

Piedmont Valley Library General Policies
Effective March 23rd, 2020

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 request of a 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 10 must be accompanied by an adult.

Unattended Children. 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.

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. Persons using the Library are expected to conduct themselves in a manner that does not interfere with any other person's use of the library. Inappropriate behavior may result in the loss of library privileges. Persons so excluded from the library may appeal to the Board of Trustees.

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, 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 are allowed at the computer stations. Refer to the Computer Policy.

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: The Piedmont Valley Library shall close whenever the Meade County Schools are closed for a non-break and/or emergency reason. Some basic services may still be provided, depending on staff and resource availability. If an emergency occurs during a school break, closure determination will be made by the Library Board in conjunction with library staff.

Revised and adopted March 23rd, 2020
Piedmont Valley Library Board of Trustees

Phyllis Stevens, Chair