Piedmont Valley Library General Policies

Privacy Statement. All Piedmont Valley Library records that contain personally identifiable information are confidential. Information contained in public library records may not be released to anyone except by court order or upon the request of the parent of a child who is under 18 years of age. (SD Code 14-2-51)

Freedom to Read. Library staff will not interfere with the selection of material by any person wishing to read or borrow any material with the following exception: children under 18 may not borrow materials without the approval of a parent or guardian present, or without having their own account set up by their parent or guardian. The parent or guardian is the sole determiner of what his/her child may borrow from or use in the library.

Who May Borrow Materials. Any person who wishes to borrow materials must agree to abide by library policies. Persons under the age of 18 must have permission in person of a parent or guardian to have their own account. Proof of permanent address is required to register as a patron. Temporary accounts may be set up by the librarian with a limited number of items allowed to borrow. Persons residing outside of Meade County are charged an annual non-resident fee (separate policy).

Minor Children. The Piedmont Valley Library welcomes children; however, parents, guardians, and caregivers are responsible for the behavior, safety, and supervision of their children at all times while in the library and on library property.
Children under the age of 12 must be accompanied by a parent or caregiver.

Unattended Children. The safety of children is of the utmost concern for the Library Board and staff. However, the safety and responsibility of children at the library remain primarily with the parent or caregiver and not with the library or its staff. Parents or caregivers of children aged 11 and under must supervise those children at all times. Caregivers must be over the age of 16. Children of every age are expected to adhere to the behavioral rules of conduct.
Should it be determined that a child has been left at the library without a ride or assistance home at closing time, every attempt will be made to contact an adult or family member. Staff members are not permitted to remain after hours with an unattended child nor give him/her a ride home. If an adult or family member cannot be reached, the staff on duty will call the Meade County Sheriff's office and will remain with the child until the Sheriff's officer on duty responds in person. Should this happen repeatedly, library privileges may be suspended.

Pets. Service animals are allowed in the library. All other animals are prohibited unless as part of a special presentation arranged by the library staff or receive prior approval from the director.

Overdues, Fines, and Bills are covered under a separate Circulation Policy.

Interlibrary Loans/Purchase Requests. If a patron seeks an item not held in the Piedmont Valley Library, every effort will be made to procure the item, whether by interlibrary loan or purchase. The request must be made by a patron in good standing. Fees for Interlibrary Loan materials that are damaged or lost will be determined by the lending library and will be the responsibility of the borrowing patron. Excessive Interlibrary Loan requests through the Share-It system may result in postage fees being applied to the patron's account. Purchases made by request will be determined under the guidelines of the Collection Policy.

Library Hours. The Piedmont Valley Library is currently open to the public on Tuesday from 9 AM to 7 PM; Wednesday through Friday, 9 AM to 5 PM, and Saturday from 9 AM to 1 PM. The Library is generally closed on Sunday and Monday except for special events. The library is closed on all federal holidays, inclement weather days, and from Christmas Eve through New Year's Day. These hours shall be posted and may be changed.

Behavior. Library users are expected to appropriately share the facility and conduct themselves in a manner that is safe and does not disrupt others. Staff will maintain order and safety and will intervene in an appropriate manner whenever necessary. The library director is authorized to enact safety measures in addition to items specifically defined in this policy, based on directives or guidance from federal, state, and local authorities; those measures will be communicated to library users, the Library Board, and city administration. Inappropriate behavior may result in the loss of library privileges. Persons so excluded from the library may appeal to the Board of Trustees.

Conduct that is prohibited and may result in the loss of library services and/or criminal charges includes, but is not limited to:

Any activity in violation of federal, state, local, or other applicable laws, or library policy
Failing to comply with a reasonable request from library staff.
Failing to adhere to additional safety and security requirements enacted by the library director.
Failing to care for children under your responsibility as noted in the section below.
Using, distributing, or being under the influence of alcohol or illegal substances
Smoking, vaping, or using e-cigarettes or chewing tobacco on library property or within thirty (30) feet of the main entrance.

Verbal, physical, or sexual harassment or threats.
Unsafe behavior such as fighting, running, or pushing.
Damaging, stealing, or destroying library property.
Engaging in any behavior which may unreasonably disrupt or interfere with the rights of other patrons to use the library.
Disrupting due to pervasive manner of dress that is not remedied.
Disrupting due to noise.

Donations. The library accepts monetary donations, as well as donations of books, DVD movies, and items for silent auctions. Any materials donated to the library become the property of the library and may be used or disposed of as benefits the library. The library cannot accept encyclopedias, textbooks, Reader's Digest Condensed books, or items in poor condition. The library reserves the right to refuse any donation without explanation. Donations are not accepted with conditions tied to their use unless approved by the Board of Trustees.

Community Bulletin Board. Materials of general interest to the Piedmont Valley citizens will be posted as space permits. Proselytizing religious or political material, and personal or commercial advertising may not be posted. The library retains the right to reject materials that are deemed inappropriate. Announcements of community events and church events as well as informational brochures for distribution may be accepted as space allows.

Magazine Shelf. A shelf is provided for the sharing of donated magazines to be offered free for the taking. Only materials appropriate for a library will be allowed.

Food and Drink. Food and non-alcoholic beverages are permitted in the library, especially for receptions and special events. However, neither is allowed at the computer stations. Refer to the Computer Policy. Patrons understand they are responsible for cleaning up after any mess left from said food or beverage.

Personnel. The library is largely staffed by volunteers. Any person who wishes to volunteer at the library will be screened by guidelines set by the librarian.

Assistance / Training. Library Staff is available to assist with the computer or internet on a limited basis to be determined by the librarian or staff on duty. The staff will provide instruction and assistance with Downloadable eBooks and audiobooks as much as possible to ensure the patron can utilize the service.

Liability. The Piedmont Valley Library assumes no responsibility or financial obligation for any damage or loss of property belonging to persons utilizing the library.

Emergency Closures:
At times when the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions. The decision to close the library due to inclement weather is left in the hands of the Library Director or his/her chosen substitute. Weather-related closures of Meade County School District are a very good indication of safety concerns, and the majority of those closures will be in accordance with the library's actions, nevertheless, there are times when library closures may deviate from school closings. These include when inclement weather occurs and the schools are not in session, such as on weekends or school holidays. Or when the school closures reflect concern for the safety of bussed students, such as from snow-covered rural roads, which is not an issue for the library. There may be times when the weather becomes dangerous while the library is open. This may require that the library close early so the staff and public alike can get home safely.

Event Disclaimer: Attendees of library programs should be aware that all third-party guest speakers have their own viewpoints that do not necessarily reflect the official position(s) of The Piedmont Valley Library or its staff. Additionally, an endorsement is not implied of ideas presented by guest speakers at library programs and/or on library or city property.

Reconsideration of Library Resources: Widely diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. The library's staff and the Board of Trustees recognize that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the merits of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and to serving the interests of the community. Library cardholders in good standing may request reconsideration of materials held in the library collection. Persons seeking reconsideration can complete a form regarding the material. The Library Director will evaluate the statement of concern with input from appropriate staff, along with the Library Board of Trustees, and a written response will be made to the patron. Further consideration may be made as necessary by the Library Board of Trustees if the patron is not satisfied. With respect to the reconsidered materials, the Library Director's written response or decision of the Library Board of Trustees need not be reconsidered for three years following the prior request for reconsideration, regardless of whether subsequent requests for reconsideration are submitted.
**See Collection Development Policy for more information.*

Revised and adopted October 23, 2023
Revised February 19, 2024
Piedmont Valley Library Board of Trustees

_____

Kathleen Siebrasse, Chair