

Beresford Public Library

Mission Statement

Our mission is to serve, empower, and enrich our community.

(12/2014, 4/2024)

Hours

The library is open 43 hours per week.

Monday 1:00 p.m. to 6:00 p.m.

Tuesday 10:00 a.m. to 8:00 p.m.

Wednesday 1:00 p.m. to 6:00 p.m.

Thursday 10:00 a.m. to 8:00 p.m.

Friday 1:00 p.m. to 6:00 p.m.

Saturday 9:00 a.m. to 5:00 p.m.

Library Privilege Policy

The Beresford Public Library is free and open to all for in-house use of resources. Adults without a library account may use our public access computers as a guest. Children without a library account must be accompanied by a parent or guardian to use a computer.

Library accounts are free to all Beresford-area residents living in Lincoln, Union, or Clay counties. People registering as borrowers will be asked to show photo identification and proof of their current address. Children who are 17 years old and younger will need a parent or guardian signature before borrowing items. Patrons living outside Lincoln, Union or Clay Counties may purchase a library account for a yearly fee of \$50.00.

Patrons will be limited to checking out 5 items at a time for the first month after receiving an account. Children must be 5 years old before obtaining their own library account and have a signed parent form before they may check out items. Parents or adult caregivers must assume responsibility for their children's access to, and use of library resources. Parents are cautioned that the library and its available resources may contain materials that some find controversial.

Library accounts must be in good standing to check out materials.

Children in 3rd grade may have Internet access with a signed parent permission form. Failure to comply with library policies will result in loss of library privileges.

(2/2004, 5/2008, Rev. 5/2010, Rev. 7/2015, 10/2022, 4/2024, 12/2024)

General Library Rules Policy

- Food and drink are allowed in the library entry or the community rooms. Drinks with lids are allowed inside the library.
- A shirt and shoes are required for all patrons.
- Roller blades are not allowed in the library.
- Common and acceptable courtesy is required in the library. If a disturbance occurs, the librarian is permitted to contact city police.
- A patron must leave the library if requested to do so by a library staff person. Staff may impose a restriction on returning to the library depending on severity or recurrence of disturbance.

(Rev. 5/2010, 9/2018, 10/2022, 4/2024)

Fees and Lending Policy

Patrons must be registered account holders to check out items and provide the library with updated contact information as needed.

If patrons check out DVD's they are limited to ten per family.

Items (such as projectors, Kindles, and laptops) over \$100.00 in value require an adult to check them out.

Any library materials, including interlibrary loan materials, which are returned damaged to the library, will be paid for by the patron. Replacement cost is generally charged; however, fees are at the discretion of the lending library.

Checkout lending periods:

- Books, DVD's, audiobooks and most library items have a two-week checkout period.
- Magazines may be checked out for one week.
- All library materials may be renewed three times unless a reserve is held on the item by another patron.

Library checkout privileges may be suspended until overdue items are returned. A patron will be blocked from checking out online items if there are any overdue items on the account. Fees over \$5.00 for lost or damaged items must be paid before checkout privileges are reinstated.

The library will charge replacement costs after 120 days for items not returned or renewed. Parents/Guardians responsible for the account of a juvenile that is blocked may also have their account blocked from circulation until such time as the issue with the juvenile's account is resolved.

The Beresford Public Library does not charge late fines on any library materials. We ask patrons to remain conscious of their due dates and be considerate that other community members may be interested in using an item and waiting for it to be returned.

(Rev. 2/2004, 6/2006 5/2010, 7/2015, 9/2018, 3/2021, 11/2021,10/2022, 7/2024, 12/2024)

Unattended Children

One of the primary missions of the library is to provide a variety of services for children of all ages. The library encourages visits by young children, and it is our desire to make these visits both memorable and enjoyable for the child.

“Unattended” means that the parent of the designated person is not in close proximity to the child. Library staff cannot be responsible for the supervision of children in the library. Parents or adult caregivers must assume responsibility for their children’s behavior. Parents and adult caregivers are expected to monitor and supervise children's use of the library’s resources, including the internet, and selecting material that is consistent with personal and family values. Staff cannot make those decisions for parents.

Library staff reserves the right to contact authorities after reasonable attempts to contact a parent or guardian if they are concerned about the behavior or safety of a child.

Therefore, it is the policy of the library that all children under the age of five (5) must be in the company of a parent/responsible person while in the library. Children five (5) and over may be in the library alone if they adhere to the library’s policies.

(6/2006, 4/2024, 7/2024, 12/2024)

Confidentiality of library records policy

SD 14-2-51. All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon the request of a parent or guardian of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

The library protects each library user’s right to privacy and confidentiality with respect to information sought or received and resources borrowed per codified law 14-2-51.

(6/2006, 10/2022, 4/2024)

Collection Development Policy

The Beresford Public 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 every individual to have access to constitutionally protected materials and 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 Beresford Public Library maintains a broad-based, general-interest collection of print and non-print materials for in-house and circulating use. We strive to meet the needs of patrons in purchasing materials of interest based on the following criteria:

- Author's reputation and significance as a writer.
- Individual merit of item requested.
- Appeal/Demand.
- Relevance to interest and needs of the community
- Existing library holdings.
- Reviews. Reviewing journals are used as purchasing guides; however, consideration is not solely based on a book review.
- Space.
- Budget.
- Format.

The Beresford Public Library will attempt to interlibrary loan, through the South Dakota State Library Network, any book or non-print item requested that is not owned by the Beresford Public Library. Interlibrary loan is a valuable service to extend our collection. We offer this service free of charge to our patrons. We reserve the right to deny or limit interlibrary loan privileges if items are not returned by the due date or are returned in a damaged condition. We also reserve the right to charge patrons postage to interlibrary loan items.

The Beresford Public Library has chosen to provide a collection of current and relevant materials. To meet this goal, weeding and replacement of books is a continual process to promote an up-to-date, attractive, and useful collection. Guidelines in the nationally recognized Crew Library Manual for weeding and replacing books are followed.

Selection Aids

Staff will select materials from general and specialized review media, professional publications, trade publications, publishers' and booksellers' catalogs, award winners', websites, blogs, and patron and staff suggestions.

Review sources purchased by the library include:

1. Library Journal
2. Publishers Weekly

Other selection aids may include NY Times Bestsellers, Barnes and Noble website and databases provided by the SD State Library.

Any resident of Beresford may recommend materials for selection consideration by the library. The director and staff will consider such recommendations with the same evaluative criteria established above.

Responsibility for Selection As required by South Dakota State Law (14-2-42), the Beresford Public Library Board of Trustees delegates to the Library Director the authority and the responsibility for the selection of library materials as set forth by the library policies.

Responsibilities for actual selection may be delegated to appropriate staff members who discharge this obligation consistent with the Board's adopted selection criteria.

(Rev. 9/2018, 4/2024)

Electronic Resources Policy

Electronic resources are judged by the relevancy of the content to the informational and research interests of library users; the accuracy, integrity, and currency of data; the scope of subject coverage; continued access to archival back files and the reputation of the information supplier. Resources are evaluated by staff with criteria like those used for adding new materials to their print collections.

Additionally, electronic resources are evaluated by their ease of use, search capabilities and output options. The library currently partners with the SD State Library as a South Dakota Library Network member to have access to statewide electronic resources. Future purchases of electronic resources will be made as the need and budget allows. The library does have digitized copies of the Beresford newspapers and other local history books available to view online.

The Beresford Public Library may provide access to electronic resources, which are free web resources. The library attempts to keep such links up to date but does not archive the content or guarantee permanent access.

(Rev. 6/2006, 9/2018,10/2022, 4/2024)

Gifts and Donations Policy

The library accepts gifts of books and other materials with the understanding that they will be added to the collection if appropriate and needed and at the discretion of the library director. The same criteria used in selecting new materials will be applied to gifts. Discarded books will be disposed of within the guidelines found in SDCL 14-2-49.

By law, the library is not allowed to appraise the value of donated materials, although staff can provide an acknowledgment of receipt of the items if requested by the donor. The donor wishing such a receipt is required to furnish an itemized inventory list with his or her donation.

Unconditional gifts, donations and contributions to the library may be accepted by the director on behalf of the library board. Gifts or donations conditionally made up to \$500.00 may be accepted by the director without approval of the library board. Gifts exceeding \$500.00, with special conditions, will need board approval.

(Rev. 6/2006, 9/2018)

Challenged Materials Policy

Although materials are carefully selected, differences of opinion may arise regarding suitable materials. Registered library patrons or Beresford residents requesting that material be withdrawn from or restricted within the collection may complete a **Statement of Concern about Library Material**. The inquiry will be reviewed by the library director. If the decision of the library director is not acceptable to the patron, then the request will be placed on the agenda of a future regularly scheduled meeting of the Beresford Public Library Board after the material in question has been reviewed by the library director, a library board member, and two community members.

Challenged material may only be reviewed by the board process once every three years.

Responsibility for the reading materials of children rests with their parents or legal guardians. Selection of library material will not be inhibited by the possibility that materials may come into the possession of children.

It is the responsibility of the Beresford Public Library to serve the entire community, not to promote or censor any particular opinion. Library patrons have a right to read and freedom from censorship by others.

(Rev. 6/2006, 7/2015, 10/2022, 7/2024)

Equipment Use Policy

The library has a TV, movie screen, virtual meeting equipment and DVD/VCR available for use in the community room. Presentations may be made with a laptop and projector that are available for in-library use. Items must be requested in advance to ensure they are available for use. Users of library equipment are required to operate equipment in a responsible manner. A photocopy machine and printers are available for use inside the library. A nominal charge per page will be incurred for copies printed on library equipment. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

(Rev. 5/2010, 7/2015, 9/2018,10/2022)

Display Policy in Community Rooms

As an educational and cultural institution, the Beresford Public Library welcomes exhibit and displays of interest, information and enlightenment to the community. Local art and photography are also welcome for display. The display must be suitable for a public building. The display is limited to 3 months maximum or as schedule allows per exhibitor and dates must be scheduled with the director in advance. The director shall accept or reject material offered for display based on its suitability and availability of space.

Displays shall be presented in such a way as to do no damage to the library. Items shall be hung from the display rail with wire or other materials supplied by the exhibitor. The library director may refuse to allow a display that promises to produce heavy damage to the library or exceeds available space.

The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are at the owner's risk. The displayer will be required to sign a release form.

(9/2015)

Public Notice Policy

Materials may be posted on the bulletin board by nonprofit organizations for civic, educational or cultural purposes. Limited space generally allows only short-term notices. The library staff may remove postings that do not meet the library policy. The library is not responsible for returning materials.

(Rev. 5/2010, 9/2015)

Community Room Use Policy

The Beresford Public Library is a city-owned facility to be used by the people of the Beresford community area without charge, unless the room is left in an unacceptable condition. The community rooms are available for use by the library and city, as well as local organizations. They are not available for personal or for-profit use. The use of the community rooms (Iva Hart Room and Evelyn Hogen Room) will be scheduled on the following priority basis:

1. Library-sponsored programs.
2. City purposes.
3. Organizations, on a first-come, first-served basis.

The library reserves the right to cancel a reservation if a library or city event is scheduled, because these events do have priority for community room use.

Restrictions on the use of the community rooms

1. The community rooms are not available for commercial purposes such as selling merchandise or soliciting sales.
2. The rooms are not available for personal use such as family reunions, anniversaries, birthdays, showers, etc.
3. The maximum number of people allowed per room, according to the fire code, is 40.

Procedure for making reservations:

1. Requests for reservations for the current calendar year must be made during the hours that the library is open.
2. Reservations will be accepted on a first-come, first-served basis. The person scheduling the room for use will give his or her name and phone number for contact information.
3. The key for the facility must be checked out at the library during open hours. The key is to be returned in the book drop or to the library staff within 24 hours of the meeting. The person picking up the key must sign it out. The individual or group responsible for the key will be charged a fee to change the library locks if the key is lost.
4. Meetings of youth groups must be supervised by adults and conclude by 10:00 p.m. A responsible adult must make the reservation and accept responsibility for the care of the room.

Rules for the use of the rooms:

1. The responsible adult shall see that all lights are turned off, the doors are locked, and the key returned to the library.
2. The community rooms must be returned to the same state they were found in, i.e.: the tables and chairs must be clean and returned to original arrangement. Please do not push the chairs tight to the wall as it cracks the molding around the bottom of the room.
3. Light refreshments may be served, but no cooking other than hot drinks is permitted. No red or purple drinks are allowed. Meals may be catered from an outside source in the E. Hogan Room upon request when scheduling the room. Users are responsible to see that all the equipment and furniture are returned to their proper place, and all refuse is disposed of properly. The party responsible will be billed a minimum of \$50.00 if any extraordinary cleaning or repairs are necessary.
4. The library will not be responsible for any equipment, supplies or personal items left on the premises.
5. Arrangements for the use of audio-visual equipment, or other library material, must be made when the reservation request is made to ensure availability.
6. State law prohibits smoking in the library. Alcohol is also prohibited in the library.
7. Posters, display exhibits, pamphlets, leaflets and/or booklets shall be limited to the community room during the scheduled meeting time. They are not to be placed in the library without the permission of the librarian.
8. The use of the community rooms by a group does not constitute an endorsement of the group's policies or beliefs.
9. The library will not assume any liability for the actions of any person(s) using the rooms or any loss occasioned by such actions.
10. The library reserves the right to deny permission for future use to any group that does not abide by the above rules.
11. The tables, chairs or computers and projectors may not be removed from the room or checked out of the library.
12. The library will not discriminate in the use of the library based on religion, sex, race, nationality or any other protected class.

Photo Release Policy

The Beresford Public Library staff may take photographs of participants, individually or in groups, attending or taking part in Library programs and activities. These photographs may appear in future printed Library publications or online Library media. Library patrons may not take photographs or videos of other patrons or staff without the permission of the Library Administrator or designated person. Attendees and/or participants consent to having their photograph taken and used for such purposes.

If a patron does not wish himself/herself or his/her child to be photographed, the patron must notify the library staff of their wishes.

(7/2024)

Basement Policy

The basement is used for library purposes only.

(2/2005, Rev. 5/2010, 9/2015)

Internet Use Policy

The Beresford Public Library is pleased to make the Internet, both inside the library and wirelessly, available to patrons as an important extension of its reference resources and to enhance the learning and job opportunities for Beresford area citizens. While the Internet offers a vast amount of information, the library is not responsible for its content. Nor can the library endorse all the sources on the Internet as accurate, complete, current or consistent with community values. Users need to be good information consumers, questioning the appropriateness and validity of the information they obtain on the Internet, and taking responsibility for the uses to which they put the information obtained.

The Beresford Public Library provides free wireless access for the public to use with their personal notebooks, laptops and other mobile devices. These access points (“hot spots”) are unsecured and must be used by the patron at their own risk.

Wireless users are responsible for maintaining their own devices, including anti-virus software.

All patrons must comply with the Beresford Public Library Computer Use/Internet policy when accessing the Internet.

In compliance with the Children’s Internet Protection Act (CIPA), the library utilizes a technology protection measure that block access to images deemed (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). The library does not monitor and has no control over the information published by third parties that is accessed through the Internet and cannot be held responsible for any such content accessed on the internet.

The Beresford Public Library assumes no responsibility for any damage, direct or indirect, arising from the use of its electronic services, or from its connections to other Internet services. Any use of the Internet that violates current laws or any transaction made will be the sole responsibility of the user.

As with other library materials, parents or legal guardians are responsible for any restrictions they might choose to place on a young person's access. Children in 3rd grade and older may use computers and the internet with a signed parent permission slip. Children younger than 3rd grade must be accompanied by a parent or guardian to use internet computers.

Violation of the rules by any user will result in a one-week suspension of computer use. A second violation will result in a minimum one-month suspension of computer use. Access to computer equipment is a privilege.

Computer users are responsible for paying for copies made in the library. Wireless printing is available inside the library.

WARNING: The library is not liable for the consequences of wireless network use in any way, including the transmission of computer viruses, loss of data or email or any harm resulting from the use of a wireless network.

(Rev. 2/2004, Rev. 5/2008, Rev. 5/2010,10/2022, 7/2024)

Computer Use Policy

1. Computer guests must register at the front desk. Computers will be made available on a first-come, first-serve basis. Patrons will be limited to 30 minutes if someone is waiting to use a computer with Internet.
2. Children in 3rd grade or older may have Internet access with signed parent permission.
3. One patron is allowed per computer, unless being assisted
4. The library recommends not communicating any credit card number, bank account number or any other financial or personal information. Any type of online purchasing would be at your own risk.
5. Patrons agree not to incur any costs for the library through their use of the Internet service.
6. Patrons will respect and uphold copyright laws.
7. The following are **prohibited**:
 - Destroying, downloading, altering, modifying or interfering with the configuration or use of the library computers.
 - Gaining or attempting to gain unauthorized access to files or networks.
 - Violating federal, state or local law or regulations.

- Transmission or receiving of abusive messages, inappropriate language, obscene or sexually explicit pictures or pornography. Engage in any activity that is deliberately offensive or creates an intimidating or hostile environment.
 - Creating and/or distributing computer viruses over the Internet.
 - Invading or violating another Library user's privacy
 - Any action deemed inappropriate by library staff
8. Internet users are responsible for paying for copies made at the library.
 9. Library staff have the authority to ask a patron to leave.
 10. Patrons must leave the library if requested to do so by a library staff person.

(Rev. 9/2004, 6/2006, 5/2008, 5/2010, 4/2017, 9/2018,10/2022, 7/2024)

CIPA-Compliant Internet Safety Policy

The Beresford Public Library provides Internet access to their patrons.

The Internet is an unregulated medium. Thus, while offering access to a wealth of excellent material, there is also material that users may find offensive. Parents are advised to take an active interest in their children's online use.

The Beresford Public Library has no control over information that can be accessed through the Internet and cannot guarantee the accuracy and/or authenticity of information accessed through this resource. Users who find information or subject matter that is erroneous, out-of-date, illegal and/or offensive should contact the original producer or distributor of that work directly.

Introduction

It is the policy of Beresford Public 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. 106-554 and 47 USC 254(h)].

Definitions

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

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter the 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 or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Beresford Public 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 identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of the library staff to supervise and monitor, to the best of their ability, 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.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the library director or designated representatives.

Adoption

The Internet Safety Policy was adopted by the Board of Beresford Public Library at a public meeting, following normal public notice, on September 25, 2018.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, it lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms ``sexual act" and ``sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

(Implemented 9/2018, Rev. 12/2024)

Personnel Policy

The Beresford Public Library follows the City of Beresford Personnel Manual, (Resolution No. 99-08).

(7/2011)

The Beresford Public Library City of Beresford Social Media Policy

- ** All policies were reviewed and updated 6/2006 by the Beresford Public Library Board.
- ** All policies were reviewed and updated 5/2010 by the Beresford Public Library Board.
- **All policies were reviewed and updated 9/2015 by the Beresford Public Library Board.
- **All policies were reviewed and updated 9/2018 by the Beresford Public Library Board.
- **All policies were reviewed and updated 10/2022 by the Beresford Public Library Board.
- **All policies were reviewed and updated 12/2024 by the Beresford Public Library Board.

Forms: Display form release, Statement of Concern about materials, Internet Safety form for minors.

Beresford Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Beresford Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the library. I also agree with the libraries display policy.

Exhibition to be held in the _____

During _____

Description of materials loaned _____

Signature _____ Date _____

Address _____ Telephone _____

August 2009

Beresford Public Library

STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS

Name _____

Date _____

Address _____

Phone _____

City _____

State _____ ZIP _____

Are you a library account holder? _____

Are you a resident of the City of Beresford? _____

Resource on which you are commenting:

_____ Book _____ DVD

_____ Magazine _____ Other

Title: _____

Author/Publisher or Producer: _____

Copyright Date: _____

1. What brought this resource to your attention?

2. To what do you object? Please be as specific as possible.

3. Have you read or listened or viewed the entire content? If not, what parts?

4. What do you believe is the theme of this work?

5. What do you feel the effect of the material might be?

6. For what age group would you recommend this material?

7. In its place, what material of equal or better quality would you recommend?

8. What do you want the library to do with this material?

9. Additional comments:

Signature _____ Date _____

(7/2024)

Beresford Public Library

After reading the **Beresford Public Library Computer Use/Internet Policy and CIPA-Compliant Internet Safety Policy**, please complete this form to indicate that you agree with the terms and conditions outlined. The signature of both the young person and the parent/guardian are mandatory before access may be granted to the Internet. This document reflects the entire agreement and understanding of all parties.

I have read and hereby agree to comply with the **above-listed policies**.

Child Signature: _____ **Date:** _____

Name: (Please print): _____

Grade: _____ **Date of Birth:** _____

As parent/legal guardian of the young person signing above, I grant permission for my child to access the Internet. I have read and agree with the policies, **and** I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable: therefore, I agree to accept responsibility for guiding my child, and conveying to him/her appropriate standards for selecting and/or exploring information and media. I understand the library does purchase an Internet filter but that it is not a guarantee of preventing inappropriate materials from being viewed.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: (Please Print): _____

Address: _____

Home Phone: _____ **Work Phone:** _____

Cell Phone: _____

Email: _____

COMPLETE FORM AND RETURN TO LIBRARIAN

(Rev. 9/2018, 10/2022)