

Moody County Resource Center

Computer & Internet Use Policy

The mission of our library is to select, make available and maintain resources, in a variety of formats, meeting the educational, informational and recreational needs of our community. We offer this service to all persons and exist to stimulate ideas and learning, and to enhance the quality of life for those we serve.

The Moody County Resource Center provides Internet access and Internet resources alongside its many physical resources. The library believes that the Internet is an essential research and learning tool for our patrons. At the same time, by not being a full service Internet provider, the library recognizes that it cannot control and is not responsible for Internet content viewed intentionally or inadvertently by our patrons. Rather, each patron (and, for minor patrons, their parent or legal guardian) is wholly responsible for his or her own Internet use and any consequences that may result, including those that impact the Library, other patrons, and third parties. Patrons are therefore responsible for determining appropriate Internet access for themselves as well as their dependent minors.

As a public resource accessed in a public space, library computers, library Internet, and library wireless Internet access usage may be monitored by library staff and observable by the general public. All Internet connections are also open, susceptible to malicious programming, and able to be used by patrons to access pornographic, obscene, and illegal material. While such use is prohibited by the Computer & Internet Use Policy, ultimately, the library is unable to fully prevent such use, or to warrant the content, quality of or accessibility to the Internet and its resources. Further, some Internet services may not be provided through the library's connections for financial, technological, or security reasons. Therefore, patrons who use the library's Internet connections and computers do so at their own risk. The library is not responsible for lost data transmitted over its network or contained on its computers, and it is not responsible for damage to, or lost data on, personal devices that use the library Internet, wired or wirelessly.

The Moody County Resource Center provides filtered access to the Internet to meet its obligations under SDCL 22-24-56. All filtering software, however, is inherently imperfect. The filter will not block all objectionable material, and it may also block some material that patrons otherwise have a right to access. The degree of default filtering will depend on the patron's age and Internet access point, with minors having more restrictive filtering than wireless users and adults. Patrons have a right to request that a filtered website be unfiltered. Patrons should convey these requests to the library staff member at the desk. The library reserves its right to refuse to un-filter websites that are obscene or pornographic and may be viewed by minors.

Terms of Use:

While using the library Internet and computer resources, all patrons must:

- Refrain from engaging in or facilitating illegal activity (e.g., identity theft, harassment, child pornography, etc.).
- Refrain from use of any gambling websites.
- Avoid unauthorized copying of copyrighted or licensed works—music, games, software, e-books, movies, etc.
- Not view, display, print, send, or receive material that may reasonably be construed as obscene, including from any website that posts a warning stating that materials are for persons over legal age.
- Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software or hardware components or any networks or databases, including those at the library.
- Minors without parents or legal guardians in the library may only use the school computers. Those with parents or legal guardians in the library, may use adult public access computers, as long as no adult is in need of it. Parents and legal guardians are responsible for the supervision of the minor(s) on the adult public access computers, which are less filtered than the school computers.
- In the event the adult public access computers are full, with a minor(s) occupying one or more computer(s), and an adult needs computer access, the minor(s) will need to move to the school computers for access.
- If the adult public access computers are all in use, and other adults are waiting, a 30-minute time limit will be invoked for the user occupying the computers the longest.

Any failure to adhere to these terms may result in loss of library privileges.

Moody County Resource Center

Children's Policy

The Moody County Resource Center strives to be a vital, friendly, comfortable center for providing cultural, informational, and recreational needs for all members of the county. The library welcomes children into its facilities and wants a safe and secure environment for children. We ask each parent to join us in protecting children. The following children's policy has been adopted by the Moody County Resource Center Board of Trustees to insure that children will be properly supervised in the library.

A responsible adult is defined as a parent/guardian, teacher, or assigned child-care giver over the age of 16.

Rules:

1. The responsible adult who has transported minor children onto the library premises or who has otherwise directed or allowed minor children onto the library premises shall be responsible for the care and safety of those children at all times. This policy affirms that the library staff cannot assume responsibility for unattended children.
2. An unattended child is defined as a child under the age of nine who is not accompanied by a responsible adult. If a library staff member becomes aware of an unattended child in the library, reasonable measures will be taken to locate the adult. If this cannot be done, the police will be informed.
3. School age children 9 through 18 years of age may use the library unattended as long as their conduct is acceptable in a library setting. Disruptive behavior will not be tolerated and the child will be asked to leave the library premises. A second warning will result in loss of library privileges.
4. Children will no longer be allowed to use the library phone immediately following school. Use of the phone may be permitted after 4 pm.

Modified 4/18/12

Moody County Resource Center

Circulation Policy

Those wishing to secure a library card number (no physical cards are given) for the Moody County Resource Center are eligible as follows:

1. Moody County residents are eligible for a library card at no charge with a valid photo ID, such as a driver's license or tribal ID card, and proof of residence with the person's name, Moody County address, and a date within the last 3 months (piece of mail, bill, renter's agreement, car insurance, etc).
2. Those who own land in Moody County and can be verified via the Moody County courthouse, are also eligible for a library card free-of-charge.
3. Those not living in the county, or without county land ownership, who wish to secure a library card will need to pay a yearly \$20 family library card fee.
4. All students enrolled in the Flandreau School District are automatically issued a library card due to the shared circulation systems between the elementary and high school/middle school library and Moody County Resource Center. (The high school/middle school library and Moody County Resource Center operate in the same space.)

Patron Types & Checkout Limits:

1. Adult patrons – 8 items
2. Student patrons – 5 items
3. Homeschool families – able to check out more materials than above, but negotiable
4. Family accounts – able to check out more materials than above, but negotiable

Any patron type can check out a maximum of five (5) media items, which include: DVDs; CD's; and Audiobooks.

DVDs with a higher than G-rating cannot be checked out by a minor without parental or legal guardian approval in person or via the phone.

The Moody County Resource Center does not limit its print or digital collection to minors. We provide equal access for our patrons, with the exception of our DVD collection (see prior note).

The Moody County Resource Center supports the right of all members of the community to have free and equal access to the entire range of resources (except DVD's), regardless of content, approach, format, or amount of detail. The Moody County Resource Center upholds and affirms the right of each individual to have access to the 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.

Patrons are allowed to renew items two times in person or via the phone. To ensure access to all patrons and encourage use of library materials, no late fees will be charged. However, patrons are asked to return items in a timely fashion for the benefit of other patrons. Overdue notices will be sent monthly to remind patrons of materials in their possession, but patrons are responsible for these materials and their timely return, even if a notice is not received. Patrons are responsible for lost or damaged items, and accounts with fees over \$5 will be restricted until the fee amount is paid, or further arrangements are made with library staff. Patron accounts will also be restricted if library materials are overdue by three (3) months. These restrictions will apply to "Libby" app accounts (e-books & digital audiobooks through Overdrive & South Dakota Titles to Go) as well, and will be frozen until the patron's account is once again in good standing.

As a result of the smaller size of the library collection maintained at the Colman library location, the number of books and materials that are able to be checked out by patrons at the Colman location will be determined by Colman library staff.

Moody County Resource Center Collection Development Policy

Policies & Objectives

The purpose of this policy is to guide in the selection of materials and to inform the public about the principles upon which selections are made.

Responsibility of Material Selection

This library board adopts as part of its policy the following paragraphs from the Library Bill of Rights:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Criteria for Selection

Selection of library materials is guided by the following criteria:

1. The author's reputation and significance as a writer;
2. The importance of subject matter to the collection;
3. Availability of material in the system, in other libraries, or in print;
4. Timeliness or permanence of the book;
5. Authoritativeness;
6. Literary reviews;
7. Price;
8. Format

9. Federal, state, and local laws.

Appropriateness of Materials

The selection of library materials is predicated on the library patrons' right to read and similarly, their freedom from censorship by others. Many materials are controversial and any given item may offend someone. 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.

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

It is the right of any resident of Moody County or library patron to recommend materials for selection consideration by the Moody County Resource Center, and it is the obligation of the Library Director and staff to consider such recommendations with the same evaluative criteria established above. However, it is only the right of a resident of Moody County and library patron in good standing to question any library material selected by the Moody County Resource Center since opinions may differ in our democracy. Such questions shall be presented in writing on forms developed and made available by the Library Director and shall be specific as to title and nature of the material being questioned.

Electronic Resources

The Library Board recognizes that the formats in which information is stored and transmitted are expanding and that as the library collects materials in the new formats, there will be duplication. Many of the new resources that will make up collections in the library will not physically be in the library building. The library will select these resources using the same types of criteria as is used for physical materials.

Scope of the Collection

The library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions and materials.

The library acknowledges a particular interest in local and state history; therefore, it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota, whether or not such materials meet the standards of selection in other respects. However, the library is not under any obligation to add to its collection everything

about South Dakota or produced by authors, printers or publishers with South Dakota connections if it does not seem to be in the public interest to do so.

Maintaining the Collection

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. 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, and age of the material as a misinformation factor, especially in the area of the sciences. Library staff members are to be thoroughly instructed with regard to the necessity for discarding books and library materials.

Moody County Resource Center

Statement of Concern

Library materials will not be reviewed without a signed and fully completed form.

Title of Work: _____

Format of Material: _____

Author: _____

Library Barcode Number of Work: _____

Name of Complainant Initiating Request: _____

Address: _____

Daytime Telephone: _____

Email Address: _____

Do you represent? (circle one) Yourself Organization

Name of Organization (if applicable): _____

President/Primary Officer of Organization (if applicable): _____

Mailing Address of Organization (if applicable): _____

To what in the work do you object? Be specific, cite page numbers in the library's book and quote exact passages; cite specific scenes and their location in the video; or specific tracks of a CD.

Did you read, watch, or listen to the entire work? (circle one) Yes No

If not, what parts did you read, watch, or listen (be specific, cite page numbers in the library's book, chapters, scenes, sections, tracks, etc.)

In your personal opinion what do you feel might be the result of reading, watching, listening to this work? On what do you base this opinion?

What action would you like taken concerning this work? Why?

If the work purports to be a work of nonfiction, what inaccuracies in the text, pictures, or content did you observe? Be specific as to dates, persons, historical content, legal, medical information, etc., citing specific example and page numbers in the library book.

Are you aware of reviews of this work by literary critics and/or subject specialists? What reviews have you researched? (Give specific citations)

In its place, what work would you recommend that would equally convey as valuable a picture and perspective of the subject treated? List specific titles with authors of materials. Materials must cover the same subject matter, and out of print publications may not be suggested.

Signature of complainant _____

Printed name _____

Date _____

Signature of President/Primary Office of Organization _____

(if applicable)

- 1. The work will be reviewed by the Board of Trustees within sixty (60) days of the receipt of the Complaint.**
- 2. An appeal of the Board's decision may be made no sooner than three hundred sixty (360) days of the Board rendering its decision in writing.**
- 3. The Board shall only review and address complaints made by residents of Moody County who are also patrons in good standing at the Moody County Resource Center.**