

BOARD OF TRUSTEES
POLICY AND PROCEDURE



PHOEBE APPERSON HEARST LIBRARY
LEAD, SOUTH DAKOTA
CIRCULATION POLICY

PURPOSE

To allow staff clear direction in assessing library card eligibility, privileges and responsibilities

SOURCE

Hearst Library Board of Trustees and Library Director

❖ **Access to library materials:**

The library does not restrict access to any material in the collection based on a person's race, sex, religion, national origin, or socioeconomic status. Free access to the library collection is essential to allow full public library service for the entire community

- A valid library card is required to borrow library materials
- A patron card is not required to use materials "in-house"
- Applicants with an outstanding fine at any other Black Hills Consortium library will be required to resolve that debt prior to being issued a card at the Hearst Library
- In compliance with South Dakota law, the Phoebe Apperson Hearst Library does not collect materials found to violate Section 22-24-27(11). Valid library card holders may submit reconsideration requests as outlined in the Reconsideration Policy.
- With respect to the use of library materials by children, the decision as to what a minor may read, view, or listen to 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.

- ❖ **Lawrence County residents:** The library issues cards free of charge to any adult who resides or owns property in Lawrence County. Applicants must fill out a registration form and show one piece of photo identification bearing both name and current Lawrence County address or two pieces of identification, one with a photo and one with current out of county address. The preferred form of identification is a valid South Dakota driver's license. If that is not available then, along with a photo ID, one of the following forms of identification will be accepted if it includes the applicant's local address:

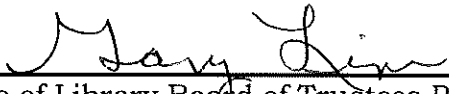
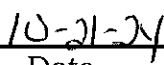
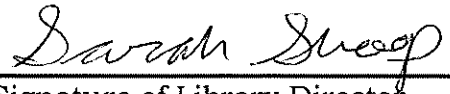
- 1) Current telephone or utility bill
- 2) Current bank statement
- 3) Current property tax receipt
- 4) Current pay statement

- ❖ **Children** may apply for a library card after completing the first grade. They must complete a registration form and a parent or legal guardian will be asked to co-sign the registration form after providing their own proof of identity and residency. By co-signing, that adult accepts responsibility for settling fines, damages and losses against the library card of the child. Registration will be entered as 'Child' until the age of twelve. Children are restricted from checking out DVDs until updated to 'Adult' status. Patrons are restricted from checking out R Rated DVDs until the age of seventeen.

- ❖ **Non-residents:** Applicants who live outside of Lawrence County must purchase a library card for a yearly fee of \$20.00. Applicants must fill out the registration form and provide one piece of photo identification with their current address or two pieces of ID, one with photo and one with a current address.

Hardcover books with purchase price of \$30 or greater, amount will be determined by the replacement
Interlibrary loan materials will be billed at the lending library's discretion

- ❖ **Confidentiality:** The library specifically recognizes the confidential in nature of circulation records and other records linking the name of library users with specific materials. No such records shall be disclosed except to persons authorized by the individual or by a court order.

		
Signature of Library Board of Trustees President	Date	Signature of Library Director

This policy is effective upon approval of the Hearst Library Board of Trustees
Reviewed and Revised October 21, 2024