

**BELLE FOURCHE PUBLIC LIBRARY**  
**STATEMENT OF POLICIES**

**I. GENERAL OBJECTIVES**

The library is established to:

- A. Promote enlightened citizenship.
- B. Enrich personal lives.
- C. Encourage continuous self-education.
- D. Assemble, preserve, and administer books and related materials.
- E. Seek to identify community needs.
- F. Provide free service to every resident within Butte County and serve residents outside of Butte County upon payment of reasonable charges as set by the board.
- G. Provide service during the hours which best meet the needs of the community, within the limits of the budget.

**II. GENERAL POLICY**

The Belle Fourche Public Library shall be governed, in general, by the basic policies as presented in the Library Bill of Rights and the Freedom to Read Statement which have been adopted by the American Library Association (See Appendix).

**III. LIBRARY SERVICE**

A. Library Hours:

- Monday .....10 a.m. to 6 p.m.
- Tuesday .....10 a.m. to 6 p.m.
- Wednesday .....10 a.m. to 6 p.m.
- Thursday .....10 a.m. to 6 p.m.
- Friday .....10 a.m. to 2 p.m.
- Saturday .....10 a.m. to 2 p.m.

B. The library observes the following holidays:

- |                             |                     |
|-----------------------------|---------------------|
| New Year's Day              | Labor Day           |
| Martin Luther King, Jr. Day | Native American Day |
| President's Day             | Veterans Day        |
| Memorial Day                | Thanksgiving Day    |
| Independence Day            | Christmas Day       |

#### **IV. POLICIES GOVERNING PATRONS**

Any person living in or owning property in Butte County may borrow materials from the library upon registering with the library.

Persons not living in or owning property in Butte County, upon payment of \$10 for a family card or \$5 for an individual card (yearly) will be eligible to borrow materials from the library.

Damaged or lost material shall be paid for by the person responsible. The charge will be the full cost of replacing the materials, whether a book, audio material, DVD or periodical.

Fines for overdue materials will be set by the Library Director with the concurrence of the Board.

The use of the library or its services may be denied for due cause.

When checking out materials, the patron agrees to return materials in good condition within the time allotted for the loan. Upon approved application for a library card, patrons are restricted to borrowing no more than two items at a time, per patron, for the first thirty days. If items have been returned on time and in good condition, the patron may then borrow items as follows: DVDs are limited to four; periodicals are limited to five; there is no limit on any other materials. Loan periods are: 14 days for non-fiction, general fiction, juvenile materials, periodicals and audio books (3 renewals allowed) and 3 days for DVD movies with no renewals allowed.

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

#### **V. POLICIES GOVERNING BUDGET**

A budget shall be set up annually by the Library Director and Library Board stating the amounts and categories needed for the coming year. This is to be presented to the Belle Fourche City Council by the Library Board for approval before its budget hearing. The budget is subject to approval by the City Council.

In making the budget, long-term objectives as well as those for the coming year, will be considered. Cost of these objectives and means of attainment will be considered.

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

#### **VI. POLICIES GOVERNING LIBRARY EMPLOYEES**

The Library Director shall be selected by the Library Board. The person selected should be the person best qualified and available to fill the position. Other persons who assist in the library shall be under the direction of the Library Director who will be responsible for training them in library procedures.

## **VII. POLICIES GOVERNING SELECTION**

### **A. Responsibility for Selection**

The selection of books and library materials will be the responsibility of the Library Director using standard library tools for selection suitable to the library.

### **B. Principles of Selection**

1. Stated and potential needs and interests of patrons will be guiding factors in selection with due thought given to the cultural, educational, industrial, and economic characteristics of the area.
2. Efforts will be made to collect and preserve all items of local material which may contribute to the history of the area. Books by local authors will be considered.
3. All additions will be considered in terms of relationship to current holdings, working toward a balanced collection, but with due consideration of other sources:
  - a. loans of special titles from the State Library
  - b. Belle Fourche Public School collection.
4. Although the needs of school age children will be considered, the library will not attempt to furnish materials needed for the formal course of study offered by the public schools.

### **C. Criteria of Selection**

Certain criteria for selection will influence the selection of library materials:

1. Author's reputation and significance as a writer.
2. Importance of subject matter to the collection.
3. Timeliness or permanence of the books.
4. Authoritativeness.
5. Inclusion in standard bibliographies or indexes.
6. Price.
7. Format, including possibility of rebinding, as well as type and legibility.

### **D. Selection of Controversial material**

In formulating this policy, consideration has been given to the following subjects which have been topics of criticism in many libraries.

1. Religion: factual unbiased materials which represents all major religions

will be included in the library collection.

2. Ideologies: the library will, without making any effort to sway reader judgment, make available basic factual information, on the level of its reading public, of any ideology or philosophy which exerts a strong force, whether favorable or unfavorable.
3. Sex and Profanity: materials presenting accents on sex and profanity will be subjected to a stern test of the literary merit and reality by the Library Director who will take into consideration their patrons. The decision will be made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with, and whether the book is of literary value.

Many books are controversial and any given item may offend some persons. Selections for this library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. This library holds censorship to be a purely individual matter and declares that, while anyone is free to reject for themselves books and other materials of which they do not approve, they cannot exercise the right of censorship to restrict the freedom of others.

The Library supports the right of all members of the community to have free and equal access to the entire range of library resources, regardless of content, approach, format or amount of detail. The Library upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

In compliance with South Dakota law, the Library does not collect materials found to violate Section 22-24-27(11).

The Library Board, Library Director and library uphold and affirm the American Library Association's "Resolution on Challenged Materials".

It is the right of any citizen of Belle Fourche to question any library material selected by the Belle Fourche Library since opinions may differ. The complainant is asked to submit in writing a "Request of Reconsideration" (See Appendix) with the Library Board. In this request the complainant will: (1) State that they have read the entire book or previewed the entire media and still find it objectionable. (2) Fully complete the form. (3) Agree to appear before an Evaluation Board.

The Evaluation Board will be comprised of two members of the Library Board, two patrons named by the Library Board, and the Library Director.

## **VIII. POLICIES GOVERNING ACQUISITIONS**

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

#### **IX. POLICIES GOVERNING WEEDING**

Outdated library materials, undesirable or worn-out books may be withdrawn at the discretion of the Library Director and as space dictates. The same criteria will be used in weeding materials from the collection as are used in their selection. The decision to withdraw library material shall be based on the physical condition, use of the material as determined by last date of loan or by the number of loans in the last five years, and age of the material, especially in the area of the sciences. No book will be discarded that will have historical significance to the State of South Dakota or the Black Hills unless better copies can be secured.

#### **X. POLICIES GOVERNING DISCARDS**

Any discards or gift items not added to the collection may be sold for the benefit of the library by Belle Fourche Area Public Library Foundation or disposed of at the discretion of the Library Director. All such items will be marked "discard" in any place where the ownership stamp appears.

#### **XI. POLICIES GOVERNING GIFTS**

Unconditional gifts, donations, and contributions to the library are welcome and will be accepted by the Library Director on behalf of the Library Board. No gifts or donations conditionally made shall be accepted without the approval of the Library Board.

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

The same standards of selection will govern the acceptance of gift books as govern purchases by the library. If material is useful but not needed, it may be disposed of at the discretion of the Library Director.

#### **XII. POLICY GOVERNING MULTI-PURPOSE ROOM**

The Library Board has stated that the multi-purpose room of the Belle Fourche Public Library is to be used only for library orientated meetings and functions.

#### **XIII. CONFIDENTIALITY**

The Belle Fourche Public Library Board of Trustees will endeavor at all times to protect the confidentiality of the library users.

The Belle Fourche Public Library Statement of Policies was reviewed and updated by the Belle Fourche Public Library Board of Trustees at a public meeting, following normal public notice, on August 6, 2024.