO</b>	<b>Carry Over</b>
1 <sup>st</sup> Year	12 hours	144 Hours/18 Days	40 Hours/5 days
Years 2-10	16 hours	192 Hours/24 Days	56 Hours/7 days
Years 11-19	20 hours	240 Hours/30 Days	72 Hours/9 days
20 and up	24 hours	288 Hours/36 Days	88 Hours/11 Days

Eligible employees will receive the PTO amounts based on their years of service above on January 1<sup>st</sup> following the anniversary of their hire date. The minimum increment of PTO that may be taken is 1 hour. Employees will not accrue PTO while on a leave of absence unless covered by PTO. Employees will be required to use PTO hours, if available, for all absences unless absence is for an approved extended medical leave and employee has hours available for paid Extended Leave. Absences will only be unpaid if all paid time off is exhausted or if the terms of a leave state otherwise. PTO hours do not count as time worked for purposes of determining overtime.

Employees' annual PTO carryover will be limited to the schedule of hours listed above on December 31<sup>st</sup>. Remaining PTO hours that exceed the maximum may be transferred to Paid Extended Leave hours. Part-time employees' annual PTO carryover maximum will be pro-rated.



PTO used for vacation and/or appointments should be approved in advance by the supervisor.

- No PTO periods are allowed for more than two weeks continuously unless approved by supervisor.
- We encourage employees to use PTO wisely, reserving some for possible sickness in the last part of the year.

Upon termination, earned and used PTO will be reconciled. If the employee has used more hours than earned, a deduction will be made on his or her final check for those hours. Conversely, if an employee has used fewer hours than he or she has earned, those hours will be added to their final check.

### **3. PAID EXTENDED LEAVE –**

Employees that are full time/part-time will receive 6 days or 48 hours annually of paid time to be used for extended medical leaves. Employees who work less than 20 hours per week and Seasonal/Temporary employees are not eligible for Paid Extended Leave hours.

Paid Extended Leave hours can only be used for employees' own serious medical condition, their children's or spouse's/significant others serious medical condition, or the serious medical condition of employee's birth parents (or legal adoptive parents), requiring at least 5 days absence from work. Medical certification is required. The first 5 days will be paid through PTO. If PTO is not available, the first 5 days of leave will be without pay; this may be up to supervisor discretion.

Extended leave hours will accrue at the rate of 4 hours per month for each full month worked. When the Courthouse converted to Current Paid Time Off policy from previous vacation/sick policy, employees' existing sick balances capping at 720 hours became Extended Leave hours. Extended leave hours can be donated and added to the donation bank pool; supervisors or employee in need can request hours from the donation pool for situations that fit an extended leave absence; can be subject to supervisor discretion.

Paid extended leave hours do not count as time worked for purposes of determining overtime. Extended leave time is paid out at termination 20% of hours remaining.

**4. LEAVE SHEETS** –Leave sheets requests for each absence must be filled out, signed by both the employee and Director showing the type of leave to be used, the hours to be used, and the balance of each type of leave remaining.

**5. FUNERAL LEAVE**-Any funeral leave will be granted at the discretion of the Director.

**6. EMERGENCY LEAVE:** Employees may be allowed to be absent from duty without pay if the Director approves such leave in advance of the leave. Any leave of absence without pay over two weeks in duration requires the prior approval of the Library Board of Trustees.

**7. FAMILY & MEDICAL LEAVE ACT**-The Library Board of Trustees adopts as its policy the Hand County Family & Medical Leave Act Policy.

**8. JURY DUTY**-The Library Board of Trustees adopts as its policy the Hand County Jury Duty Policy.

**9. MILITARY SERVICE AND TRAINING-**The Library Board of Trustees adopts as its policy the Hand County Military Service and Training Policy.

**10. ADVERSE WEATHER/EMERGENCY CLOSINGS/OTHER EMERGENCIES –**

When the library is open and an employee is absent due to weather, such absence will be at the option of the employee, and be considered a day of vacation or a day without pay. However, if the library is closed for emergency reasons or severe weather, this shall be considered a day off with pay. Emergency and storm closings will be set at the discretion of the Director in consultation with the Board Chairman and the Hand County Commission Chairman.

The library will utilize a weather radio to monitor changing weather conditions, and will be equipped with lighted exit signs, flashlight or emergency candles, a first aid kit, and other supplies that the Librarian determines to be necessary. Local emergency management, police, sheriff, and other officials monitoring severe weather and emergency situations should be contacted when there is any need for information or help. If a siren is sounded indicating the need to take immediate shelter, the Librarian on duty will move with patrons to the library designated safety area until the dangerous situation has passed. All patrons will be encouraged to stay in the building, but will not be forced to do so.

**Fire emergency: Call 911 in the event of a fire.** Proceed with evacuation procedures for the safety of all patrons and staff. If the situation allows, follow procedure for the use of the portable fire extinguisher.

**Medical emergency: Call 911 in the event of a medical emergency.** Stay calm and offer assistance until help arrives. First aid kit and supplies, if needed, are located in the cupboard above the sink in the break room. If needed, an AED is available near the west entrance door.

**Evacuations:** The library has two exits from which patrons may exit in the case of an emergency. They are both lit with exit signs. Check the building entirely to make sure all staff and patrons have evacuated before securing the building.

**Bomb or other Threats:** If any evidence is brought to a staff member's attention concerning a future threat to the safety and well-being of the library and those on the premises, report such information to the authorities. If the threat is such as to be immediate, Dial 911. The threat should be taken seriously and patrons evacuated. The library would remain closed until law enforcement authorities declare the threat over.

**Thefts:** If upon opening the library any tampering with locks or evidence of a break-in are present, call 911 to notify authorities and enter the building only after help arrives. If evidence exists only upon entering the building, exit and call 911. Do not open the library until the local law enforcement has given the go ahead to do so. The safety of staff members and patrons are always top priority over library property.

**11. INSURANCE** – The Hand County Library Board of Trustees adopts as its Insurance Policies (including Workmen's Compensation, Unemployment, Deferred Compensation, Social Security, Vision, Dental, and Health), and all rates of benefits paid, the Hand County Worker's Policy.

**12. RETIREMENT** – The Hand County Library Board of Trustees adopts as its Retirement Compensation Policy, the Hand County Worker’s Policy.

**13. DRUG FREE WORKPLACE** – The Hand County Library Board of Trustees adopts as its Drug Free Work Place Policy, the Hand County Worker’s Policy.

**14. POLITICAL ACTIVITY** – The Hand County Library Board of Trustees adopts as its Political Activity Policy, the Hand County Worker’s Policy.

**ARTICLE III. Grievance and Appeal Procedure.**

**1. PURPOSE OF GRIEVANCE PROCEDURE** –The purpose of the grievance procedure is to provide a just and equitable method for the resolution of grievance with regard to this personnel policy without discrimination, coercion, restraint, or reprisal against any employee who may submit to be involved in a grievance.

**2. DEFINITION OF ‘GRIEVANCE’** – Grievance means a complaint by an employee concerning the interpretation or application of the provisions of rules or regulations governing personnel practices or conditions which complaint has not been resolved satisfactorily in an informal manner between the employee and his immediate supervisor.

**3. RIGHT OR GRIEVANCE** – Individual employees or groups of employees shall have the right to present grievances in person or through the formal representative, provided that any settlement reached is not inconsistent with the provisions of this agreement and the formal representative is given an opportunity to be present at such adjustments and that the grievance has been properly filed and adjusted according to the established procedure set forth in this article.

#### **4. CONDITIONS UNDER WHICH RIGHT OF GRIEVANCE IS WAIVED–**

Employees who voluntarily terminate their employment will have their grievances immediately withdrawn except where improper computations of wage or benefit payments are concerned and will not benefit by any later settlement of an individual or group grievance. Failure of an employee to comply with any time limitation shall constitute a settlement of the grievance in accordance with the requested remedy. It is agreed that all times may be extended by agreement of all parties.

**5. DEPARTMENTAL PROCEDURE** – The grievant shall, within five (5) working days after occurrence, discuss the same with the Director or his designee and try to resolve the matter. If unable to do so, the grievant shall submit the grievance in writing to the Library Board of Trustees. Such written notice outlining the grievance shall specify the time and place that the grievance occurred, the relief sought, and the specific areas of this policy which have been misapplied or violated. This written notice shall be filed by the grievant within five (5) working days after his/her initial discussion with the Director. At the next meeting of the Library Board of Trustees, following receipt of the notice of disagreement, the grievant may appear before the Library Board of Trustees in executive session to discuss the grievances. Within five (5) working days after the meeting, the grievant will receive a written decision. If the grievant disagrees with the decision of the full board, he/she may within fifteen (15) working days after receipt of the decision, initiate an appeal to the Department of Labor Relations in accordance with the provisions of SDCL 3-18-15.2.

#### **Conflict in Policy –**

In most instances, the Hand County Library Policies are in accord with the Hand County Personnel Policies. However, the Library Board of Trustees is a governing board and as such, may have policies of its own that differ from the Hand County Policies.

## **LIBRARY SERVICE POLICY**

Within budgetary limits, library service shall be provided during the hours that best meet the needs of the patrons.

It is recognized that the Hand County Library is primarily a repository for books and allied materials to be loaned to residents of the county. Because of spatial and budgetary inadequacies, the library building cannot be made available for commercial, social or private functions. This policy may be modified at the discretion of the Director, after obtaining the explicit approval of the Board of Trustees.

The Board recognizes that its circulation records and other records identifying the names of library users are confidential in nature. 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.

Disputes or complaints should be brought to the attention of the Director, who is responsible for carrying out the policies of the Board. If the Director or the patron feels an issue has not been resolved, the patron will be asked to fill out a patron complaint form for consideration by the Board.

## **LIBRARY BEHAVIOR POLICY**

The Hand County Library has established this Behavior Policy to ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library users. Appropriate library conduct includes activities such as reading, studying,

properly using library materials or computers and other similar conduct normally associated with a public library.

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

No individual may engage in inappropriate conduct on the premises of the library, or when using library facilities, or when participating in library programs. Patrons not engaged in reading, studying, or appropriately using library materials or computers will be asked to leave the building immediately. Inappropriate behavior shall include, without limitation by enumeration, the following conduct or behaviors:

- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.
- Taking or sending calls using cell phones or computers in public library areas.
- Engaging in any behavior that a reasonable person would find to be disrupting, harassing, or threatening in nature to library users or staff.
- Leaving children under the age of 7 unattended or under-attended on library premises.
- Entering or remaining on library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
- Bringing pets or other animals into the library unless an assistance animal.
- Violating the library's acceptable use of the Internet and library public computers.



## **LOAN POLICY**

1. Library cards will be issued to residents of Hand County free of charge. A fee of \$20 will be charged to all out of county residents for a one-year library card if the non-resident applicant does not pay real estate taxes in Hand County.

2. New patrons are defined as listed below:

1. Individuals or families who are new to the community.

2. Local and out of county residents with no current library card.

New patrons are limited to two items at a time for a 60-day probationary period. After the 60-day period, they may check out as many items as they are willing to be responsible for, providing the patron has established credibility and accountability in both the proper care of materials and the prompt return of materials borrowed. Patrons (new or established) who fail in this regard can be placed on probationary status at the discretion of the library director.

3. Books and materials not returned by closing time on the due date will be considered past due. The regular loan period for all materials except DVDs and VCR tapes is three weeks with one renewal providing the material is not reserved by another patron. DVDs and VCR tapes have a one-week loan with one renewal.

4. One (1) renewal is performed automatically by library staff unless an item is reserved for another patron, in which case the patron will be notified that the material must be returned by the date due with no renewals. Reserves are held for one week following notification of patron. If an item has not been picked up by this time, the item will be released for others.

5. Patrons will be called to notify them of any overdue materials, as staff time allows.

6. No additional materials may be checked out and no library services such as computers may be used until all past dues are returned and all fines paid.
7. When the Director declares a borrowed item non-returnable due to damage the borrower shall be charged the replacement price of the item plus \$3.00 service fee. Lost or damaged magazines will incur a \$5.00 charge with no service fee.
8. An item shall be considered lost when it has not been returned within 6 weeks after it is past due. The patron will be notified of the replacement cost plus the \$3.00 service fee which will be payable immediately. Non-return of library property, or refusal to pay fines in a timely manner could be considered theft and will be handled accordingly. If a patron claims to have returned an item that the library believes is still checked out to him or her, the following procedure will be followed: (1) The library staff will search for the item once a week for 6 weeks. (2) If the item is not located after the 6-week search, the patron will be billed for the replacement price plus a \$3.00 service fee.
9. The Board accepts the responsibility for borrowing materials beyond its own resources by using inter-library loan services. Expenses associated with such loans will be covered using library funds if available.
10. The Library does not assume any liability for groups or individuals using the library for any reason.
11. Members of a family unit (parent(s), guardian(s), and children under 18) will be considered a single patron when applying circulation policies. Checkouts, overdues, and fines by any family member will trigger consequences as outlined in this policy for all family members.

## **REFERENCE AND READER'S ADVISORY SERVICES**

### **I. REFERENCE QUESTIONS**

An attempt will be made to answer all questions with the exception of legal and medical questions other than definitions. The staff will offer addresses for referrals and quick instruction of the library materials so that the patron may help himself find the answer. One hour of searching by the staff may be given per request. Searching longer than one hour will not normally be done. Genealogy and local history searches are available on a limited basis, as staff time allows. A suggested donation of \$10 will be accepted for limited or basic searches.

### **II. PHOTOCOPYING/FAXING**

The library provides copying to the public for a suggested donation of .25/copy for black and white, .50/copy for color, .50/copy for black and white on 11 x 17 paper, \$1.00 for color on 11 x 17 paper, and .25/per page for faxing and scanning.

### **III. ACQUISITIONS**

The aim of the Hand County Library is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these people is the Hand County Library's broad purpose. More specifically, it helps people keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge and stimulate their own personal and social well-being. All print and nonprint materials are

selected by this library in accordance with these basic objectives. Materials may include books, periodicals, pamphlets, newspapers and non-book media. Suggestions for library acquisitions are accepted from the public, but the final responsibility for selection of books and library materials is and shall be vested in the Director. However, that person shall be assisted and guided by members of the Board, and such members of the staff as are qualified by reason of training.

### **SCOPE OF THE COLLECTION**

The library recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions and materials.

The library acquires textbooks and other curriculum-related material when such material serves the general public.

For the purpose of preserving our cultural heritage, the Board instructs the Director to acquire acceptable written material pertaining to South Dakota and its history that meet current standards of quality and longevity.

All books, materials and other items stored in the designated Historical Room will not be available for circulation, except in rare instances at the discretion of the director.

### **GIFTS POLICY**

The Director on behalf of the Library Board may accept unconditional gifts, donations, and contributions to the library. No gifts or donations conditionally made shall be accepted without the approval of the Library Board and then only in exceptional circumstances.

Collections of books will not be accepted with restrictions or which necessitate special housing, or which prevent integration of the gift into the general collection.

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

The library is not allowed to give tax receipts because the IRS does not recognize directors as book appraisers. The library may give a receipt stating exactly what was given, but may not assign a monetary value to it.

The Director may refuse anything that does not fit the board-approved policy.

Objects other than traditional library materials will be accepted, displayed, and disposed of at the discretion of the Board of Trustees.

### **MAINTAINING THE COLLECTION**

The Director shall be responsible for maintaining a relevant and current collection of library materials suitable for needs of the patrons. Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The decision to withdraw library material shall be based on the physical condition, use of the material as determined by last date of loan or by information factor, especially in the area of the sciences. Library staff members are to be thoroughly instructed with regard to the NECESSITY for discarding materials.

Withdrawn materials may be destroyed, offered for donation, given away or otherwise disposed of at the discretion of the Director. Materials withdrawn due to loss, damage, or wear are not necessarily replaced.

## **CENSORSHIP**

The Hand County Library supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format or amount of detail. Hand County Library upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources. The selection of library books and materials is predicated on the library patron's right to read and, similarly, his freedom from censorship by others. The Board accepts the American Library Association's Library Bill of Rights as its overriding guide to library service at the Hand County Library. In compliance with South Dakota law, the library does not collect materials found to violate Section 22-24-27(11). Many books are controversial and any given item may offend some persons. Selections for this library will not, however, be made based on anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers.

The trustees and personnel of this library hold censorship to be a purely individual matter and declare that anyone is free to reject for himself/herself books and other materials which he/she does not approve.

However, individuals cannot exercise the right of censorship to restrict the freedom of others.

With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of his parent or guardian. Selection will not be restricted by the possibility that books may inadvertently come into the possession of minors.

It is the right of any citizen of Hand County to recommend library materials for selection consideration by the Hand County Library. It is the obligation of the Board, Director and his/her staff to consider such recommendations with the same evaluative criteria established above.

It is also the right of any citizen of Hand County to question any library material selected by the Hand County Library since opinions may differ in our democracy. Such questions shall be presented in writing on forms supplied and made available by the Director and shall be specific as to title and nature of the material being questioned. This request for reconsideration will be decided by the Board of Trustees, and will be evaluated based on accepted evaluation and review criteria.

### **CULTURAL GOALS**

Recognizing that libraries are more than repositories for books and similar items, the Board encourages cultural and educational groups that enhance the intellectual environment of the County by maintaining as complete a collection of supporting material as is financially possible.

The library facilities shall be available for individual research or study. It is also a repository for printed and photographic material that is peculiar to Hand County.

### **COMPUTER USE POLICY**

The mission of the Hand County Library is to provide high interest, high demand materials for people of all ages, encourage young children to develop an interest in reading and to support all individuals pursuing a sustained program of life-long learning.

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 enables the Library to provide information beyond the confines of its own collection.

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, disturbing and/or illegal.

Through the South Dakota Library network and other research sites, Library staff will identify specific starting points for searches that are appropriate to the Library's mission and service roles. The Library cannot control or monitor other material that may be accessible from Internet sources. Individual users must accept responsibility for determining content of Internet resources.

The Library upholds and affirms the right and responsibility of each individual to have access to materials and resources and to use such materials and resources in an ethical manner. The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources. In compliance with the Children's Internet Protection Act (see next section), the library utilizes a technology protection measure that blocks access to images deemed (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). The Hand County Library does not monitor and has no control over the information published by third parties that is accessed through the Internet and cannot be held responsible for any such content accessed on the internet.



## **INTERNET SAFETY POLICY**

### **Introduction**

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

### **Definitions**

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

### **Access to Inappropriate Material**

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

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

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

### **Inappropriate Network Usage**

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

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

### **Education, Supervision and Monitoring**

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

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

## **Adoption**

This Internet Safety Policy was adopted by the Board of Hand County Library at a public meeting, following normal public notice, on August 25, 2020

## **CONDITIONS AND TERMS OF USE IN THE LIBRARY**

In order to encourage use and establish guidelines, the following regulations will apply to all computers accessing the library's Internet service:

- All users are expected to use the resources in a responsible, ethical manner which includes but is not limited to the following:
- Using resources for educational or information purposes only, not for unauthorized, illegal or unethical purposes.
- Abiding by all current copyright laws.
- Not sending, receiving, or displaying text or graphics that may reasonably be construed as obscene.
- Prospective users will sign in to use the Internet and computers. By signing in, the user agrees to all policies that govern use.
- Internet stations will be available on a first come, first served basis. Sign in sheets will be provided for listing time in and time off. Use will be limited to 20 minutes when others are waiting. Extended use will be considered on a case-by-case basis, at the discretion of the library staff. Playing games, while not prohibited, will have the lowest priority for determining computer fair use.
- The Library's Rules of Conduct concerning behavior will be applied. One person at a time will be allowed per computer. No food or drink will be allowed at the computer stations.
- Misuse or abuse of computers or Internet access, or failure to comply with any rules in this policy, can result in suspension of computer and Internet access privileges. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware. Making deliberate changes or doing damage to any computer equipment will result in suspension of computer privileges and the repair or replacement cost will be charged to the individual.
- Library staff is available to offer limited assistance in the use of these resources, but may not be familiar with every application patrons might wish to use. Due to scheduling and budget constraints, there may not be staff available to assist at all times. Because of the many different Internet applications available, we cannot provide complete technical support. The library staff will address reference questions as time allows.
- Computer users should notify staff of any equipment problems they are having, and should not shut down or attempt to fix problems on their own. Staff members will begin shutting down computers ten minutes before closing time each day.

## **Technology Loan Policy**

The Hand County Library has technology available for cardholders in good standing to borrow. This lending program is designed to acknowledge the fundamental importance of equal access to technology and the Internet in modern society. By providing the means to access the internet at home, the Library can help connect members of the community to important resources and services when the library building is closed.

### **ELIGIBILITY**

Laptops and hotspots are available at the circulation desk for library patrons over 18 years of age with library cards. All patrons checking out a device must read and sign this document.

### **LOAN PERIOD AND HOLDS**

Laptops and hotspots can be borrowed for up to seven days. One renewal for up to seven days is allowed if no one has the item on hold at time of renewal. Devices can be placed on hold at the library or by phone. Once a device becomes available, it must be picked up within seven days of notification of availability or the item will go to the next customer in the queue.

### **RESTRICTIONS**

1. Only one type of each device can be borrowed per household at one time. Devices may not be checked out if the patron or their family has other materials overdue.
2. Patrons within the sixty-day probationary period may not check out technological devices.
3. Devices must be picked up at and returned directly to the Circulation desk. Devices must never be placed in the library's book drop - they could be damaged and the borrower will be responsible for replacement costs.
4. Overdue laptops and hotspots will be remotely disabled until returned.
5. The Hand County Library reserves the right to terminate device borrowing privileges from borrowers who damage, abuse, or lose equipment, or who are repeatedly late in returning the device.

### **RESPONSIBILITIES**

1. Keep the device in a temperature-controlled environment; do not leave it in a car.
2. Do not expose the device to moisture or abrasives (i.e. sand).
3. Do not drop the device.
4. Only use the included USB cable and/or power adapter to charge the device.
5. Turn the device off when not in use.
6. Keep the device, power adapter, and USB cable in the case when not in use. Be sure to turn off the device before putting it in the case.
7. Any damages incurred during the loan period due to damage or loss are the responsibility of the cardholder exclusively.
8. Complete the Hotspot and Laptop Lending Survey upon return.

### **LAPTOP SECURITY**

1. Do not tamper with security features or attempt to install personal software on the laptop.
2. For personal security, no user files or downloads will be retained on the hard drive after restarting the laptop. A flash drive may be provided if saving files is necessary.

### **SAFETY**

Failure to follow these safety instructions may result in damage to the device, fire, electric shock, or injury.

1. DO NOT expose the device to liquids or moisture.
2. DO NOT expose the device to extreme temperatures, either hot or cold.

3. DO NOT expose the device to lit candles, cigarettes, cigars, open flames, etc.
4. DO NOT drop, throw, or try to bend the device. Rough treatment may damage the device.
5. DO NOT attempt to disassemble the device.
6. DO NOT leave a charging device unattended.
7. STOP using and turn off the device if it appears damaged, is too hot to touch, or has a “hot” smell.
8. ONLY operate the laptop on a hard surface such as a table or desk to allow for proper air circulation.
9. DO NOT operate the device in areas where blasting is in progress, where explosive atmospheres may be present, near medical equipment, near life support equipment, or any equipment which may be susceptible to any form of radio interference.
10. DO NOT operate the device in any aircraft, whether the aircraft is on the ground or in flight.
11. The driver or operator of any vehicle should not operate the device while in control of a vehicle. Doing so may detract from the driver’s control and operation of that vehicle.

**FINES & LIABILITY**

Any device not returned 7 days after the due date will be assumed lost and the borrower will be charged the replacement cost. Patrons are responsible for costs associated with lost or damaged laptops and hotspots. Items will not be considered returned until all corresponding peripherals (cords, cases, etc.) have also been returned. Replacement fees for lost devices are assessed at the current market value for each device and corresponding peripherals (i.e. cords, cases, keyboards, etc.).

**NEED HELP?**

Assistance with the device is available from Hand County Library in person, via email, or via phone. Please call 605-853-3693 or email [library@handcountysd.org](mailto:library@handcountysd.org) if you have questions. We will provide help at our earliest convenience.

If a technical issue arises, the borrower should return the device immediately to the Hand County Library. Library staff will assess the issue and either provide a new device or return the corrected device to the borrower. The lending period will be extended to account for any days spent without the device due to a technical issue.

If a technical issue arises and the library is not informed of the problem during the checkout period, the borrowing patron may be responsible for repairs and or damages.

**DISCLAIMER:** The Hand County Library is not responsible for any liability, damages, or expenses resulting from use or misuse of the laptops or hotspots. The Hand County Library is not responsible for any data loss resulting from use of a laptop or hotspot. The Hand County Library is not responsible for the information accessed, obtained, or disseminated while using the laptops or hotspots. Any actions that lead to criminal prosecution are the responsibility of the borrower, not the Hand County Library.

I, the borrower, understand the above rules and regulations regarding the device(s) I am being loaned and agree to its terms.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(full name printed)

\_\_\_\_\_  
(phone number)

## PROCTORING POLICY

### Purpose

As part of its mission to support lifelong learning, the Hand County Library provides test-proctoring services. The purpose of this policy is to state the conditions of this service.

### Conditions

#### **Test-takers must be Library cardholders in good standing.**

The Library will proctor exams in paper, e-mailed, or online format. Any printouts will be charged to the student at the Library's current rate.

While the Library does not charge a fee for proctoring, all expenses, including copying and postage, will be paid by the test-taker. Out-of-county residents will be required to acquire a valid library card with payment of the current fee for the card.

The test-taker is responsible for all arrangements, including:

- Obtaining Library permission for proctoring, as well as reading and signing this Proctoring Policy.
- In the case of a written exam, arranging for its delivery to the Library with any required signatures, and providing materials (addressed envelope and postage) for its return to the testing institution.
- Library staff will proctor exams by appointment only, at least three days in advance. Exams must be taken during library open hours and must be completed 15 minutes prior to library closing time. It is the test-taker's responsibility to notify Library if they are unable to make the appointment.
- Arriving on time with appropriate identification and any supplies required for the exam. The test-taker should not bring a cellphone or other test-prohibited items into the Library.
- Online testing will take place on a public computer with word processing and Internet access. **It is the student's responsibility to verify that the Library's computer resources are adequate for their test-taking requirements.**
- Verifying that the testing institution has received the completed examination.

The time of testing will not be scheduled until the test (or instructions for access to an online test) have been received by the Library.

The Library is unable to provide a locked, private, or secure location for the test. Proctors will not monitor a student continuously during the exam, but may check on the student periodically. Further, the library cannot guarantee a quiet environment while taking the test.

The Library will verify that these proctoring conditions are acceptable to the testing institution. If these conditions do not meet the student's needs, the student should pursue other proctoring options.

Due to legal and ethical concerns, staff will not sign a proctoring verification that attests to more than they are able to do as set out in this policy.

Proctoring is provided subject to the availability of staff and computers.

The exam or the instructions for taking the exam online must be sent along with all test-taking requirements to:

Hand County Library

402 N. Broadway

Miller, SD 57362

or via e-mail to [library@handcountysd.org](mailto:library@handcountysd.org)

I, \_\_\_\_\_, have read the conditions specified above (Test-taker's name, printed) and agree to the conditions set forth for proctoring.

Test-taker's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Institution's contact information, course name and number:

Policy and appendices adopted and approved at the Regular Meeting of the Hand County Board of Trustees on July 29, 2019.

Andrea Fiala  
Chairman, Board of Trustees  
Hand County Library

## **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.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948.

Amended February 2, 1961, January 23, 1980, and January 29, 2019  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

**CITIZEN’S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Please check type of material:

\_\_\_\_\_Book            \_\_\_\_\_Kit            \_\_\_\_\_Magazine  
\_\_\_\_\_Audiobook    \_\_\_\_\_DVD           \_\_\_\_\_Other (Specify)

Author\_\_\_\_\_

Title\_\_\_\_\_

Publisher (if known)\_\_\_\_\_

Request initiated by\_\_\_\_\_

Telephone\_\_\_\_\_Address\_\_\_\_\_

Complainant represents:

\_\_\_\_\_Self

\_\_\_\_\_ (Name Organization)

\_\_\_\_\_ (Identify other group)

1. To what in the material do you object? Please specify: cite pages/examples:  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the result of reading/using this material?\_\_\_\_\_

3. For what age group would you recommend this material\_\_\_\_\_

4. Is there anything good about this material?\_\_\_\_\_

5. Did you read/review all material?\_\_\_\_\_What parts?\_\_\_\_\_

6. Are you aware of the judgment of this material by literary critics?\_\_\_\_\_

7. What do you believe is the theme of this material?\_\_\_\_\_

8. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?\_\_\_\_\_

Signature of Complainant:\_\_\_\_\_



## Patron Complaint Form Concerning Library/Library Staff

1. Your complaint concerns which of the following:

Librarian

Library Services

Library Staff

2. Describe the situation that led to this formal complaint:

3. Briefly, what is your specific complaint?

4. What attempt have you made to resolve this situation with the librarian?

5. What course of action would you like the Board of Trustees to take in this matter?

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Mail form to: Andrea Fiala, Board Chairman  
310 E. 7<sup>th</sup> St.  
Miller, SD 57362

## Performance Review for Hand County Library Assistant

Library Assistant: \_\_\_\_\_ Date \_\_\_\_\_

Library Director (evaluator) \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Rate performance 1 to 5

5=Outstanding      4=Very good      3=Fully qualified      2=Needs improvement      1=Marginal

### Job Knowledge:

Library policies \_\_\_\_\_

Use of computers/equipment \_\_\_\_\_

Atrium software programs \_\_\_\_\_

Shelf reading/shelving \_\_\_\_\_

Patron database programs \_\_\_\_\_

Cash handling \_\_\_\_\_

Statistic/records maintenance \_\_\_\_\_

Circulation desk skills \_\_\_\_\_

Reference skills \_\_\_\_\_

Library procedures \_\_\_\_\_

### Work Methods:

Quality of work \_\_\_\_\_

Timeliness \_\_\_\_\_

Completeness \_\_\_\_\_

Accuracy \_\_\_\_\_

Attention to detail \_\_\_\_\_

Neatness \_\_\_\_\_

Safety practice \_\_\_\_\_

Helpfulness \_\_\_\_\_

### Work Behaviors:

Customer service \_\_\_\_\_

Employee relationships \_\_\_\_\_

Job Commitment \_\_\_\_\_

Initiative & creativity \_\_\_\_\_

Reliability \_\_\_\_\_

Leadership/management \_\_\_\_\_

Public relations \_\_\_\_\_

Library cooperation \_\_\_\_\_

### Action Plan:

### Staff Comment Section:

Signatures attest to agreement that the evaluator has discussed this performance assessment with the library assistant. It does not necessarily designate agreement or disagreement with all comments or evaluations made.

Library Assistant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Library Director Signature: \_\_\_\_\_ Date \_\_\_\_\_

**EVALUATION OF LIBRARY DIRECTOR  
Hand County Library  
Adopted July 2014**

Use the numerical scale below to evaluate the performance of the Library Director during each anniversary date of hire. Select the number that best indicates your perception of the Director's performance for each of the criteria listed.

<b>POINTS</b>	
5 - Outstanding	far exceeding performance criteria
4 - Above average	exceeds normal expectations
3 - Average	generally meets expectations
2 - Weak	erratic performance, falls short of normal expectations, requires remedial action
1 - Unsatisfactory	unacceptable performance, which must receive immediate attention

<p>Rating</p> <p>_____</p> <p>_____</p> <p>with appropriate</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>suggestions.</p>	<p><b>A. Relationships with Board</b></p> <p>1. Keeps the Board informed on issues, needs and operations of library</p> <p>2. Offers professional advice to the Board on items requiring Board action, recommendations based on thorough study and analysis.</p> <p>3. Supports and executes Board policy and intent to public and staff.</p> <p>4. Seeks and accepts constructive criticism of work.</p> <p>5. Seriously considers, and/or acts on individual Board member's</p>
--	---

Comments

<p>_____</p> <p>accomplish mission of library</p> <p>_____</p> <p>objectives.</p>	<p><b>B. Goals and Objectives</b></p> <p>6. Provides leadership in developing long and short term goals to</p> <p>7. Keeps the Board updated on implementation of library goals and</p>
---	---

Comments

<p>_____</p> <p>library.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>C. Community and Professional Relationships</b></p> <p>8. Gains respect and support of the total community on the operation of</p> <p>9. Participates in community activities.</p> <p>10. Keeps abreast of local, state and national library issues.</p> <p>11. Participates in professional library associations.</p>
---	--

Comments

**D. Staff and Personnel Relationships**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
competencies.  
\_\_\_\_\_  
work as well as

- 12. Develops and executes sound personnel procedures and practices.
- 13. Develops good staff morale and loyalty to the organization.
- 14. Delegates authority to members appropriate to the positions each holds.
- 15. Recruits and assigns the best available personnel in terms of their
- 16. Evaluates performance of staff members, giving commendation for good constructive suggestions for improvement.

Comments

**E. Business and Finance**

\_\_\_\_\_  
supplies.  
\_\_\_\_\_  
financing.  
\_\_\_\_\_  
\_\_\_\_\_

- 17. Keeps informed on needs of the library -- plant, facilities, equipment and
- 18. Evaluates financial needs and makes recommendations for adequate
- 19. Determines that funds are wisely spent and within budget limitations.
- 20. Supervises operations, insisting on competent and efficient performance.

Comments

**F. Personal Qualities**

\_\_\_\_\_  
professional matters.

- 21. Maintains high standards of ethics, honesty and integrity in all

Comments

## Comment and Discussion

What are the three major strengths of the Director?

Are there limitations in the Director's performance?

In the past year, what difficult issues have faced the library and how did the Director bring them to resolution?

What should be the organizational goals and/or personal development goals for the Director for the coming year?

## Overall Performance Rating

Based upon the preceding comments and evaluations, check the term which best describes the Director's overall performance for the evaluation period. This may not necessarily be an "average" of your criteria ratings, since some criteria are more important than others. Use the back of this page (or make another one) for further comments and recommendations.

- \_\_\_\_\_ Outstanding
- \_\_\_\_\_ Above average
- \_\_\_\_\_ Average
- \_\_\_\_\_ Weak
- \_\_\_\_\_ Unsatisfactory

# HAND COUNTY LIBRARY TRUSTEE ETHICS STATEMENT Adopted July 2014

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

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