

**2025**

# **Library Policy Manual**

## **Trustee By-laws and**

## **Rules of Order**

**Reviewed and adopted, September 2025**  
**Butte-Silver Bow Public Library**  
**Board of Trustees**

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## **BUTTE-SILVER BOW PUBLIC LIBRARY MISSION STATEMENT**

The Butte-Silver Bow Public Library is committed to providing equitable access to its collections and associated resources for all people, in service to and in support of the community, by

- Operating as a responsible steward of public resources, with an emphasis on transparency, while respecting the privacy of its patrons,
- Responding to users' needs in a helpful, courteous and professional manner, and
- Supporting overall community education, economic, social and cultural endeavors through the provision of information.

## **LIBRARY BILL OF RIGHTS**

The Butte-Silver Bow Public Library supports and adheres to the American Library Association Library Bill of Rights as its basic philosophy and policy of Library service.

The ALA statement reads:

*The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.*

*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, age, background, or views of those contributing to their creation.*

*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.*

*Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.*

*Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.*

*A person's right to use a library should not be denied or abridged because of origin, age, background, or views.*

*Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

*All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.*

## STATEMENT OF CONFIDENTIALITY

Montana statute (*MT Constitution, Article 2, Section 10*) protects the privacy of library users. Confidentiality extends to “information sought or received, and records, and materials consulted, borrowed, acquired,” and includes database search records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

The library has additionally adopted the policy statement recommended by the Council for the American Library Association which specifically recognizes that its circulation records and other records identifying the names of Library users are confidential in nature.

When there is a reasonable basis to believe library records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

## ADA Compliance Statement

BSBPL works to provide equal access to our facilities, services, programs, and resources to all individuals, regardless of disability. In accordance with the Americans with Disabilities Act (ADA), we strive to provide an inclusive and welcoming environment for everyone.

### Facilities Accessibility:

All library entrances, exits, and pathways are accessible to individuals with disabilities.

Elevators, ramps, and accessible restrooms are available throughout the library.

Designated accessible parking spaces are provided near the main entrance.

We offer a range of assistive technologies, including screen readers, magnifiers, and hearing assistance devices. Sign language interpreters and other auxiliary aids may be available for library programs and events with advance notice. Our collection includes a variety of accessible formats, such as large print books, audiobooks, and digital resources. We provide access to online databases and e-books that are compatible with screen readers and other assistive technologies.

We welcome feedback from patrons regarding accessibility and are committed to continuous improvement. Suggestions and concerns can be directed to Library Director or a staff member. We are dedicated to removing barriers to access. We regularly review our policies and practices to ensure compliance with ADA standards and to better serve our community.

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## **Butte-Silver Bow Public Library Board of Trustees - By-Laws**

### **Article I**

The name of the body is "The Butte-Silver Bow Public Library Board of Trustees (Board)".

### **Article II**

The Board's purpose is to encourage the establishment, adequate financing, and effective administration of a free public library in Butte-Silver Bow and to give the people of Butte-Silver Bow the fullest opportunity to enrich themselves through reading (MCA 22-1-302. Purpose). The Board will comply with the duties of the Board as set out in MCA 22-1-309. Trustees' powers and duties.

### **Article III**

Board members are appointed for five-year terms by the Chief Executive Officer of Butte-Silver Bow and with the approval of the Council of Commissioners. The Board shall consist of five trustees serving staggered terms. Not more than one member of the Board shall be, at any one time, also a member of the Council of Commissioners. Vacancies will be filled for the balance of the term as in the manner of original appointments. Members shall be residents of Butte-Silver Bow.

Attendance is a requirement of the Board member's seat and is recorded at each meeting. Unexcused absence from three consecutive meetings will automatically generate a notice of removal and a request for a new member appointment by the Butte-Silver Bow Executive officer. Any Trustee wishing to resign from the Board will submit the request in writing to the Board Secretary.

### **Article IV**

Officers shall include the Board Chairperson and the Board Secretary, who shall be the Library Director (director). The Board shall elect a Board Chairperson at the first meeting in July. The Chairperson shall serve for one year as a regular voting member, not only in case of a tie. In case of a vacancy for any reason a new Board Chairperson shall be elected at the next regular meeting to fill out the remainder of that term of office. In the event of a vacancy in the Library Director position a member of the Board shall be appointed by the Chairperson to act as Secretary until a new Library Director fills that position.

### **Article V**

Regular meetings shall be held in the public library on the third Wednesday of the month at 5:15 pm unless otherwise noticed. Special meetings may be called by the Chairperson, the Secretary, or any two members of the Board. The purpose of the special meeting shall be stated in the call. Except in an emergency, there will be two days' notice of a special meeting. A quorum consists of three Trustees plus the secretary as a non-voting member.

### **Article VI**

Members of the public are encouraged to participate in regular meetings; they may comment on agenda items at the beginning of the meeting and on non-agenda items prior to adjournment. A maximum of thirty (30) minutes will be allowed for public comment at each time specified

above. Speakers shall limit their address to three (3) minutes unless further time is granted by the Chair. The Chair reserves the right to limit public comments if they are not germane to the proceedings or are deemed disruptive. Individuals who wish to share written comments or pertinent materials shall submit them no later than 24 hours before the start of public meeting. No action will be taken on items not included on the agenda.

Members of the public commenting at Board meeting must observe civil respect for others, not use foul language, confine their comments to one topic and follow Library Policies.

#### **Article VII**

The Board shall follow rules as stated in the current edition of Robert's Rules of Order in all applicable instances, except for where those rules conflict with local or state laws, Board By-laws or Board Rules of Order.

#### **Article VIII**

These by-laws shall be reviewed every two (2) years and may be amended at any regular meeting of the Board with two-thirds vote, provided the amendment has been submitted in writing to the secretary at a previous regular meeting.

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### **Butte-Silver Bow Public Library Board of Trustees - Rules of Order**

Regular meetings shall be held on the in the Butte-Silver Bow Public Library as prescribed in the ARM (10.102.1150A(C)), which states there will be no less than 6 meetings in a year with no more than 90 days between meetings. Other meetings the Board may require will be held at such time and place as the Board decides.

The officers of the Board shall include the Chairperson, elected at the first regular meeting in July of each year, term of office begins Aug. 1<sup>st</sup>. They shall remain in office until successor is elected and qualified. The Library Director serves as the Secretary to the Board. Revised Robert's Rules of Order, current edition, shall govern the parliamentary procedure of the Board.

The order of business at regular meetings of the Board shall be as follows:

- Roll call/Attendance & Welcome
- Public Comment on Agenda items
- Approval/Disposition of the minutes of the previous meeting
- Librarian's Report, including financial reports, statistics, departments and committees
- Unfinished business
- New business
- Public Comment-agenda items
- Board Concerns and Questions
- Adjourn

The Library Director shall be the executive director of the policies adopted by this Board. Among the director's duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties, the submission to this Board such policies

and procedures as in the opinion of the director will promote efficiency of the library in its service to the people of the community.

Amendments to these rules may be proposed at any regular meeting but become effective only after a favorable vote at a subsequent meeting.

Any of the foregoing rules may be suspended temporarily by unanimous vote of all trustees present at any meeting and the vote on such suspensions shall be taken by yeas and nays and entered into the official record.

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## **RULES OF CONDUCT**

The Butte-Silver Bow Public Library welcomes patrons to use the designated areas for informational, educational, cultural, and recreational pursuits. The library requires standards of conduct and appearance to be maintained. Activities detrimental to the use and enjoyment of the library by others or interfering with the work of staff is cause for expulsion from the library.

- Weapons are not allowed inside Library spaces or surrounding public areas (sidewalks, alleys, etc.).
- Smoking is not allowed in any library building or within 50 ft. of doors and/or windows.
- Food is not allowed in the library except in designated areas. Drinks are permitted in closed cups.
- Pets and/or comfort animals are not allowed in the library (see service animals policy below).
- Set cellphones to quiet tone or vibrate and observe courtesy to others.
- No sleeping and/or loitering in the library. No soliciting.
- No running or potentially unsafe activity (see unattended/disruptive children below).
- Shoes and shirts shall be worn in the library.

## **UNATTENDED AND/OR DISRUPTIVE CHILDREN**

Parents shall not leave children under age six unattended in the library. If it is determined that a child is lost or unattended, library staff shall attempt to locate the child's parent. If the parents are not located within an hour or if the library is closing, library staff will call the police.

Under no circumstances shall a staff member take the child out of the library.

Parents are responsible for their children's behavior while in the library. Children who are being disruptive will be asked to behave. If the disruptive behavior continues, a staff member will inform the parents that their child is disturbing others. If the parents refuse or are unable to control the child, the family will be asked to leave.

## **SERVICE ANIMALS**

Individuals with a disability have the right to be accompanied by a service dog. Service dogs must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the

individual must maintain control of the animal through voice, signal, or other effective controls.

Animals whose function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities act (2022).

A fully qualified service dog may be excluded from the library if it acts in a threatening manner, is disruptive (barking or growling), is not housebroken or is not under the full and immediate control of its owner. The person with a disability is liable for any damage done to the premises by the service dog. The care or supervision of a service dog is solely the responsibility of the owner.

Library staff shall ask anyone bringing animals into the library:

*“Is this a service animal required because of a disability?”*

*“What task has the service animal been trained to perform?”*

Staff shall not ask about the person's disability, require medical documentation, or request a special identification card or training documentation for the dog unless the animal is in training.

## **HOURS OF PUBLIC OPERATION**

Hours of operation are determined by the Butte-Silver Bow Library Board of Trustees upon the recommendation of the Library Director. Hours are determined by public need, staffing considerations, budget constraints, and Montana Public Library Standards. Notices of permanent schedule changes will be posted for one month in advance and be published in the newspaper.

The library is closed on State and Federal holidays, along with other BSB agencies. The library may observe early holiday closings granted to other agencies or early closures as appropriate.

## **PUBLIC SERVICE POLICIES**

### **Library Card Eligibility**

To receive a Butte-Silver Bow Public Library card you must provide either valid, current photo ID with current Butte-Silver Bow residential address OR valid, current photo ID and two (2) of the following with current Butte-Silver Bow residential address:

voter registration card

checkbook

bills (but not rent receipts)

letter with postmark (only 1 personal letter)

Food Stamp card

other official materials or correspondence  
(e.g. a “face sheet” for TEMP card)

Anaconda, Dillon and Whitehall library cardholders are eligible for a Butte Silver Bow Library card as provided in reciprocal agreement with those libraries to honor BSB library cards. Patrons will complete a registration card and use a Butte Silver Bow card to check out. No nonresident card fee will be charged.

## TYPES OF LIBRARY CARDS

**Child, Young Adult and Adult** cards are issued at no charge. Cards expire every 2 years and shall be reviewed and renewed at that time. Naturally worn cards will be replaced as needed at no charge. There is a \$1.00 fee for a replacement card.

**Children** through age 11 may register and receive a children's card with a parent or guardian's signature. There are no restrictions on which books children may check out, children are encouraged to borrow items in their reading and comprehension levels. Child cards cannot be used to check out equipment, DVDs or Blu-rays.

Students attending schools in Butte-Silver Bow may receive a library card by presenting a current school ID.

At age 12, patrons may receive **Young Adult** cards. Young Adult cards cannot be used to check out equipment, DVDs or Blu-rays.

At age 18, patrons shall register for an **Adult** card with proper verifications. This may be used to check out DVDs, Blu-Rays, and equipment (laptops, tablets, hotspots, projector, etc.).

**TEMPORARY or "TEMP"** cards may be issued with a valid photo ID (including a "face sheet" from pre-release center) but without proof of local address. This entitles the cardholder to check out one item at a time; no equipment may be checked out on TEMP cards.

**NON-RESIDENT** cards are issued for a period of one year for a fee of \$10.00 and require a current, valid Driver's License with a current home address. Nonresidents who own property and pay property taxes in Butte-Silver Bow may receive a card by showing proof of payment of taxes and valid, current photo ID.

**SCHOOL** cards are issued for a one-year period to schools, pre-schools and daycare centers located in Butte-Silver Bow for use by teachers and staff for curriculum support. A list of names of authorized users will be provided by the school. Schools are responsible for damaged/lost materials.

Authorized teachers or staff may check out up to 25 books at one time, including up to 8 books of one general subject; one renewal of books will be allowed. Teachers or staff may call the library and library staff will set aside materials for pick-up. Cards will be kept at the library in the circulation department.

This is to encourage library use, supplement classroom materials available, and support students and educators, not to replace or duplicate school library facilities.

### **Loss or borrowing of library card**

The library discourages the practice of lending library cards to others for their use. In all cases, the cardholder is responsible for all transactions on their card, including payment for lost materials.

Patrons who lose their library card or have it stolen should report the loss to the library immediately. The library will reissue a new card and take steps to prevent false use of the missing card. Until the loss of a card is reported, the patron is responsible for all use of the

card. There is a replacement fee of \$1.00 per card. Patrons may check out materials without a library card by showing valid photo identification.

## **COLLECTIONS MANAGEMENT**

### **Materials Selection**

The Butte-Silver Bow Public Library subscribes to the materials selection principles contained in the Library Bill of Rights and the Freedom to Read statements and interpretations of the American Library Association.

The library provides materials for all users in the community, with a diversity of interest, reading levels and tastes. Materials should not be judged on a particular passage or phrase taken out of context, but on the qualities of vitality, artistic expression, originality and imagination, honesty and integrity, sustained interest, sympathy and conviction and consistency in characterization.

No materials are or will be proscribed because of the beliefs of any person or persons. No materials will be removed from library use without a written order from a court of law.

### **Selection Criteria**

Materials selected shall be based on a critical evaluation of the materials on the following qualities:

- The degree of the accomplishment of the purpose.
- The authority and the competence of the author or creator of the work.
- Comprehensiveness in breadth and scope.
- Relation to existing collection.
- Importance as a record of the times and an item of a particular local interest, or for the presentation of a unique point of view.
- Relative importance in comparison with other materials on the subject.
- Budgetary considerations.
- Physical limitations of the library facility.
- Availability of materials in other library collections to users.
- Popular demand, patron requests, and expected use.

### **Special Criteria**

In addition to general selection criteria, the following special criteria will be used for the purchase of materials:

- Purchase an additional copy of a book for every three reserves.
- Purchase the top 10 fiction and nonfiction best-sellers from three professional book lists (VOYA, School Library Journal, Library Journal, etc.).
- Purchase multiple copies of items expected to be in high demand.
- Purchase all items of history, description, and fiction pertaining to Butte, and as much as possible of Montana.
- Purchase books for which three Interlibrary Loan requests are made in a year, and that fit within guidelines.

- Purchase children's books with library bindings when possible.
- Whenever appropriate, purchase books that have “starred” reviews in Booklist, Library Journal, School Library Journal, as well as other respected review sources.
- Books that are stolen, vandalized, or not returned may be replaced for circulation one time only, after which a noncirculating copy may be purchased.
- When possible, no books will be purchased that have spiral bindings, forms to be filled, patterns to be cut out, popup features, or other characteristics detracting from their ability to circulate.

## **Weeding**

To keep the collection current and provide space for new materials it is necessary for periodic weeding, or disposal, of materials. Guidelines for weeding will reflect the criteria used in materials selection. Special emphasis will be placed on removing:

- Material that is outdated / superseded by new material.
- Duplicate copies of material which are no longer in high demand.
- Material that has not circulated in the last three to five years.
- Material in poor physical condition.
- Material available in multiple forms (i.e. hardcover, paperback, etc.)

Before discarding any material, it shall be evaluated to determine if it falls within the materials selection/deselection criteria. Materials withdrawn from the collection may be donated to other institutions, exchanged for other materials, sold at the library's used books sales, recycled, or destroyed. Disposal of weeded materials will be at the discretion of the Library Director.

## **DONATIONS and GIFTS**

The library is grateful for donations, since they make it possible to acquire materials that might not otherwise be obtained. Acceptance of donated materials does not imply or guarantee they will be added to the collection, and the library reserves the right to use the materials to its own best advantage. Donated items with restrictions on use, display or other operational aspects will not be accepted. The library shall not place a monetary value on donated items but will give the donor a signed receipt stating the number and type of donated items. Donated materials will be evaluated with the same criteria as purchased materials and will be added to the collection as appropriate. If not added to the collection, materials may be given to another organization, exchanged for other material or sold by the library.

Cash donations may be made as memorials or gifts. Donors may request a title or general interest area. Donated memorial items will be marked with the donor's name or another memorialization upon request. Funds generated by donations to the library will be deposited in the Library's Grants account and will roll year-to-year. Activities involving paid staff time that result in donations will be credited to the same account.

## **PATRON REQUEST FOR RECONSIDERATION OF A TITLE**

Any complaint about material in the library collection shall be referred to the Library Director. Director shall supply the patron with the form “*Request for Reconsideration*” and a copy of the Materials Selection Policy, which reaffirms the Library's role in providing free access to all members of the community, and in each person's ability to choose materials to his/her own family's needs.

After evaluating the Request for Reconsideration, the Director shall decide whether to retain the title, reinforced by reviews of the book that have been gathered.

If the patron is unsatisfied with the decision, the Director will inform the patron that the Request for Reconsideration may be presented to the Butte-Silver Bow Library Board of Trustees at its regular meeting. The decision of the Butte-Silver Bow Library Board of Trustees shall be final. An example of the form “*Request for Reconsideration*”:

### **REQUEST FOR RECONSIDERATION**

Title: \_\_\_\_\_ Author: \_\_\_\_\_

How was the book brought to your attention?

Have you read the entire book?

What sections did you find objectionable and for what reasons? (Be specific; provide page numbers if possible.)

What reviews have you read or heard about the book?

What do you believe is the theme of the book? Do you think the theme itself has merit in describing or commenting on our civilization?

Do you feel the book is objectionable to all readers or only some readers?

What book of equal value would you recommend that would convey a similar picture and perspective of our civilization?

Other comments or reactions (use additional page if you wish):

Patron Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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## CIRCULATION SCHEDULE – Loan and renewal

Books	4 weeks	1 renewal limit
New Releases*	2 weeks	1 renewal, limit of 3 items at a time
Reserved/high demand	2 weeks	No renewals
Montana case	2 weeks	1 renewal, Limit of 3 items at a time
Magazines/Periodicals	2 weeks	Newest copy does not circulate, limited to 3 of any title and 5 items at a time
Audiobooks, Music CD	2 weeks	No renewals, limit of 5 items at a time from collection
Internet Hot Spots	2 weeks	1 renewal, one per card
Student laptops	12 weeks	2 renewals, limit one laptop per card, student ID required
DVD / Blu-ray	2 weeks	No renewals, limit of 5 items at a time. Adult card required
Children's Materials	Same as adults	

\*New releases are kept on the New Bookshelf for six months after being placed in use.

There is a limit of 25 total items that may be checked out at any one time or may be held at any time by a library patron.

### DVD & BLU-RAY

DVDs & Blu-rays may be checked using Adult card in good standing (no overdue materials or unpaid fines). Patrons may borrow up to five at a time for a maximum of two weeks with no renewals. Patrons are responsible for loss or damage of a borrowed item [including accidental erasure] and may be charged the replacement cost of the item.

DVD & Blu-ray may be loaned to other libraries [see “Interlibrary Loan”], except for titles added in the last 12 months.

### INTERNET HOT SPOTS

Internet “hot spots” provide internet access. These are available for checkout at the Reference Desk using Adult card in good standing (no overdue materials or unpaid fines), and checkout for 2 weeks. Overdue hotspots will be disabled by Library staff and patrons will be contacted for return. Lost, damaged or unreturned equipment will be charged to the patron’s account.

### Laptop lending

Laptops are available for checkout from the Uptown Library. Students shall have a library card in good standing and current student ID. Laptops check out for a period of 12 weeks, with 2 renewals possible. Extending checkout periods requires Director's approval on a case-by-case basis. Lost, damaged or unreturned equipment will be charged to the patron’s account.

### Renewing loans

Items may be renewed at the library, by phone or online: [www.buttepubliclibrary.info](http://www.buttepubliclibrary.info)  
High-demand items (i.e., test preparation books, science fair materials, etc.) and items on

hold for other patrons will not be renewed. No item may be renewed more than once. No renewals of Blu-rays or DVDs.

## **Fines**

**OVERDUE MATERIALS:** Butte-Silver Bow Public Libraries shall not charge overdue fines. Library borrowing privileges may be suspended for late return or missing items.

**LOST MATERIALS:** Items may be assumed lost if not returned three months after the due date; patrons will be charged replacement cost for all lost items. No refund will be issued for items which have been paid for and are subsequently found (patron may keep the item or donate it back to the library's collection).

**DAMAGED MATERIALS:** If library materials are damaged to the extent or in such a manner that they are no longer appropriate for circulation or library use, patron will be responsible for the replacement cost of the item (Ordinance #81 BSB municipal code).

**FAILURE TO PAY FEES:** Failure to pay any fees may result in loss of borrowing privileges; fees shall be cleared before a library card is renewed or replaced. Special arrangements may be authorized by the Library Director for repayment of fees due.

## **REFERENCE SERVICES & MATERIALS**

The facilities of the Reference Area and the help of the Reference Staff are available to anyone. A library card is not required for most services.

The second floor Reference Area is a quiet area. Cell phones and conversation should not disturb others.

Reference staff aid and assist the public by answering questions, explaining use of the library and its resources, providing advisory services, and providing auxiliary services such as outreach, preparation of bibliographies, and group instruction. Reference assistance is available in person, by phone, online, or by mail/email.

Reference Staff shall not answer or interpret medical, legal, tax, or other questions which, in their judgment, would violate professional ethics.

Homework is the responsibility of the student and is designed to develop research and learning skills in addition to knowledge of content. Staff will not exceed what they conceive to be the limits of reasonable assistance.

Long-distance telephone calls and specific correspondence are the normal responsibilities of the patron. Certain questions may be too lengthy or involved to be completed by staff. In such instances, the library will consider a question sufficiently answered when the patron is provided with the source, telephone number, or referrals to assist them further.

Reference materials do not circulate and cannot be checked out. Many reference items have a circulating copy also and patrons should ask the Reference Staff.

Certain materials may require the surrender of ID by the patron for use, as determined by Reference staff. The ID required will be either a Butte Library Card or ID sufficient to obtain Library Card.

## **Interlibrary Loan**

Butte-Silver Bow Public Library lends and borrows materials to and from other libraries in a process called Interlibrary Loan or ILL. Butte-Silver Bow Public Library does not charge for materials loaned, and does not loan or request materials outside the U.S. Borrowing libraries will not be charged for postage unless first class or Federal Express is required. Borrowing libraries shall not be charged overdue fees but will be charged for items lost/damaged. Renewals are available at staff discretion ~~and will be honored unless the item is on hold for another patron.~~ A processing fee of \$5 may be charged in addition to the replacement cost of any items lost/not returned/damaged.

Items will be loaned for a period of 2-6 weeks, as determined by the staffer processing. CD Books will be loaned for a period of two weeks. Blu-rays and DVDs will be loaned for a period of two weeks.

Periodicals and newspapers will not be loaned, but photocopies can be made of individual articles. Reference material or other non-circulating collections will not be loaned. Items acquired within the last 12 months and Reference Collection materials shall not be loaned.

### **Patron Guidelines for Interlibrary Loan**

Patron must be a current Butte-Silver Bow Library cardholder in good standing (no fees, fines outstanding, no overdue materials) to use Interlibrary Loans (ILL). The library will request up to three items per patron at a time. Additional requests may be held and submitted as earlier requests are returned, up to 24 items in any 12-month period.

The patron is responsible for borrower fees charged by the lending libraries to the extent authorized by the patron in the original request. ILL service may be denied or suspended for failure to pay for lost or damaged items or frivolous or abusive use of the service (i.e. failure to pick up materials, failure to return items on time, ...).

Patron is responsible for all lost or damaged materials as well as any fines incurred. Lost or damaged ILL material will be treated the same as library-owned material and failure to clear charges will result in suspension of library privileges.

The Reference Staff may determine that unique, out of print, or valuable materials must be used only in the library and treated the same as other reference materials. Participating courier libraries shall be requested for loans before other libraries whenever feasible. Materials available in any form at Butte-Silver Bow Library may not be requested from other libraries. Oversized books and materials in our catalog will not be requested from ILL.

BSBPL patrons may request up to three items at a time from ILL. Loan requests that require fees or charges will be the responsibility of the borrower at the time of the request. Failure to pick up the requested item within 10 days of notification may result in a \$5 charge per item to the requesting patron. Habitual failure to pick up ILLs may result in suspension of ILL services.

BSBPL's OCLC symbol is: **MZE**;  
Group Affiliations: **NWGA, W#9N**

OCLC Relationship: Full  
Additional Symbols: **MtBu**

## **DISPLAYS, BULLETIN BOARDS & MEETING ROOMS**

The Butte-Silver Bow Public Library provides space for library-sponsored events or co-sponsored programs, displays, and activities of an informational, educational, cultural, or civic nature. Religious, profit-making, politically partisan, or merely social meetings do not fall within this co-sponsored category.

Items to be placed on library bulletin boards or given as handouts must first be given to the Library Director and will be posted if they fall within the above-mentioned guidelines. Items placed on the bulletin boards will be dated and displayed not longer than two weeks. Items placed on the bulletin boards without prior approval may be removed and discarded.

### **Meeting Rooms**

Butte-Silver Bow Public Library welcomes the use of our meeting rooms for library programs as well as for other programs of an informational, educational, cultural, or civic nature. Rooms shall be available on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members, provided those meetings are free and open to the public.

The Main/Uptown Library has the following rooms available for public use:

- Basement Meeting Room (Community Room)
- Third Floor Meeting Room (Big Butte Room)
- Third Floor Conference Room (Frank Little Room)

Rooms are reserved on a first-come, first-served basis and are available during the library's normal hours of operation. Meetings scheduled outside normal operating hours may be allowed with the permission of the Library Director and staff supervision.

Users must abide by library policies and are responsible for setting up and clean up afterward. Any damage shall be the financial responsibility of the group. The library is not liable for personal possessions or materials left in meeting rooms. An adult shall be present and responsible for all meetings.

Pursuant to the BSB ordinance prohibiting use of alcoholic beverages in government owned buildings, no use of alcoholic beverages is allowed in the library.

Under certain conditions, provisions may be made for the use of the facility by fee or tuition charging events. Their arrangements must be made in advance with the Library Director and approved by the Board.

The library reserves the right to authorize utilization of meeting rooms, as well as the right to cancel, reschedule or relocate a group's meeting as necessary. The contact person for the group's meeting shall be advised as early as possible.

## USE OF LIBRARY EQUIPMENT AND INTERNET

Public computers and wi-fi access are available free of charge. There is a one-hour limit on use if others are waiting to use the equipment.

### POSTED AT PUBLIC INTERNET STATIONS:

#### **TO ALL COMPUTER USERS**

*Pursuant **Montana Code, Annotated Section 45-8-201**, a person commits the criminal offense of obscenity when, with knowledge of the obscene nature thereof, s/he purposely or knowingly EXHIBITS OR OTHERWISE MAKES AVAILABLE ANYTHING OBSCENE TO ANYONE UNDER THE AGE OF 18. A person convicted of the offense of obscenity shall be fined at least \$500, but not more than \$1,000, or imprisoned in the county jail for a term not to exceed 6 months, or both.*

#### **VIOLATORS OF THIS LAW WILL BE PROSECUTED**

The library has projectors, screens, and equipment available for loan to cardholders in good standing. There is no charge for these loans, however donations are welcomed. No fees are charged for the use of library equipment except for fax, copiers and computer printers.

Library telephones are business phones and should not be tied up with unnecessary calls. As there is no pay phone at the library, the public may ask staff to phone for rides, assistance, etc.

Faxing is available on the first floor at the Circulation Desk; a staff member will assist patrons.

Audio/visual equipment is provided for use by groups using multipurpose rooms. Assistance with setup or operation is available, please ask at any service desk.

## PERSONNEL POLICIES

The Butte-Silver Bow Public Library Board of Trustees will follow the Butte-Silver Bow Personnel Policy and procedures for direction in all aspects of employee/employer relations except where modified by statute, administrative rules, or collective bargaining agreement.

The Board of Trustees shall hire, prescribe duties, set wages, promote, discipline, and terminate employees, upon recommendation of the Library Director. Collective bargaining will be conducted in concert with the BSB representative and the Library Director as the representative of the Board. The Board will work with BSB to negotiate within the fiscal procedures of BSB, consistent with State Law in preparing, presenting, and administering the library budget in relation to wages and salaries.

The Board of Trustees will appoint and set the compensation for the Library Director. The Board will evaluate Library Director performance at the beginning of the calendar year (January/February).

Library employees will be provided with opportunities for training and continuing education at the expense of the library as provided in the library budget. Promotions and job classifications will be contingent on performance evaluations and completed continuing

education and training (see Montana State Library policy for certification and continuing education guidelines and requirements, effective 2010). Supervisory personnel will meet certification requirements as outlined by the MT State Library Commission. Non-supervisory employees are encouraged to become certified but not required.

Library employment issues are the responsibility of the B-SB Public Library Board of Trustees and the Library Director. Personnel and employment concerns shall be addressed to the Director initially. Unresolved concerns will be addressed by the Board. Board decisions are final when the decision made is governed by statute, administrative rule, or collective bargaining agreement and consistent with State Law.

### **STAFF PERFORMANCE APPRAISAL**

Annual performance appraisals will be held between supervisors and staff for the purpose of discovering how the subordinate is performing on the job. Employees will be evaluated by their immediate supervisors annually in July. The Library Director will evaluate supervisory staff annually in August and new hires after six months.

This evaluation will consist of a frank appraisal of how the staff can improve performance opportunities, and for any concerns, suggestions and goals from staff. The completed evaluation will be sent to BSB Human Resources and placed in the employee's personnel file where it will be kept for a maximum of three years.

Job descriptions will be updated every three years by the Library Director, reviewed and approved by the Board, and become effective immediately upon Board approval.

### **LIBRARY DIRECTOR PERFORMANCE APPRAISAL**

The Board will evaluate Library Director performance at the beginning of the calendar year (January/February). This shall reflect the past year's performance as well as address the overall direction and operation of the library (***Ordinance 69; BSB municipal code***). The Library Director's evaluation is part of the Library Policies and Procedures Manual for the library and subject to Board approval.

The Board shall review the appraisal form annually prior to this process, with changes or definitions of terms agreed upon in advance. The Board shall meet in closed session to compile performance appraisal, then go over the evaluation with Director and discuss the ratings. Areas of performance that are unsatisfactory and need improvement will be noted, along with steps to be taken for improvement.

The completed appraisal will be signed by the Library Board Chair and the Library Director and placed in the Director's personnel file.

This timetable will not apply during a director's probationary period or the first six months afterward if an evaluation is done at the end of the probationary period.