**MEAGHER COUNTY CITY LIBRARY POLICIES**

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**Library History**

Meagher County City Library History from the 1930’s to the present

(Taken from a community meeting held at the Meagher County Senior Center on May 4, 2010 with additions from various sources.)

* We began as an “Apple Crate Library” started by the local O.D.O. club.
* The Bandel Shop (home to an automobile shop and a blacksmith shop at different times) was one of the first places to host the library.
* A small room in the north end of the building under the WPA Program in the mid 1930’s; the librarians were paid under the relief effort. Isobel Choquette was first librarian.
* About 5 years later the city of WSS stepped up to establish and move the library in 1940 to the Sherman Hotel (Higgins house). Isobel continued as the first librarian there with Martha Dunkel following. Again a very small place, just one room in the Sherman Hotel. The library stayed there approximately 19 years. By 1958 the library had begun to run out of space and had begun the search for a larger place to be able to expand and grow.
* Coad’s Grocery was the next library placement; which is right next to the Western Clothing Building which is now vacant. Reports included that the new location was spacious with adequate room for the long term. The library continued at this location for 10 years with Helen Driedlan as librarian.
* When the new city hall was built, the library moved into that building. This lasted approximately 22 years. Irene Teague was the librarian from 1971 until 1987. As early as 1986 the library and city were looking for a place to move the library, mostly due to space requirements with children’s programs being implemented.
* Effort made 4-5 years later moved the library into part of the old radio station building. Dedication of the building was held on Sunday, May 5th, 1991. The building was very spacious, at that time, and was thought to be able to last more than 20 years.
* There have been multiple library directors since then, including Tricia Browning. Debbie Benedict was the director from 2005 until 2013. Malvina Libman started in the spring of 2014 after several months of the library being run solely by the amazing Friends of the Library volunteers.
* Jessica Ketola was the director from August of 2014 through March of 2022.
* The capital campaign fundraising efforts for the new library building began in September of 2015.
* Chennell Berg hosted a huge Winter Gala fundraiser on January 15, 2016.
* Pre-construction contracts with Diamond Construction were signed and the new building design finalization began on January 12, 2018.
* The Grand Opening celebration for the new the building was on July 20, 2019!

**Quick Facts**

**These statistics are from July 2020-June 2021.**

Patron monthly visit averages-1,084

New library cards issued-an average of 7 each month

**Checked Out Materials-**

Physical items-9,608

electronic items-1,694

**InterLibrary Loans-**

in-state-135

out-of-state-101

Costs-Approximately $75,000 annually. The actual number changes every year but we have mills with both city and county. We also utilize state aid and grants, with generous support from our Friends of the Library Group!

Staffing: One full-time director, two part-time assistants, and 2-5 regular volunteers

Meeting Room: open during library hours for visitors to see the Veterans Wall, unless there is a meeting or program going on. Use of the room is free to the public.

Computers: We have computers and chromebooks for patrons to use.

Scanning, Faxing, Copying, Printing, and Laminating Services are available.

Regular Programs Offered:

* Weekly Storytime-typically 50 times per year
* Summer Reading Program-11+ programs during the summer with activities for adults, teens, and children of all ages
* Fun2Go Craft Bags-craft/activity or an upcoming holiday recreated to appeal to older kids.
* Friends of the Library Group sponsors various programs & activities throughout the year including, but not limited to Humanities Talks from the Montana Speakers’ Bureau.
* Preschool Storytime-Once per week one of the three preschool classes walks to the library and a librarian reads stories with the preschoolers.
* Free preschool children’s book raffle- During the school year, the preschoolers get to draw winners weekly.
* Coder Dojo-Kids 7-17 learn about coding and creating apps and computer programs.

**Our Mission Statement**

The Meagher County City Library is committed to promoting access to information, life-long learning, and the love of reading.

**Our Vision Statement**

Through the services provided by Meagher County City Library, patrons will:

* Experience the Library as a focus of community life for people to gather and connect with each other to build a strong, sustainable, and livable community.
* Acquire the skills and information they need to succeed at school, at work, and in their personal lives.
* Discover responsive, dynamic, and high-quality services and programs that enlighten, inspire, and entertain.
* Benefit from reading, viewing, listening to materials, and participating in programs that stimulate their thinking, enhance their knowledge of the world, and enrich their leisure time.
* Develop the technological, information seeking, and information evaluation skills needed in an increasingly complex world.
* Utilize fully the Library's resources and services, and encourage others to do so as well.
* Enjoy relaxing and welcoming spaces that are a source of local pride and an essential public resource.
* Discover a catalyst for lifelong habits of learning, self-improvement, and self-expression.
* Find a bridge over the digital divide for those lacking access to technology.
* Develop the love and habit of reading in children from the earliest possible moment.

**Our Values Statement**

We are a “patron-friendly” organization. Every employee prioritizes meeting library users’ unique needs. A climate of excellence in patron service permeates the atmosphere of the library.

Meagher County City Library intends to provide:

* Services that are highly valued and result in library use and community involvement.
* A welcoming and lively cultural and lifelong learning center for the community.
* Outstanding reference, readers advisory, and borrower services.
* Barrier free services accessible to all, regardless of background, education level, or economic status.
* Collections of value and interest that are current and relevant to user needs.
* A friendly, trained, and highly competent staff that works together to provide responsive service to all users.
* Appropriate technology to improve services for the community and ensure that all users have equitable access to information.
* An environment in which staff treat customers and each other with respect.
* Promotion of collaboration and cooperation with other agencies to enhance services.

**BYLAWS**

**MEAGHER COUNTY CITY LIBRARY**

**BOARD OF TRUSTEES**

ARTICLE I---GENERAL

Section 1. Scope

The Board of Trustees of the Meagher County City Library exists by virtue of the provision of the Montana Code Annotated (MCA), specifically, MCA 22-1-301 and following and exercises the authority and assumes the responsibilities delegated to it by Meagher County, the City of White Sulphur Springs and said statue.

Section 2. Purpose

The purpose of the Board of Trustees is to ensure that the library services are provided to the residents of Meagher County and the City of White Sulphur Springs and to govern the Meagher County City Library, which includes: planning and monitoring the finances and services; establishing operating policies; and guiding and evaluating the library’s progress.

ARTICLE II---BOARD OF TRUSTEES

Section 1. Recruitment

Any vacancy on the Board of Trustees shall be publicized through media, including, but not limited to, the Meagher County News, Facebook and/or other social media sites, and notices displayed in the library building.

Section 2. Eligibility

Members of the Board of Trustees must be current residents of Meagher County.

Section 3. Approval

Prospective trustees will be invited to complete a written application, which shall be returned to the library director. The Board of Trustees shall study each application and make its recommendations to the Meagher County Board of Commissioners and/or the Mayor of the City of White Sulphur Springs.

The Board of Trustees shall consist of five (5) trustees. The Meagher County Board of Commissioners shall approve the appointment of three (3) trustees and the City of White Sulphur Springs City Council shall approve the appointment of two (2) trustees. The five terms are alternating terms with one term ending each year; year is defined as July 1st through June 30th. The coordinator of the Friends of the Library Group can hold a non-voting, ex-officio position, at the discretion of the board.

Section 4. Tenure

The term of the trustees shall be five years. No trustee shall serve more than two consecutive terms. If a member is appointed to serve an unexpired term of office, it shall not be considered part of the two consecutive terms.

A member of the Board of Trustees that has served two consecutive terms may be eligible for reappointment after one year break in service from the completed second executive term.

Section 5. Conflict of Interest

Any member of the Board of Trustees who is aware of a potential conflict of interest with any matter coming before the board shall abstain from voting in connection with the same.

Section 6. Vacancies

The secretary of the Board of Trustees shall be notified if a member of the Board of Trustees becomes disabled, incapacitated, or unwilling to serve. Upon receipt of such notification, the position shall be declared vacant.

When any member of the Board of Trustees fails to attend three consecutive meetings of the board without notifying the chair or does not attend at least fifty percent of the scheduled monthly meetings, the board shall declare his/her position vacant.

Article III---OFFICERS

Section 1. Positions

The elected officers of the Board of Trustees shall be chair and vice chair. Any trustee is eligible to attend the Broad Valleys Federation meetings as a representative of the library. The library director shall serve as ex-officio secretary of the Board of Trustees.

New board members will be provided a copy of the Library Policies.

Section 2. Election and Term of Office

Annually the Board of Trustees at its regular meeting held in the month of July, shall elect its officers. The term of office for all elected officers shall be one (1) year. Officers may be reelected to serve for as many consecutive one (1) year terms as the Board of Trustees wishes.

Section 3. Removal

Any officer elected or appointed by the Board of Trustees may be removed by the same whenever, in its judgement, the best interests of the Meagher County City Library would be served. Such removal of any officer will be effectuated by a unanimous vote of the other four (4) members of the Board of Trustees.

Section 4. Vacancies

Any vacancy of the Board of Trustee office because of resignation, removal, disqualification, or otherwise, may be filled by the Board of Trustees through the election process for the unexpired portion of the term of said office.

Section 5. Duties of the Chair

The chair shall preside at all meetings of the Board of Trustees, authorize calls for special meetings, appoint all standing and special committees, execute all documents authorized by the Board of Trustees, serve as ex-officio voting member of all committees, ensure that a true and accurate record is maintained of all meetings of the Board of Trustees, and perform all other duties associated with the office of chair.

Section 6. Duties of Vice Chair

In the absence of the chair, or in the event of his/her inability or refusal to act, the vice-chair shall perform all duties of the chair, and when so acting shall have all the powers of and be subject to all the restrictions of the chair. In the absence of both the chair and vice-chair, a member of the Board of Trustees designated by the Board of Trustees shall exercise in the chair’s functions.

Section 7. Duties of Broad Valleys Federation Representative

In accordance with membership in the Broad Valleys Federation, one (1) member of the Board of Trustees will be available to represent Meagher County City Library for voting purposes.

The representative will attend all meetings of the Broad Valleys Federation. If a conflict in schedule arises, the Meagher County City Library Board of Trustees will send a proxy from among themselves.

The attending representative will present a brief written or oral report of the Broad Valleys Federation meeting to the Meagher County City Library Board of Trustees at its next regularly scheduled meeting. The report shall constitute an official part of the Board of Trustees minutes.

Section 8. Duties of Secretary

As the ex-officio secretary to the Board of Trustees, the library director shall keep a true and accurate record of all proceedings of the Board of Trustees meetings and present all bills and financial statements to the Board of Trustees. The library director shall also issue notices of all regular and special meetings and have custody of the minutes and other records of the Board of Trustees.

Article IV ---MEETINGS

Section 1. Regular Meetings

Regular meetings shall be held monthly. The Board of Trustees shall set the date, hour, and location of the meetings.

Section 2. Special Meetings

Special meetings may be called by the chair or upon the verbal and/or written request of the three (3) members of the Board of Trustees.

Section 3. Notice of Meetings

The Board of Trustees shall abide by Montana Open Meeting Laws. Notice of an agenda for meetings will be made available to all members of the Board of Trustees and the public at least forty-eight (48) hours before the meeting.

Section 4. Quorum

The presence of a majority of the Board of Trustees (three members) shall constitute a quorum for the transaction of business.

Section 5. Manner of Acting

The votes 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 bylaws.

Section 6. Parliamentary Rules

Robert’s Rules of Order shall be a parliamentary authority on all matters not covered by the bylaws of the Board of Trustees.

Section 7. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items:

* Call to order
* Approval of minutes of previous meeting
* Financial report; action of financial obligations
* Public comments
* Unfinished business
* New business
* Reports- FOL, library director, committees
* Next meeting date, time, and place
* Adjournment

ARTICLE V --- FINANCES AND ANNUAL REPORTS

Section 1. Budget

The library director, with the assistance of the Board of Trustees, shall prepare an annual budget for presentation to the Board of County Commissioners for the following fiscal year during its June meeting.

Section 2. Reports

The library director presents oral reports of library conditions and operations for the Board of County Commissioners and the City Council Officials. The library director also prepares annual reports for the Broad Valleys Federation, and multiple reports for the Montana State Library (Standards, Statistics, Excellence in Library Services, etc.).

Section 3. Expenditures

The Board of Trustees shall formally approve bills for library expenses at their monthly meetings. Prior board authorization is required for expenses exceeding budgetary amounts.

ARTICLE VI --- LIBRARY POLICIES

Section 1. Authority

The Board of Trustees shall be the policy-making body for the Meagher County City Library.

Section 2. Establishment of Library Policies

In consultation with and from recommendations made by the library director, the Board of Trustees shall establish policies necessary for the effective use and management of the library.

Section 3. Creating New Policies

New policies may be adopted by a majority of the Board of Trustees present at any regular meeting or at any special meeting if at least thirty (30) days written notice is given to each member of the Board of Trustees of the intention to alter, amend, repeal, or adopt new policies at such meeting.

Section 4. Amending Policies

Amendments to policies may be made by a majority of the Board of Trustees at any regular or special meeting, with at least three (3) days written notice (this period includes weekends and holidays) of the intention to amend, repeal, or adopt new policies.

Section 5. Reviewing Policies

The Board of Trustees, with the assistance of the library director, shall review the library policies every two years in the fall.

ARTICLE VII --- LIBRARY DIRECTOR

Section 1. Appointment

The Board of Trustees shall appoint, set compensation for, and provide annual written evaluations of the library director.

Section 2. Duties

The duties of the library director shall include but not be limited to the following:

* Serve as secretary to the Board of Trustees
* Direct and supervise library staff, volunteers, and day-to-day operations of the library.
* Make recommendation to the Board of Trustees as to the employment or discharge of persons necessary for the library
* Report to the Board of Trustees regarding the condition of the library
* Make recommendations to the Board of Trustees of such policies and procedures that will promote the efficiency of the library
* Execute and administer library policies
* Assist the Board of Trustees in preparing the annual budget for presentation to the governing bodies prior to the June meeting

CERTIFICATION AND ADOPTION

We do hereby certify that the above Bylaws of the Meagher County City Library were approved by the Board of Trustees on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Glenda Ritchie Bobbie Glick

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Carol Cartlidge Paul Komlosi

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Shannon Graham Betsy Hamann

**LIBRARY SPACES**

The new Meagher County City Library building has been designed with its patrons in mind.

Parents are expected to pick up after their children. If you see something that may need staff attention, please inform a member of the staff.

**Storage spaces and offices:**

Unless actively assisting with the running of the library, or a library program, patrons and their children should refrain from entering ANY storage room or office space (including the front circulation desk).

**Community Room:**

Unless participating in a meeting or program that is utilizing the community room, patrons and their children should refrain from entering the space. Adults wanting to view the Veteran’s Wall are welcome to. Adults may drink beverages and visit/work in the community room, if the room is not scheduled for use. Anyone who utilizes the room is expected to clean up after themselves.

**Lobby:**

Patrons and children should not loiter or allow children to play around in the lobby area or restrooms. This is the very first space to welcome every patron and it should be kept tidy and free from clutter.

**Operations:**

Library staff will follow daily and weekly checklists to ensure the building is clean and safe.

**COMMUNITY ROOM USE**

The Meagher County City Library provides a Community room for library-sponsored and co-sponsored programs, and for other meetings and programs of an informational, educational, cultural, or civic nature. All meetings and programs held in the room should be free of charge to those attending. Organizations may request donations or sell materials related to programming, but attendance would be free of charge. Monetary donations are appreciated, but not required for use.

The Community Room is open during library hours for visitors to see the Veterans Wall, unless there is a meeting or program going on. The two storage rooms off of the Community Room are not available for use. Hot chocolate, coffee, or tea may be available, but must remain in the Community Room. There will be no use by unsupervised children.

The Community Room is available on a first-come, first-served basis. Scheduled library events take precedence over other requests for meeting room use. The room’s legal capacity is 40. A projector, laptop, and screen may be available for use. Reservations must be made in advance with library staff.

The person making the reservation will be the Responsible Party. They are responsible for:

* Returning chairs and tables as found
* Operating the equipment needed for the program to be presented
* Disposing of trash and leaving the room clean and back in order

Groups wishing to schedule the room after hours must obtain written permission from the Library Director (see Community Room Use Agreement). Only the entry, bathrooms and Community Room are available after hours. A key to the outside door obliges the Responsible Party to pick up the key and return the key on the first day that the library is open following the event. Keys must be returned to, and signed for by the Library Director. Keys returned late will result in the group being barred from using the Community Room for 90 days. If the key is lost, the Responsible Party is responsible for installed replacement costs of locks and keys. If after hours they are responsible for:

* Ensuring that none of their group enters the library
* Ensuring that all participants have left the building
* Ensuring that outer door is locked upon leaving

Light refreshments may be served, but no supplies are provided. Equipment to brew coffee or provide hot water may be available for the group’s use. Alcoholic beverages are not allowed as White Sulphur Springs City Code prohibits alcoholic beverages in public buildings.

In ordinance with Montana Clean Indoor Air Act, smoking is not allowed in any public building.

If there is damage to the room, the Responsible Party will pay for repairs. The Library Director may deny permission to use the Community Room to any group that violates these conditions or disrupts service with excessive noise or disorderly conduct. As a courtesy, groups need to contact the library if a meeting or program is cancelled as soon as possible.

**COMMUNITY ROOM USE APPLICATION**

Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Party’s Contact:

 Phone:

 Email:

Date room is needed:

Meeting set up time:

Approximate time meeting will adjourn:

Equipment needs:

I have read the Meagher County City Library’s Community Room Use Policy. I agree to abide by its rules and regulations and be responsible for damages to the library during our scheduled use of the Community Room.

Signature of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Library Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**DONATIONS AND GIFTS**

1. Monetary donations less than $250 will receive a thank you card via mail.

1. Amounts of $250 or more are legally required to have a written donation acknowledgement letter to include the tax information of the Don Johnston fund through the County or the Friends of the Library EIN, as well as a thank you card.
2. Checks should be made out to the Don Johnston Fund or the Friends of the Library. In addition to monetary donations, the County and the Friends of the Library may accept other donations pursuant to its own policies. Donors may be directed to these groups for additional information.
3. The library staff may accept donations of books, periodicals, and other materials, with the understanding that they may be added to the library collection. The decision to include donated materials is based upon the following considerations:

1. Does the material meet the library’s standard of materials selection?
2. Is the physical condition of the material satisfactory?
3. Does the library need the material or multiple copies in its collection?
4. Material not added to the collection may be placed in book sales sponsored by the Friends of the Library or used as prizes and free giveaways.
5. The Library reserves the right to decide the conditions of display, housing, and access to the materials. No estimate of value of donated material will be furnished. Materials received will become the property of the Meagher County City Library.
6. When gift materials are deemed no longer useful, the Library will dispose of them on the same basis it disposes of other materials.

**Registration Policy**

An account at Meagher County City Library, or any other library in a sharing group of which the Library is a member, is required to borrow material. Individuals registering at Meagher County City Library must be a Montana resident. A card is valid for three years, at which time it will need to be renewed. Two types of identification may be required to open a Library account: a photo ID and proof of current address. An unexpired Montana Driver’s License or ID with a current street address will satisfy both requirements. An individual may register for a library card at any Partner Library, and must adhere to their eligibility requirements. Cardholders may return Partner items to any Partner Library.

**Examples of Proof of Address:**

Vehicle insurance or registration card

Voter registration card

Current utility or telephone bill

Checking or savings account statement

Current tax statement

Rental receipt, lease, or deed

Checkbook with printed name and address

Recently postmarked item of mail

Valid fishing license with current address

Valid hunting license with current address

The parent or legal guardian of a minor may provide his or her own photo identification and proof of current address to obtain a library card for a child. The parent/guardian must sign the application certifying that the minor resides at that residence.

**Suspension of Privileges for Health and Safety Reasons:**

It is the responsibility of the Meagher County City Library staff to maintain a healthy and clean environment for all library users and protect the County and City’s investments in the library’s collections, equipment, and property. In order to fulfill this responsibility, the library staff may restrict a patron’s ability to borrow materials and/or visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections, and/or other patrons.

Should it become necessary to suspend library privileges of a patron in order to protect library collections, facilities, and/or other patrons, notification of the suspension will be made by a library representative or law enforcement. Access to facilities and/or borrowing privileges will be restored when the suspended patron demonstrates that the situation that caused the loss of library privileges has been remediated.

**Suspension of Privileges for Late, Lost, or Damaged Materials:**

If a patron is severely late returning an item, their privileges may be suspended until the long overdue item is returned, or replaced. If a patron has a lost/missing item and has not made an effort to replace the item, privileges will be suspended.

**Circulation Policy**

Generally-circulating items will be loaned for periods and at limits defined by the sharing group to which the Library belongs. If the Library does not belong to a sharing group, loan periods will be set by the Library Director. Items belonging to libraries outside the Library’s sharing group are due on the date indicated by the lending library.

Meagher County City Library cardholders may check out books. Selected magazines, compact discs, audiobooks, and pamphlet material for a period of 28 days. NEW releases, DVDs, and TV DVDs can be checked out for 14 days.

Hotspots have a 14-day checkout time limit and can only be checked out to an adult. A Hotspot contract must be signed for checkout. Hotspots cannot be renewed.

Magazines, newspapers, telephone books, and select Montana material do not circulate.

Adult patrons may have up to 10 DVD/TV DVD, audio books, or music CD checked out at a time and up to 20 total items checked out at a time. Patrons under 18 have a limit of 7. Any exceptions should be requested in writing and approved by the director

Reference materials do not circulate.

Library materials that are not on hold may be renewed twice. Hotspots are not renewable. Periodicals are not renewable. If circumstances warrant, items may be renewed more than twice. Addition renewals for special circumstances are made at the discretion of the Library staff.

Library users may request holds on qualifying materials from any library in the Library’s sharing group. Limits on the number of holds allowed to each user are set by the sharing group.

**Overdue Materials**

With certain exceptions mentioned below, the Library does not assess fines on overdue items belonging to it or to libraries in the sharing group to which it belongs to.

Patrons with overdue items may be restricted in their checkouts, renewals, or holds until the overdue items are returned.

Patrons will be assessed the cover price for periodicals one or more weeks overdue.

Patrons with items 30 or more days overdue, the Library sharing group may choose to waive neither the replacement cost nor the processing fee. Items returned at this point might not be returned to the collection, at the Library’s discretion. This does not apply to periodicals.

**Accounts and Fines**

Cardholders are subject to each Partner Library’s fine and fee structure. If overdue fines are charged, the fee is 10 cents per day, per item.

A Partner Library has the discretion to waive fines for their cardholders.

Library accounts are blocked if fines or estimated dines total $10 or more.

Cardholders may pay fines at any Partner Library. Fines paid remain at the collecting library.

**Lost or Damaged Materials:**The library charges for lost library materials and library materials damaged through neglect, or requiring cleaning before its next use. For lost materials or those damaged beyond repair, the total charge will consist of the replacement cost of the material and a $5.00 processing fee intended to cover restocking costs. For materials requiring repair and/or cleaning, the charge may consist of the costs incurred in repairing or cleaning the item.

Meagher County City Library will accept a replacement copy for a lost or damaged item. The replacement copy must be identical to the original copy and have the same ISBN number or another standard identifying number as determined by a library staff member (in the case of non-book materials). The replacement copy must be in new or “like new” condition. The patron will be charged a $5.00 processing fee per lost item. This fee covers items that are in addition to the cost of the lost material (i.e. bar codes, labels, book jackets, AV containers, MARC records, etc.).

**Fines and Fees:**The library accepts donations for the local food bank, in lieu of late fees. Other charges may apply as indicated elsewhere in this manual.

**If a patron has a lost/missing item, and has not made an effort to replace the item, privileges will be suspended.**

**Materials and Collections Sharing**

By working with other libraries to share materials and collections, the Library is more useful to its users, uses public funds more efficiently, and upholds its commitment to the American Library Association’s Freedom to Read Statement, in particular, Proposition 1 which states:

 *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous to the minority.*

The Meagher County City Library endeavors to participate in various library materials and collection sharing services to make available materials representing a wider and more diverse selection of views and expressions, than the Library could reasonably provide by its own financial means.

The Library Director is authorized to enroll the Library in reciprocal materials sharing services and agreements. The Director may set a fee for patrons using these services, to offset delivery or related costs. Any fines incurred will be set by the owning library, and are the user’s responsibility.

The library does not place any restrictions on what materials any local user may request and receive from another library, via this library.

**INTERNET SAFETY**

**Introduction:**

It is the policy of Meagher County City 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.106-554and 47 USC 254(h)].

**Copyright:**

United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of ‘fair use’. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder.

**Definitions:**

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

1. 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.

1. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Meagher County City 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 information regarding minors.

1. Education, Supervision and Monitoring

The Meagher County City Library staff may educate, supervise, and/or 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.

**Filtering Advisement:**

It is impossible to block all inappropriate sites, both because of the way filters work and the fact that the internet changes very fast. Filtering software can give people a false sense of security and belief that they are being protected from offensive materials, when that is not always the case.

**TECHNOLOGY USE**

The smooth operation of the computers and network relies upon the proper conduct of all users. Violation of the policies and regulations that govern the use of the library’s technology resources may result in suspension or loss of the privilege to use these resources. Any illegal activity involving the library’s resources or equipment will be subject to prosecution by the appropriate authorities. The library reserves the right to take appropriate action to ensure compliance with this policy.

**Damage:**

Any damage to library resources must be reported immediately to library staff. Patrons are responsible for any damage to technology resources checked out that is not a part of normal wear and tear. This includes physical damage, as well as damage to the software running on the device. If the device is lost or damaged beyond repair the patron will be responsible for the fair replacement value.

**Usage Guidelines:**

In an effort to ensure that the use of the internet is consistent with the mission of the Meagher County City Library the following shall apply:

* Use of computers (including any library owned devices when available) is free to the public with a valid library card.
* Use of the library’s wi-fi is available to the public.
* All usage may be monitored, including using library owned devices, or connecting to the library’s wireless network.
* All print jobs must be completed, paid for, and picked up before the library closes.
* All library owned devices must be returned by 15 minutes before closing time.
* Computers are available on a first come, first served basis. If all computers are in use, ask a staff member to be added to the waiting list.
* Sessions on the public computers are limited to 60 minutes.
* Time extensions are granted **at the sole discretion of library staff**, based on demand for the public computers.
* Chromebooks are also available for use inside the library.
* Attempting to violate the technology policy may result in the loss of computer use privileges.
* Children under the age of 13 must be accompanied by a parent while using the computers.
* Patrons who wish to hear audio content on library computers must use headphones.
* Patrons may utilize USB flash drives to store personal files.
* Patrons may not load programs onto library devices or run unapproved software from any other device, such as a USB, including booting into another operating system using a USB or other bootable media.
* The library is not responsible for damage to storage devices, any loss of data, or damage or liability that may occur from a patron’s use of the library’s computers.
* Data entered on the computers should not be considered private, including websites visited, or online forms filled out while a patron is working on the computer.
* For liability reasons, library staff cannot answer questions of a financial, legal, or medical nature, and for privacy reasons, we cannot fill out online forms for patrons.
* Internet use will be managed in a manner consistent with the library’s policy on acceptable use. Internet workstations must be used in a responsible manner, respecting the rights of other users. Users may not make any attempt to damage computer equipment or software. Computer and internet settings may not be changed. Users may not use the network to make unauthorized entry into other computational, informational, or communication services or resources. Users may not invade the privacy of others or engage in any activity that is illegal, harassing or defamatory.
* Improper attempts to gain elevated privileges will result in immediate disciplinary action up to and including loss of the ability to utilize library technology resources.
* Any user identified as a security risk or having a history of problems with other computer systems may be denied access to library technology resources.
* Using library resources to make threatening, hateful, sexually inappropriate, or illegal statements will result in loss of the ability to use library technology resources
* Connection, other than headphones/headsets, either wired or Bluetooth are not allowed, including syncing a library computer to a personal device.
* Use of proxies or VPN systems is not allowed on library resources.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users’ activities. The Meagher County City Public Library will not release information on the use of specific internet resources by members of the public except as required by law or necessary for the proper operation of the library.

The Meagher County City Library assumes no responsibility for any damages, direct or indirect, arising from the use of its computing resources.

Internet workstations cannot be used for any fraudulent purpose, including any activities prohibited under applicable Federal, Montana, or local laws. Users may not display and/or print materials that may be unlawful.

Material on the internet is copyrighted. It is the user’s responsibility to be aware of the display of any notices concerning the copyright of information on the Web and to respect the copyright laws of the United States.

Internet resources through the library are provided equally to all users. The library upholds and affirms the right of each individual to access constitutionally protected material. A minor’s access to the Internet, as well as access to all other materials, is the sole responsibility of the parent or legal guardian. The Library strongly encourages parents or legal guardians to supervise their children’s Internet use and to provide them with guidelines about acceptable use. It is the responsibility of parents and/or guardians to instruct their children not to give private information about themselves or others, when using web sites or e-mail. The library does not have the right or responsibility to determine the appropriateness of a particular resource for any minor; however, in no event is any person under the age of 18 permitted to view any obscene and other sexually explicit materials and performances as defined and described in 18 Pa. C.S. 5903 and any amendments thereto.

The Meagher County City Library is committed to providing an environment free from sexual harassment. Adults may be advised that while accessing and viewing sexual materials is within the law for an adult, the risk of exposure to minors and the consequences of being ‘harmful to minors’ are significant. When children are in the proximity or even if another adult is expressly offended, the patron viewing such materials may be asked to close a website and lose computer usage privileges. Users may not display on screens and/or printers materials that may be unlawful or prohibited under any applicable federal, Montana, or local laws. The library staff will be the sole arbiter of what constitutes unacceptable content. The library staff reserves the right to end an internet session at any time if it is creating a disturbance.

The Meagher County City Library uses filtering software that blocks or filters internet access to some internet sites that may not be consistent with the mission of the library. Please be aware that filters are unreliable, at times blocking sites of legitimate information or educational value, or allowing access to sites that are illegal, obscene, or sexually explicit.

Parents or legal guardians, and not the library or its staff, remain responsible for monitoring their children’s use of the internet and for the information selected and/or accessed by their children. The library strongly encourages parents or legal guardians to supervise their children’s internet use and to provide them with guidelines about acceptable use.

Any adult (17 years of age or older, as defined by CIPA) may request that the filter or technology protection measure be disabled without significant delay by the Meagher County City Library director, consistent with the privacy policy of the library.

The library cannot be held responsible for any patron’s unauthorized use of a computer with a disabled filter.

Users who check out a device are responsible for all activity on that device until it is checked back in to the library staff.

**Consequences:**

Any violation of this policy may result in the patron being denied use of technology resources, or being asked to leave the library. Intentional or willful damage to library resources may result in the patron being responsible for the repair costs to resources including hardware and software.

Any patron who wishes to file a complaint about filtering software on library computers may do so within thirty (30) days to:

1. The Library Director and/or the Library Board.
2. The Director of the Electronic Information Network.
3. The Federal Communications Commission.

**PATRON BEHAVIOR**

The Meagher County City Library is dedicated to providing access to informational and recreational materials and to providing patrons and employees the right to use materials and services without being disturbed, impeded, or endangered. The Meagher County City 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."

The Meagher County City Library encourages people of all ages to visit the Library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services.

People demonstrating disruptive behavior will be required to leave the library after one warning from library staff; children will be given two warnings from library staff. Disruptive behavior includes, but is not limited to: noisy, boisterous actions; inappropriate behavior, including smoking, running, or loud talking; misuse of library property; uncooperative attitude; or actions that deliberately annoy others or prevent the legitimate use of the library and its resources. Abusive language and/or behavior will not be tolerated.

Personal appliances, such as computers, phones, and tablets, may be used if the noise level is low and use does not interfere with others. Cell phone use is permitted, yet respect for other people is expected.

**PENALTIES**

 Enforcement of the Meagher County City Library Behavior Policy will be conducted in a fair and reasonable manner. The Library will not deny, directly or indirectly, any person full and equal access or enjoyment of goods, services, activities, facilities, accommodations, or advantages for any discriminatory reason. However, Library Director, Library staff and/or Meagher County Police Officers will intervene as necessary to stop prohibited activities and behaviors. Although violators may receive an oral warning and be given a chance to rectify their behavior before Library privileges are lost, any individual act may result in temporary or permanent loss of Library privileges without prior warning. In addition to the consequences below, any Patron who attempts to access Library property while their privilege to do so is restricted may also face criminal prosecution for trespass.

1. Meagher County City Library staff may issue an oral warning to any Patron violating the Meagher County City Library Behavior Policy. Severe violations may result in Library staff instructing the violator to leave the premises or revoking the violator’s Library privileges, including borrowing privileges.

2. If behavior is not rectified after oral warning(s), Library staff may suspend the violator’s Library privileges for the remainder of the day. Children between the ages of seven and eighteen will receive at least two (2) oral warnings before being asked to leave by staff.

3. For multiple or serious offenses, the Library Director or Library staff, with approval from Library Director, may revoke the violator’s Library privileges, including entering the Library building, being present on Library grounds, and using or borrowing Library resources for a period of one day to three years or more depending on the severity of the offense as determined by the Library Director. 4. Violators who commit a criminal offense on Library property will be reported to authorities and may be subject to temporary suspension or termination of Library privileges, or in arrest and/or prosecution. While a criminal action is pending, the Library may prohibit the offender from being on Library property or using Library resources by serving a written Notice of Trespass if the offender violates his or her conditions. The Notice of Trespass may lead to further legal prosecution.

**APPEALS**

Patrons have the right to appeal the decision of any penalty, suspension or termination of Library privileges, Notice of Trespass, or any other penalty issued to the Patron by Library staff to the Meagher County City Library Board of Directors at the next available Library Board Meeting. Criminal convictions and their associated penalties are not under the control of the Bozeman Public Library and may not be appealed to the Library Board. The following requirements apply to all appeals:

1. Patrons intending to make an appeal must notify the Library Director in writing, within sixty (60) days of the offense and at least fifteen (15) days in advance of the next available Library Board Meeting. If the next Library Board Meeting is scheduled before the 15-day notice requirement can be satisfied, the matter will be addressed at the following meeting. Any notice of appeal made after the 60-day deadline will not be considered.

2. Patrons may present their appeal by appearing in person and/or submitting a written statement addressing the basis of the appeal.

3. At the appeal hearing before the Library Board, the appealing Patron may be asked questions by Library Board. The Board may also ask questions of Library staff. The Patron will receive a written statement of the Library Board’s decision regarding the appeal within thirty (30) days of the appeal hearing.

4. Appeal hearings and all related information are public information unless the Library Board determines that the appellant’s right to privacy exceeds the public’s right to know.

**Food and drinks are only permitted in the community room and only during library programs, with the exception of adults as stated in the community room policy. Patrons with food and/or drinks in other areas of the library will be regarded the same as someone demonstrating disruptive behavior.**

**ANIMALS IN THE LIBRARY**

**Purpose:**

The Meagher County City Public Library (“the Library”) recognizes that patrons with disabilities may have service dogs that are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. The Library recognizes legal rights under federal and state laws regarding use of service dogs. The Library also considers the safety and health of all its patrons, the public, and Library staff to be of utmost priority.

**Definitions:**

-Service Dog

“Service dogs” are dogs that are individually trained to do work or perform tasks for people with disabilities, as defined by the Americans with Disabilities Act (ADA). Examples of such work or tasks include: guiding people who are blind; alerting people who are deaf; pulling a wheelchair; alerting and protecting a person who is having a seizure; reminding a person with mental illness to take prescribed medications; calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack; or performing other duties. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks. Beginning on March 15, 2011, only dogs are recognized as service animals under Titles II and III of the ADA.

-Disability

The term “disability” means, with respect to an individual:

(a) A physical or mental impairment that substantially limits one or more of the major life activities of such individual;

(b) A record of such an impairment; or

(c) Being regarded as having such an impairment.

If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the ADA.

**Policy:**

No pets or animals other than service dogs or service dogs in training are allowed in the Library. Owners of pets may be asked to remove them from the Library.

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

Owners of the service dog are solely responsible for the supervision and care of the service dog.

Therefore, owners must keep the service dog directly with them at all times.

Users of service dogs are not required to show papers or to prove a disability. Service dogs are not required to be licensed or certified by a state or local government or training program, or be identified by a special harness or collar.

Staff may ask two questions: (1) Is the dog a service animal required because of a disability? and (2)

What work or task has the dog been trained to perform? Owners of service dogs or service dogs in

training must indicate that they are working dogs and not pets. Terms used may include assistance, service, guide, hearing, or helping dog. Staff may not ask about the owner’s disability.

A person with a disability may not be asked to remove his or her service dog or service dog in training from the Library unless the presence, behavior, or actions of the service dog constitute an unreasonable risk of injury or harm to property or other persons, or the dog is disruptive and the owner does not take effective action to control it. In these cases, Library staff must give the person with the disability the option to obtain Library services without having the service dog or service dog in training on the premises. Fear of allergies, annoyance on the part of other patrons or employees, or fear of dogs are generally not valid reasons for denying access or refusing service to people with service dogs or service dogs in training.

**Exceptions for Library Offerings:**

Pending approval by the Director or his/her designee, the Library may have animals in the building as part of its educational and recreational offerings.

**Animal Endangerment:**

The Library does not condone leaving non-service animals outside the Library in a way that may endanger the animal or Library patrons. The Library reserves the right to contact the police regarding any unattended animals on its premises. The Library also reserves the right to ban patrons who endanger animals in such a way, in accordance with the Library’s Safety Policy.

**Grievances:**

The Library is committed to the equitable use of the Library for all its patrons. Any patron who feels their use of the Library has been compromised due to this policy should report grievances to the Director or his/her designee.

**Citations and Related References:**

i) Americans with Disabilities Act (ADA) of 1990, Title II, Section 35.136 (Revised September 15,

2010); Beginning on March 5, 2011, only dogs are recognized as service animals under Titles II and III of the ADA.

**CHILD SAFETY**

The Meagher County City Library welcomes and encourages children to use its facilities and services. Programs and resources are offered to help children enjoy their visits, and to develop a love of books, reading and libraries. However, the library cannot provide long or short-term care for children of any age. While staff is concerned about the well-being of patrons, the library is not responsible for keeping children safe from harm.

Meagher County City Library does not monitor subject matter checked out by minors.

Parents are responsible for the care, safety, and behavior of their children while they are in the library, whether or not they are with their child at the time, and violations of this policy are grounds for suspension of library privileges.

If a child becomes anxious or disruptive or other problems arise, the staff will attempt to locate and/or contact the parent or caregiver. It is the responsibility of the parent or caregiver to be accessible to pick up the child at any time.

CHILDREN MUST HAVE A WAY FOR THE STAFF TO CONTACT A PARENT OR CAREGIVER AT ALL TIMES WHEN THEY ARE LEFT UNATTENDED IN THE LIBRARY.

Children shall not be left without direct supervision of a parent, or caregiver age 13 or older.

Direct supervision entails being in the immediate area, with direct visual contact with the child.

During story times or other programs, adults who do not attend the program with the child should return in time for or have pickup prearranged for when the activity is over.

If children under the age of 13 are found without an adult, staff will attempt to locate and/or contact the parent or other caregiver. If library staff cannot locate or contact a parent or caregiver, local law enforcement will be notified to assure the child’s safety.

**UNATTENDED DEPENDENT PERSONS**

The Meagher County City Library does not assume responsibility for persons, not legally responsible for themselves that are unattended on Library premises.

These persons include, for example, persons incapacitated due to physical and/or mental disabilities or other conditions who are dependent on others for their safety and well-being, and persons of juvenile age who are unable to make responsible decisions on their own behalf.

Library staff will attempt to identify and contact a legal guardian if the welfare of such an unattended person appears to be threatened. In the event that a guardian cannot be identified and/or contacted, the Library will notify the Meagher County Sheriff’s Department.

**SOCIAL MEDIA**

**Purpose:**

The Meagher County City Library may utilize social media sites to further its mission.

Library staff may use social media to promote the library, its services or other related purposes.

1. All social media sites created for the library are considered to be an extension of the library’s existing internet services and must be approved in advance and in discussion with staff.

2. All social media sites created must adhere to all existing state and local laws and regulations and any applicable library policies.

3. All social media sites created will contain a short statement which clearly shows that the site is moderated by the library and provide links back to the library homepage including contact information. Any links to other sites do not constitute endorsements or support by the library.

4. All content posted to the library social media sites including comments from non-library users containing any of the following content shall not be allowed for posting:

a. Comments not related to the particular site or article being commented on.

b. Profane language or content.

c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability or sexual orientation.

d. Sexual content or links to sexual content.

e. Solicitations of commerce.

f. Information that may tend to compromise the safety or security of the public or public systems.

g. Content that violates a legal ownership interest of any other party.

5. All moderators or administrators of library social media sites will be trained in the use of the social media site, its policies and the library’s policies.

6. Any moderators or administrators of library social media sites must operate in a professional manner and conduct themselves as the representative of the library in accordance with all library policies.

**Definitions:**

1. Social media – any web site or internet resource that utilizes social interaction using highly accessible and scalable technologies. Examples of social media sites are: Facebook, Flickr, Google Buzz, Twitter, Instagram, Blogs, LinkedIn, etc.

2. Social media administrator – Library staff member who creates or administers information on a social media site.

3. Moderator – Library staff member or other who is authorized to manage comments or posts on social media sites.

**MATERIALS SELECTION**

The Board of Trustees has delegated to the director of Meagher County City Library and staff members the responsibility for the selection of library materials. The selection of material is based on reviews in professional journals, patron recommendations, popular demand, subject area needs, scope and focus of the collection, and cooperative collection agreements.

**The selection of library materials is a two-way process:**

1. The users of the library, a group with varying backgrounds, tastes and reading abilities, who indicate their interests and needs, and

2. The librarians who execute their personal judgment in anticipating demands and in selecting the best materials with which to satisfy the user.

Materials selected should meet standards of factual accuracy, significance, and responsibility of opinion. The library will provide, as far as possible, materials on all sides of controversial issues; materials which are written in a reasonable fashion and show results of careful study.

Materials on a controversial issue, or are written in violent, sensational and inflammatory manner will ordinarily not be selected. Occasionally books of temporary value, such as campaign biographies or fiction in great demand, will be acquired by the library and discarded when they have served their purpose.

Materials selected should meet the interests and needs of the community the library serves. In the selection of fiction the library must recognize its obligation as a public institution serving the reading needs and interests of a large group of people with varied backgrounds, education, reading tastes, and interests. Many resources are used in the selection of library material. The following is a sample list of resources that may be used. The order is not indicative of importance nor do all resources need to be used for selection. Any one or combination of the following may be used.

**Resources/Selection Tools for Material Selection**

1. Review and professional journals

2. Publishers’, jobbers’ and authors’ brochures/publications

3. Staff and patron suggestions

4. Visits to local bookstores

5. Expert recommendations

6. Award Winners

7. Internet Searches

8. Montana magazines and newspapers

**COLLECTION MANAGEMENT**

In addition to adding materials to the collection, library staff is also responsible for withdrawing materials that are deemed no longer appropriate for the collection. Evaluation of the collection is essential to ensure that patrons have access to the most current information available, to see that materials that are in poor physical condition are removed from the shelves, to ensure that only materials that are in demand or are deemed to have lasting value are kept in the collection and to make room for new materials or formats that should be added to the collection.

Following are the factors taken into consideration when deciding to withdraw materials from the collection.

**Physical condition of the item:**

Books should be checked for their physical appearance and wear. If an item is withdrawn because it is in poor physical condition, it may be necessary to replace it if it has proven to be popular, if the information is still current, a newer edition of the item is available, or there are no other copies of the item on the shelf. When replacing a withdrawn audiovisual item, a decision will need to be made if the format that is being withdrawn is still the best format in which to purchase the title.

**Usage guidelines:**

If items have not been used, in library or checked out, within the following time frames they may be withdrawn:

Non-fiction-10 years Fiction-5 years MT/local interest-indefinite

**Currency and accuracy of information:**

This is particularly important for non-fiction materials in subject areas such as medicine, business, computers and finance. Selectors in these and similar areas should be aware of the timeliness of the materials, and whether or not there have been more recent developments in a particular field that would make the materials in the collection outdated.

**Duplicate copies:**

In most cases, only one copy of any book will be kept on the shelf.

**Local interest:**

Though the library rarely collects in depth on particular subjects or genres, it should try to maintain copies of titles by Montana authors and about Montana. Since these may not circulate as often as other, more popular materials, allowances will be made for maintaining these in the collection though they may not appear to be popular.

**Disposal of Withdrawn Materials:**

Materials that are withdrawn from the collection may be routed to the Friends of the Library or made available to other libraries or agencies or offered for sale as appropriate. Materials in poor condition may be recycled or otherwise discarded.

**Reconsideration Policy**

Meagher County City Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library’s varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library supervisor or its director. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the library resource. Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.

**Procedures for Handling Formal Complaints**

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

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

**DRESS CODE**

It is the responsibility of all employees to represent the Library to the public in a manner which shall be courteous, efficient, and helpful.

Library employees should always be well groomed and dressed in a manner suitable for the public service environment and to reflect favorably on the Library’s image.

**PRIVACY**

**Our Commitment to Privacy:**

The Meagher County City Library Board of Trustees is committed to protecting individual privacy. The Privacy Policy is meant to cover our web site www.meaghercountylibrary.org and any other web service hosted by the library. This policy does not cover any service or site that is linked from any library resource or not connected to any library web service.

**The Information We Collect:**

The library will collect no personal information about you when you visit our website, unless you choose to provide that information to us. Any information you choose to provide will only be used to provide or improve library services or used for statistical purposes.

Voluntary personal information provided by you (to view your library account) includes:

 Name

 Address

 Email address

 Phone number

 Patron barcode

**Information We Collect and Store Automatically:**

During your visit, as you browse through the web site, read pages, or download information, certain information will be automatically gathered and stored about your visit but not about you. This information does not identify you personally. The library automatically collects and stores only the following information about the visit:

1. The Internet domain and IP address from which access to our web site is gained;

2. The type of browser and operating system used to access the Library’s site;

3. The date and time of access to the Library’s site;

4. The pages visited and for how long; and

5. The address of the web site from which the initial visit to www.meaghercountylibrary.org launched, if any.

The library uses this information to improve our web services to our patrons and to learn about the number of visitors to our site and the types of technology our visitors use. The data that is collected is not connected to your personal information or identity.

We do not share personal information collected on our web site with outside parties. We use technical information to better design our web services by generating statistics such as number of users accessing our site each month, and we use browser specific information to assist in the design of our website.

**E-mails and Web Forms:**

Personally identifying information that you provide by e-mails or web forms will be used only for such purposes as are described at the point of collection, for example, to send information or provide library services to you, update your membership record, or to respond to your questions or comments.

If you provide contact information, the library may contact you to clarify your comment or question, or to learn about your level of customer satisfaction with library services.

We use return e-mail addresses to answer the e-mail we receive and to confirm online program registrations.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to prohibit such unrelated uses.

**Outside Links to Other Web Sites:**

The Meagher County City Library cannot control the privacy policies of the web sites to which we have links. Once you leave our site, our Privacy Policy no longer applies. Some of these sites are commercial in nature and may collect and sell data provided to them.

The library also provides access to subscription databases on our web site. When you access these sites, they may log information regarding the date and time you accessed that resource. This information may be provided to us so we may evaluate the usefulness of these databases.

**Our Commitment to Data Security:**

We have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online to prevent unauthorized access, maintain data accuracy, and ensure the correct use of information.

**How to Contact Us:**

Should you have other questions or concerns about these privacy policies, you may contact us using the following information:

Meagher County City Library

205 SW Garfield

White Sulphur Springs, MT 59645

(406) 547-2250

mccl@itstriangle.com

**LIBRARY LAWS**

The Meagher County City Library is governed by Montana state laws and regulations. Below are links to the laws that govern the library. Only parts of the library laws are posted here.

* [22-1-304 - Tax Levy - Special Library Fund - Bonds](http://leg.mt.gov/bills/mca/22/1/22-1-304.htm)
* [22-1-308 - Public Library - Board of Trustees](http://leg.mt.gov/bills/mca/22/1/22-1-308.htm)
* [22-1-309 - Trustees - Powers and Duties](http://leg.mt.gov/bills/mca/22/1/22-1-309.htm)
* [22-1-311 - Use of Library - Privileges](http://leg.mt.gov/bills/mca/22/1/22-1-311.htm)

For more, please go to the [Montana Code Annotated online](http://leg.mt.gov/bills/mca_toc/index.htm).

**RESOLUTION ON THE USA PATRIOT ACT AND RELATED MEASURES THAT INFRINGE ON THE RIGHTS OF LIBRARY USERS**

WHEREAS, The American Library Association affirms the responsibility of the leaders of the United States to protect and preserve the freedoms that are the foundation of our democracy; and

WHEREAS, Libraries are a critical force for promoting the free flow and unimpeded distribution of knowledge and information for individuals, institutions, and communities; and

WHEREAS, The American Library Association holds that suppression of ideas undermines a democratic society; and

WHEREAS, Privacy is essential to the exercise of free speech, free thought, and free association; and, in a library, the subject of users' interests should not be examined or scrutinized by others; and

WHEREAS, Certain provisions of the USA PATRIOT Act, the revised Attorney General

Guidelines to the Federal Bureau of Investigation, and other related measures expand the authority of the federal government to investigate citizens and non-citizens, to engage in surveillance, and to threaten civil rights and liberties guaranteed under the United States Constitution and Bill of Rights; and

WHEREAS, The USA PATRIOT Act and other recently enacted laws, regulations, and guidelines increase the likelihood that the activities of library users, including their use of computers to browse the Web or access e-mail, may be under government surveillance without their knowledge or consent; now, therefore, be it

RESOLVED, That the American Library Association opposes any use of governmental power to suppress the free and open exchange of knowledge and information or to intimidate individuals exercising free inquiry; and, be it further

RESOLVED, That the American Library Association encourages all librarians, library administrators, library governing bodies, and library advocates to educate their users, staff, and communities about the process for compliance with the USA PATRIOT Act and other related measures and about the dangers to individual privacy and the confidentiality of library records resulting from those measures; and, be it further

RESOLVED, That the American Library Association urges librarians everywhere to defend and support user privacy and free and open access to knowledge and information; and, be it further

RESOLVED, That the American Library Association will work with other organizations, as appropriate, to protect the rights of inquiry and free expression; and, be it further

RESOLVED, That the American Library Association will take actions as appropriate to obtain and publicize information about the surveillance of libraries and library users by law enforcement agencies and to assess the impact on library users and their communities; and, be it further

RESOLVED, That the American Library Association urges all libraries to adopt and implement patron privacy and record retention policies that affirm that "the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the library" (ALA Privacy: An Interpretation of the Library Bill of Rights); and, be it further

RESOLVED, That the American Library Association considers sections of the USA PATRIOT Act are a present danger to the constitutional rights and privacy rights of library users and urges the United States Congress to:

1. Provide active oversight of the implementation of the USA PATRIOT Act and other related measures, and the revised Attorney General Guidelines to the Federal Bureau of Investigation;

2. Hold hearings to determine the extent of the surveillance on library users and their communities; and

3. Amend or change the sections of these laws and the guidelines that threaten or abridge the rights of inquiry and free expression; and, be it further

RESOLVED, That this resolution be forwarded to the President of the United States, to the Attorney General of the United States, to Members of both Houses of Congress, to the library community, and to others as appropriate.

Initiated by: Committee on Legislation

Cosponsored by: Committee on Legislation and Intellectual Freedom Committee

Endorsed by: OITP Advisory Committee, LITA

Endorsed in principle by: ACRL, ALTA Executive Board, ALSC, ASCLA, AASL Legislation

Committee, Intellectual Freedom Round Table

Prior History: CD#19.1 January 2002, CD#20.5 January 2002, CD#20.3 January 2002

Adopted by the ALA Council, January 29, 2003

**Appendix A**

**LIBRARY BILL OF RIGHTS**

**Material Selection and Removal Policy**

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

 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.

 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.

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

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

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

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961

Amended June 27, 1967

Amended January 23, 1980

Inclusion of “age” reaffirmed January 23, 1996

by the ALA Council

**Appendix B**

**AMERICAN LIBRARY ASSOCIATION**

**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 suppress ion 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 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 they still favor free enterprise in 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 to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in 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 freedom. They are almost 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 free 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 to 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 people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

**We therefore affirm these propositions:**

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 that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppress ion 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 not only what we believe but 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 increase 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 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 free people 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. The ideal 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 individuals must be directed in making up their minds about the ideas they examine. 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 individuals are free to determine for themselves what they wish 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, they can demonstrate that the answer to a bad book is a good one and 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 that reader's 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 the principal means of 'its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, require of all publishers and librarians the utmost of their faculties, and deserve 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.

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.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently Endorsed by:

American Booksellers Association

American Booksellers Foundation for Free Expression

American Civil Liberties Union

American Federation of Teachers AFL-CIO

Anti-Defamation League of B'nai B'rith

Association of American University Presses

Children's Book Council -

Freedom to Read Foundation

International Reading Association

Thomas Jefferson Center for the Protection of Free Expression

National Association of College Stores

National Council of Teachers of English

P.E.N.- American Center

People for the American Way

Periodical and Book Association of America

Sex Information and Education Council of the U.S.

Society of Professional Journalists

Women's National Book Association

YWCA of the U.S.A.

**Appendix C**

The Meagher County City Library subscribes to the American Library Association Freedom to

View Statement which follows.

**American Library Association Freedom to View Statement**

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place of censorship in any medium of expression.

Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

**Appendix G**

**Confidentiality of Library Records Policy**

**Library Records Confidentiality Act:**

22-1-1101. Short title. This part may be cited as the "Montana Library Records Confidentiality Act".

 History: En. Sec. 1, Ch. 476, L. 1985. 22-1-1102. Definitions. As used in 22-1-1103, the following definitions apply:

 (1) "Library" means a library that is established by the state, a county, city, town, school district, or a combination of those units of government, a college or university, or any private library open to the public.

 (2) "Library records" means any document, record, or any other method of storing information retained, received, or generated by a library that identifies a person as having requested, used, or borrowed library material or other records identifying the names or other personal identifiers of library users. Library records does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general or records that are not retained or retrieved by personal identifier.

 History: En. Sec. 2, Ch. 476, L. 1985.

 22-1-1103. Nondisclosure of library records.

(1) No person may release or disclose a library record or portion of a library record to any person except in response to:

 (a) A written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or

 (b) An order issued by a court of competent jurisdiction, upon a finding that the disclosure of such record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy.

 (2) A library is not prevented from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation if those reports are presented so that no individual is identified therein.

 (3) Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.

 History: En. Sec. 3, Ch. 476, L. 1985.

22-1-1104 through 22-1-1110 reserved.

 22-1-1111. Penalty.

Any person who violates 22-1-1103 is guilty of a misdemeanor and is liable to the person identified in a record that is improperly released or disclosed. The person identified may bring a civil action for actual damages or $100, whichever is greater. Reasonable attorney fees and the costs of bringing the action may be awarded to the prevailing party.

 History: En. Sec. 6, Ch. 476, L. 1985.

**ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

**An Interpretation of the LIBRARY BILL OF RIGHTS**

**Introduction:**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Libraries empower users by providing access to the broadest range of information. Electronic resources, including information available via the Internet, allow libraries to fulfill this responsibility better than ever before. Issues arising from digital generation, distribution, and retrieval of information need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people lack access or capability to use electronic information effectively. In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

**The Rights of Users:**

All library system and network policies, procedures, or regulations relating to electronic information and services should be scrutinized for potential violation of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities. Users' access should not be restricted or denied for expressing or receiving constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved or utilized electronically is constitutionally protected unless determined otherwise by a court of law with appropriate jurisdiction. These rights extend to minors as well as adults (Free Access to Libraries for Minors; Access to Resources and Services in the School Library Media Program; Access for Children and Young Adults to Non-print Materials).

Libraries should use technology to enhance, not deny, access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with Privacy: An Interpretation of the Library Bill of Rights.

**Equity of Access:**

The Internet provides expanding opportunities for everyone to participate in the information society, but too many individuals face serious barriers to access. Libraries play a critical role in bridging information access gaps for these individuals. Libraries also ensure that the public can find content of interest and learn the necessary skills to use information successfully.

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive their major support from public funds (50.3 Free Access to Information; 53.1.14 Economic Barriers to Information Access; 60.1.1 Minority Concerns Policy Objectives; 61.1 Library Services for the Poor Policy Objectives). All libraries should develop policies concerning access to electronic information that are consistent with ALA's policy statements, including Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights, Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities, and Resolution on Access to the Use of Libraries and Information by Individuals with Physical or Mental Impairment.

**Information Resources and Access:**

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Libraries have an obligation to provide access to government information available in electronic format.

Libraries and librarians should not deny or limit access to electronic information because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to electronic information solely on the grounds that it is perceived to lack value.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries (Diversity in Collection Development).

1

Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301

(1965); Susan Nevelow Mart, The Right to Receive Information (PDF), 95 Law Library

Journal 2 (2003).

2

Tinker v. Des Moines Independent Community School District, 393 U.S. 503

(1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457

U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d

954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

3

"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association (PDF), 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996, by the ALA Council; amended January 19, 2005.

[ISBN: 8389-7830-4]

We do hereby certify that we approve of and will abide by the above policies of the Meagher County City Library, signed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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