

**Grace Balloch Memorial Library**  
**625 North Fifth Street**  
**Spearfish, SD 57783**  
**642-1330**

## **1. MISSION, GOALS, AND PHILOSOPHY**

### **1.1 Mission and Goals**

#### Mission Statement

The Grace Balloch Memorial Library will provide all residents of the community with opportunities for education and growth by providing a variety of services, including but not limited to access to print and electronic materials.

### **1.2 Library Bill of Rights**

*The following is a statement by the American Library Association:*

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries 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.

### **1.3 Freedom to Read Statement**

*The following is a joint statement by the American Library Association and the Association of American Publishers:*

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 or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. 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 or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 toward 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 that are unorthodox, unpopular, or considered dangerous by 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 suppression of any concept that 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 they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

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 bar access to writings on the basis of the personal history or political affiliations of the author.*

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 that 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 expression 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 values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its 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 others. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence 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

the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans 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 the written word. We do so because we believe that it is 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.

## **2. BOARD OF TRUSTEES**

The board of trustees shall conduct business according to the bylaws of the Grace Balloch Memorial Library.

## **3. COLLECTION DEVELOPMENT POLICIES** *(Date of last review – January 2018)*

### **3.1 Objectives**

This policy serves as a guide in the selection of materials and secondarily to inform the public regarding selection criteria.

### **3.2 Aims**

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

### **3.3 Responsibility for Selection**

Based on these objectives, the selection of books and library materials will be the responsibility of the professional library staff, using tools of selection such as

- a. Professional library journals
- b. Periodicals of general interest

- c. Annual lists of notable books
- d. Subject bibliographies
- e. Publishers review copies of materials

### **3.4 General Criteria for Selection**

Stated and potential needs and interests of patrons will be the guiding factors in selection, with due thought to cultural, educational, industrial, and economic characteristics of the area.

Efforts will be made to collect and preserve items of local material which contribute to the history of the area.

Orders will be prepared regularly so that a fairly constant flow of new books and materials can be maintained, contributing to the interest in and use of the library collection.

All additions will be considered in relation to current holdings, working toward a balanced collection of materials, but with due consideration of other sources, such as:

- a. Loan of special material from the State Library.
- b. Interlibrary loan.
- c. The books and materials available at the schools in the city of Spearfish, striving to supplement but not to duplicate.

The budget will be apportioned to adult, youth, and juvenile titles with flexibility as needs and interests may shift.

### **3.5 Criteria for Selection of Books and Audiobooks**

In choosing non-fiction, the library will endeavor to find the best book on the subject to be covered in terms of authority, clarity, date of publication, accuracy, interest, and format.

For fiction, consideration will be given to literary value, theme of book, pace, and interest value.

For young adults, selection will be made with regard to literary value, interest value, and the school curriculum.

In choosing children's books, the library will consider the following criteria: interest, literary value, artistic and suitable illustrations, reading level, accuracy and clarity.

### **3.6 Reference Material**

Reference material will be acquired to meet the needs of the patrons, taking into consideration the resources available in nearby libraries.

### **3.7 Periodicals**

Periodicals will be selected on the basis of their use for obtaining current information, in meeting needs of the reference work, and in balancing the library collection as a whole. They will be kept on file as space permits.

### **3.8 Visual media**

A balanced collection of entertainment, documentary, instructional, and cultural materials will be maintained in a variety of media. Material more appropriate in print form will not be purchased in video simply for the sake of the format.

In the area of feature films, particular attention will be paid to acquiring materials not readily available from local sources, such as foreign language films, overlooked films from the United States, and films related to theater. In the area of children's films, particular attention will be made to acquiring materials related to children's literature.

The library does not attempt to restrict or label videos appropriate for particular age groups. We believe that what children view is the responsibility of their parents or guardians.

While some videos may include public performance rights, most of the library's collection is intended for home use, and the library assumes no responsibility for license infringement.

### **3.9 Electronic Resources**

Electronic resources are provided to library patrons through collaboration with the South Dakota State Library and Black Hills Library Consortium and are accessible through the library's website. Librarians will promote and support the use of these resources but have little control over their selection and accessibility. Additional local resources will be considered based on the needs of the community and availability of funds.

### **3.10 Donations**

In determining whether a donated item is to be added to the library's collection, the same principles of selection will be applied as are used in purchase.

### **3.11 Controversial Material**

In selection of material which may be controversial, the librarian will be guided by the policy stated in the Library Bill of Rights and the Freedom to Read Statement. If any book or other material is found to be objectionable to a patron, the Citizen's Request for Reconsideration will be accepted in writing and signed by the complainant. The written statement then shall be presented to the Board of Trustees for their consideration. The citizen will receive a written response to his/her complaint.

Each work will be considered as a whole; no passage, section, or word shall be taken out of context.

Books that are recognized as classics and are of literary merit are included in the collection even though they may contain a word or sentiments which today are unacceptable.

No materials shall be excluded from the library's collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, or if the work is deemed a significant artistic endeavor.

### **3.12 Weeding**

Materials in all media will be discarded at regular intervals using standard professional criteria, including circulation, currency, physical condition, and degree of lasting interest.

## **4. CIRCULATION POLICY** *(Date of last review – November 2016)*

### **4.1 Confidentiality**

Grace Balloch Memorial Library respects the privacy of all library patrons, including minors, and will treat all library patrons, transactions, and records non-judgmentally and confidentially. The Library and its staff members will not use circulation or registration information for any purpose other than carrying out standard library operations.

### **4.2 Library Cards**

#### **4.2.1 Eligibility**

Any person who is a resident or landowner in Lawrence County may use the library free of charge. Residents of the surrounding area who do not live in Lawrence County may obtain a library card for a fee of \$25.00 per year. Students of Black Hills State University and the Spearfish School District may receive a free card by presenting a current student ID.

#### **4.2.2 Application**

Persons 16 years or older must fill out an application giving their name, address, and phone number. Applicants under 16 years of age must provide the same information as well as the signature of a parent or guardian accepting responsibility for the child's use of the library card. Children must be at least five years old to obtain their own library card. Teens ages 16-17 may obtain a card without a parent signature but must have permission of a parent or guardian to check out movies.

#### **4.2.3 Proof of Identity/Address**

Applicants must provide a photo identification card; acceptable forms include a valid driver's license, state identification card, or student I.D. They must also provide proof of current address

if this is not on their driver's license; acceptable forms include a utility bill, check-blank, rental agreement, lease, bank statement, official correspondence from a government agency. In the case of a child, the signing parent or guardian must provide these documents or have a valid library card previously established. A parent or guardian may not sign for a card for their child if they have a card that is blocked for any reason.

#### 4.2.4 Videos

Children under the age of 18 will not be permitted to check out videos unless their parents give consent.

#### 4.2.5 Temporary cards

Temporary cards may be issued to patrons who do not have proof of local address at the time they request a card, to be used until the proper documentation can be procured, not to exceed one month from initiation of the account. Temporary cards may also be given for up to three months to people who are in town only for the summer to work, etc., at the discretion of the librarian. A local address and permanent address as well as current contact information must be provided. Temporary cards allow checkout of no more than three items at a time and no interlibrary loan privileges.

#### 4.2.6 Replacement Cards

Patrons will be charged a \$5.00 fee to replace lost cards.

### 4.3 Borrowing Information

Circulating materials including books, magazines, and audiobooks are loaned for **three** weeks. Current issues of magazines do not circulate.

Videos and DVDs are loaned for **one** week.

Reference materials are intended for use in the library but may circulate for **one** week.

Circulating materials may be **renewed twice** in person or via telephone or the internet unless there are holds placed on the materials. Materials must be renewed during library hours if being renewed on the due date of the item or it will be considered overdue.

Circulating materials may be reserved. Items that are placed on reserve for a patron will be held for one week once they become available before they are returned to the shelves or checked out to another person on the waiting list.



## **4.4 Loans to Other Libraries**

### **4.4.1 Loans**

Books and AV materials will be loaned to other libraries for one month on a reciprocal basis. Renewals are allowed if no one is on a waiting list for the item. The library may send new books for 2 weeks depending on local patron demand.

### **4.4.2 Copies**

We will copy and send via interlibrary loan up to 30 pages without charge, pursuant to current copyright law. Any pages over 30 will be \$0.10 per page.

### **4.4.3 Non-circulating Materials**

Requested sections may be copied from Reference, SD Locked Cabinet, microfilm, and bound periodicals pursuant to current copyright law and copies policy. Special accommodations for in-library use of these materials may be made at the discretion of the library director.

## **4.5 Fines and Fees**

### **4.5.1 Books/Audiobooks/Periodicals**

Patrons will be fined ten cents (\$0.10) per day per item up to replacement costs.

### **4.5.2 Videos/DVDs/Reference books**

Patrons will be charged one dollar (\$1.00) per day per item up to replacement costs.

### **4.5.3 Damaged/Lost Materials**

The library acknowledges that circulating materials will receive some wear and tear in the normal course of patron use; however, the patron is expected to return the item promptly and in approximately the same condition as when it was checked out.

Damaged (including water, stains, rips, markings, etc.) and lost items will need to be replaced, and the cost of the item plus a processing fee of five dollars per item will be charged to the patron's account. Patron-purchased replacements will not be accepted without prior approval, and the processing fee will not be waived.

Items returned in poor condition due to neglect or misuse (substantially dirty, odorous, scratched, etc.) to the extent that significant time is required to clean and/or repair the item before returning to circulation will be assessed a repair fee not to exceed ten dollars per item, depending on the type of cleaning or repair required.

#### **4.6 Item Limits**

Patrons will be limited to 50 items per card with the following exceptions:

- Temporary cards are limited to 3 items at a time. (see 4.2.5)
- Children's cards are limited to 10 items at a time. (see 4.2.2)
- Teen's cards are limited to 10 items at a time. (see 4.2.2)
- BHSU student cards are limited to 10 items at a time. (see 4.2.1)
- Teacher cards are limited to 100 items at a time with a loan time of 60 days and no renewals allowed.

Only 10 videos/DVDs may be checked out at a time, subject to total item restrictions for specific cards as listed above.

Patrons will be limited to 5 interlibrary loans at a time. Exceptions may be made for educational purposes at the discretion of the librarian.

#### **4.7 Overdue Material Policy**

Patrons will be notified about overdue materials by e-mail, SMS text messaging, phone and/or mail. If a patron fails to return overdue materials within one month after a final notification has been mailed, the material will be considered lost and the patron will be billed for the cost of the material plus the processing fee. Once the cost has been billed, the material will be considered for replacement, and no credit will be issued regardless of whether the material is returned. It is the responsibility of the patron to update contact information to facilitate notifications.

The library will not check out materials to any patron with a fine exceeding \$10.00. Borrowing privileges will be restored when the patron's fine has been cleared or partially paid and is below \$10.00.

#### **4.8 Denial of Services**

The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, discourteous or disrespectful behavior toward librarians, or any other conduct on library premises conflicting with the general purpose of the library. In the event of continued or wanton violation of regulations, the case may be dealt with individually by the Board.

The library may use the services of a collection agency if necessary. The matter will be dealt with on a case by case basis. Should it become necessary to take a patron to court or contact a collection agency for failure to pay fines or return library materials, the library staff is authorized to revoke permanently the patron's borrowing privileges; such revocation will be submitted to the Court to become a part of the Court record.

Any individual, for continued misuse or flagrant violation of the library borrowing regulations, may be subject to suspension of library use privileges for up to 90 days at the discretion of the Library Director.

If the staff becomes aware of an abusive use pattern by which a patron repeatedly refuses to return materials but pays for them as a means of building a personal collection or as a method of censoring the library collections, such case will be brought to the Library Board of Trustees for consideration of revocation of that patron's library use privileges.

Prosecution of cases of theft or mutilation of library materials will be considered on a case by case basis by the staff of the Library.

## **5. EQUIPMENT POLICY** *(Date of last review – October 2015)*

### **5.1 Computer Access Policy**

Public-access computers may be used by adults as well as individuals under the age of 18 who have the proper consent (**see Internet Access Policy**). One hour of computer time is guaranteed, except during peak computer-use times when limits may be decreased to 30 minutes at the staff's discretion. Computer users must sign in at the circulation desk. Costs for printing are \$0.05 per page.

The children's computers only allow access to library approved resources and may be used by any child without consent from a parent or guardian.

### **5.2 Internet Access Policy**

The Grace Balloch Memorial Library is a public library dedicated to providing access to printed, audio-visual, and electronic information.

The Public Library does not monitor and has no control over the information accessed by patrons through the Internet and cannot be responsible for its content. The Internet is a network of networks connecting computers and people around the world. It provides access to a wide variety of information and services whose contents may not please or may offend individual library users. Because the library is a public space for the use of adults and children, access to lewd or obscene images is not permitted.

Not all sources on the Internet provide accurate, complete, or current information. Users must exercise judgment and evaluate for themselves the value of the information online.

In compliance with the Neighborhood Children's Interest Protection Act (N-CIPAA) 47 U.S.C. Section 254-1, the following guidelines will be observed:

Patrons are not permitted to

- Change the settings or configurations of public access computers
- Use library computers for unauthorized access, including so-called “hacking” and other unlawful activities
- Behave in a way that intrudes upon the rights of others. Patrons are not permitted to invade the privacy of other library customers, harass library staff or customers, damage or disrupt library computers, resources, or spam in violation of federal, state, or local laws or ordinances

Patrons must exercise caution when using the Internet to avoid unauthorized disclosure, use, and dissemination of personal identification information. Parents should caution their minor children about which personal facts are not to be shared on the Internet.

People under the age of 18 must have a consent form signed by a parent or guardian before computer usage is allowed. Those 10 years of age and younger must be accompanied by a parent or guardian in order to use the library Internet services. As the user is a minor, the user’s parent or guardian agrees to be held responsible for any violations committed by the user. The parent or guardian of the minor user accepts that the library staff makes no efforts to ensure that the information available on the Internet is appropriate for minors and agrees to be solely responsible for monitoring and controlling said user’s access to material. It is the parent’s responsibility to determine what is appropriate for their child’s age and maturity level.

Compliance with applicable laws required:

- Use of computer and network resources, including Internet access in violation of international, federal, state, or local laws or regulations and licensing agreements, including but not limited to the illegal copying of software, is prohibited.

### **5.3 Photocopy Machine**

Use of the photocopier is subject to current copyright protection laws. The cost of using the machine is \$0.25 per page or \$0.10 per page if the material belongs to the library.

### **5.4 Microfilm Reader-Printer, Scanner, and Typewriter**

This equipment may be accessed by any patron. Patrons who make reservations will be given priority. Costs for printing are \$0.05 per page.

### **5.5 Equipment for loan**

The library has a number of pieces of equipment that may be checked out on an Adult or Teacher card for one week. Standard hold procedures apply. Overdue fees are \$1.00 per day.

## **6. POLICIES GOVERNING FACILITY** *(Date of last review – September 2014)*

### **6.1 Open Hours**

M-Th 9 a.m. to 7 p.m.  
F 9 a.m. to 5 p.m.  
Sa 9 a.m. to 5 p.m.  
Su 1 p.m. to 5 p.m.

### **6.2 Displays and Exhibits**

The library will consider requests from organizations, businesses, and individuals to exhibit displays and post advertisements and brochures consistent with the library's mission. Approval of materials for display or distribution ultimately shall be at the sole discretion of the Library Director. In all instances, the library reserves the right to refuse any materials for exhibit, display, or posting. It is the policy of the library not to advertise commercial endeavors unless the library is a beneficiary of those endeavors. The library will attempt to protect material displayed, but cannot be responsible for loss or damage to such material.

### **6.3 Gifts & Donations**

Monetary gifts as well as donations of books (excluding textbooks), audio-visual materials, and magazines are gladly accepted, provided they are given without restrictions and that materials are in good condition. Donations of all other types must be approved in advance by the library director. The library director may consult with the board of trustees regarding the acceptance of gifts with unique circumstances as deemed necessary.

### **6.4 Unattended Children**

Library staff will not be responsible for supervising children in the library. Children ages 5 and under shall be directly supervised by an adult or responsible caregiver at all times. Children ages 6-10 must have an adult or responsible caregiver present in the library and monitoring the child's behavior. Disruptive behavior is not acceptable, and caregivers may be asked to remove their children from the library. For the purposes of this policy, a caregiver must be at least 14 years old.

## **7. MEETING ROOM POLICY** *(Date of last review – January 2017)*

### **7.1 Library Meeting Room**

The library has one meeting room available for public use without charge on a limited basis and subject to prior reservation.

First priority will be given to library-sponsored programs. The library may revoke permission to use a meeting room if the room is needed for library or city purposes. Groups will be notified of conflicts in advance.

Due to limited availability, the library is not to be used as a location for regularly scheduled meetings of a group to conduct its business, except in instances where the group's purpose is for the betterment of the library, or where the group's subject matter necessitates regular access to the library materials.

All meetings must be open to the general public and may not charge a fee or require the purchase of materials for attendance. The meeting room is not available for fund-raising, promotion of fee-based products or services, or any activities that interfere with library or city business.

Permission to use the meeting room will not be granted to for-profit groups or any group whose purposes or actions are illegal.

All meetings must be completed and the room cleaned and vacated by the time the library closes, unless approved by the library director in advance. Food and non-alcoholic beverages may be served within the meeting room. Groups are responsible for clean-up. Failure to do so may result in cleaning fees and/or the inability to use the room in the future.

Permission to use the library meeting room does not constitute library endorsement of the group or the views espoused by the group. Groups using the meeting room should clearly indicate in their advertisements and news releases what organization is sponsoring the event and include their contact information.

Reservations are made through the library and may be made up to 90 days in advance. The name of the group, nature of the event/meeting, and contact information for the person responsible are required at the time of reservation.

Exceptions to this policy may be made on a case by case basis if approved by the library board.

### **7.2 Study rooms**

Private study rooms are available for research and educational purposes with priority given for test proctoring. Due to limited availability, study rooms will be available on a first come-first served basis, with reservations allowed only for proctored exams and educational assistance as approved by the library director.

## **8. SPECIAL EVENTS**

8.1 Storytime, a summer reading program, and other special events with the purpose of educating, informing, and entertaining the community will be held at various times throughout the year. Specific details will be made available through the library website, posters, and/or local media outlets.

## **9. PERSONNEL** *(Date of last review – September 2014)*

Library staff will operate according to the policies and procedures outlined in the City of Spearfish Personnel Manual.