



Policy Manual

October 2025

Fallon County Library
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Mission Statement

Fallon County Library exists to provide free access to meet the informational needs of the community, to enrich, entertain and inspire, improve literacy and to increase social awareness and community involvement.

Purpose of the Policy

This policy will function as a guide in matters relating to the management of the Fallon County Library’s collection with an emphasis to provide the best possible information for its community.

Fallon County Library Board Trustees function as representatives of the community, setting policies and approving services for the library. Staff reviews policies and recommendations made to the Board. The Board will consider the recommendations and implement changes. Changes are identified in the Board minutes and within the policy.

Complete Policy Revision and Review 10/14/2025

Library Director Date

Chair, Board of Trustees Date

Community and User Groups Defined

Fallon County, located in Eastern Montana bordering North Dakota. It has a land mass of 1619 square miles and a population of about 2,900. Fallon County economy is driven by farming, ranching and oil production.

The Fallon County Library serves the citizens of Fallon County, Montana and the surrounding areas.

Fallon County Library serves approximately 1,200 patrons. and hours of operation are Monday – Friday 8:00 a.m. – 5: p.m. The library is closed on Saturday, Sunday, and legal holidays.

Audio/Video Policy

1. The Fallon County Library will purchase and place on shelves limited current theatrical-released DVD's that are available at commercial outlets.
2. All donations are subject to the library policy on donated material and must be brought to the Director/Board for approval.
3. The goals and emphasis in purchasing DVDs are to have them relate to current events, how-to tapes, education, travel, and entertainment for all our patrons.
4. All CDs are to be checked out for 28 days, and all DVDs for 14 days subject to the discretion of the Library Director. New patrons will be under restricted status for six (6) months. Under this restriction patrons will only be able to checkout two (2) DVD's and two (2) Audiobooks (CD's) at a time. After six (6) months unlimited checkouts are available if patron is in good standing.

Behavior Policy

The Fallon County Library welcomes everyone to use the library and its resources. In order to maintain a clean, safe, and comfortable environment for our patrons and staff, we ask that everyone in the library adhere to the following rules and responsibilities:

- Obey all local, state, and federal laws.
- Follow library policies and procedures about the use of library materials, services, and computers.
- All bags and other containers must fit completely under a library chair.
- Wheeled vehicles, unless needed by people with disabilities or to transport children, are not allowed in library building.
- Animals of any species, unless needed by people with disabilities, are not allowed in library building.
- No solicitation or panhandling.
- Do not bother or willfully annoy other people.
- Refrain from loud or rowdy behavior or creating or participating in a disturbance such as a physical or verbal fight or altercation.
- Do not use profane, obscene, or injurious language.
- Do not display obscene materials or images.
- Parents and other adults accompanying minors are responsible for ensuring that the minors follow the library's policies and procedures. The library should not be used in place of appropriate childcare.
- Food and/or beverages are allowed in the library. Beverages should be in a spill proof container with lid closed when not being consumed. Patrons will be responsible for cleaning up after themselves. If patron does not follow the rules, they will not be allowed to have food or beverages in the library.
- Smoking, use, or display of tobacco products is not allowed in the library.
- No loitering. Patrons may not remain on library property after being told to leave by a staff member.
- No trespassing. This includes being in the library building when they are not open to the public or going into non-public areas.
- Be respectful of library property and materials. Do not damage, vandalize, tamper with, or improperly remove library property or property that does not belong to you.
- No public intoxication. The use or possession of alcoholic beverages is not allowed.
- Proper attire, including, but not limited to, shirts and shoes, is required.
- Patrons with inadequate personal hygiene that interferes with the use of the library by others will be asked to leave.

- No sleeping in the library.

Any person who does not adhere to these rules and responsibilities may be asked to leave the library property, be denied library privileges, or be banned from the library. Violation of local, state, or federal laws may result in criminal prosecution.

CD Player Loan Policy

Eligibility

CD Players can be checked out from the Fallon County Library staff. Patrons who maintain a valid library account in good standing, who read, agree to, and sign the CD Player Loan Agreement.

The Loan Agreement must be read and signed each time a CD player is borrowed. Only one CD player can be checked out per household. Under no circumstances will a user be allowed to check out a CD player for another person. A CD player cannot be checked out to any another library.

CD Players can be checked out from the Fallon County Library circulation desk during regular hours. The loan period is 14 days. CD Players can be renewed once but must be renewed in person at the Library Circulation Desk or if unable to come to the library, one of the library staff will come to you and renew it for you.

CD Players are provided on a first-come, first-served basis. The Fallon County Library cannot guarantee that a CD player will be available.

Damages

The CD player must be checked out and dropped off during regular hours. The working condition of the CD player will be assessed before checkout and upon its return. Users are responsible for damage to and/or loss or theft of loaned units. Users are required to report any problems experienced with the CD player during their borrowing period. The replacement cost for a lost, stolen, or damaged CD player is \$25.00 and there will be a Processing fee of \$10.00.

Circulation Policy

1. Print books have a checkout period of 28 days, with two renewals.
2. Audio books have a checkout period of 28 days, with two renewals.
3. DVD's have a checkout period of 14 days, with two renewals.
4. Newspapers do not circulate.
5. Baker High School yearbooks do not circulate.
6. Montana Section books so designated do not circulate.

Patrons are allowed unlimited checkouts if they are a patron in good standing. If patrons are delinquent, they will be placed on restricted status at the discretion of the Library Director or Staff.

New patrons are restricted to three (3) print books, two (2) CD's, and two (2) DVDs at a time until they have been a patron in good standing for six (6) months. At this time, they will be able to have unlimited checkouts like all other patrons. A patron may only check out materials under his or her own name unless previous arrangements have been made.

Claims Policy

Warrants/claims submitted by Staff and Board members to the Library Director must be signed using blue ink.

Collection Management Policy

MISSION STATEMENT

Fallon County Library exists to provide free access to meet the information needs of our community, to enrich, entertain and inspire, to help people learn new skills, better their education, improve literacy, and to increase social awareness and community involvement.

PURPOSE OF THE POLICY

This policy is a guideline to support the mission and to define the scope, responsibilities, and considerations used in the selection and maintenance of all materials.

COMMUNITY SERVED

Fallon County Library, located in Baker, Montana is a mixture of residents involved in oil and gas exploration, agriculture, government, medical facilities, local businesses, and schools. The library serves over 1,200 patrons and circulates over 21,000 books, media, and other items both physically and virtually.

OBJECTIVES

In response to the needs of our community, the library attempts to provide access to a broad range of resources. Our collection represents a wide range of viewpoints, including materials that reflect different social, cultural, political, and religious views. It contains resources in various formats (including print, non-print, and electronically accessible) and comprehension levels. Technology is ever changing and the Library continues to evaluate the usage and need for all formats. We strive to provide a balanced collection of materials.

MATERIALS AND SERVICES

There are three elementary and two high school libraries within the county; our emphasis is to place materials for users outside the education system. Youth services are provided through Story Time for preschool during the school term, summer reading programs and events throughout the year. The Library also provides free access to the Internet and a community meeting room.

COLLECTION DESCRIPTION

The present collection consists of materials covering all reading levels, from preschool through adult. There are nearly 18,000 print books, 1097 books on CD, and 1,700 DVDs in the library. Along with an additional 2,000 un-cataloged paperback books, MyMontanaLibrary2 Go provides access to 18128 audiobooks, 25319 e-books, and 5489

magazines. Issues of the local newspaper and newspapers of nearby communities, magazines, pamphlets, and jigsaw puzzles comprise the remainder of the holdings. Each year the library adds approximately 750 new items. Due to vigilant and continual weeding, the average age of our print collection is fifteen years.

ARCHIVAL COLLECTIONS

Archival collections are composed of original materials of a documentary nature covering the Baker area and its history. This may include but is not restricted to, the following: individual records, diaries, family histories, and the Fallon County Times. The library does not collect three dimensional objects. These are passed on to the O'Fallon Museum, an institution with the expertise to collect and house such materials. In addition, the library does not collect the official records of the City of Baker; these are kept by the City of Baker.

TEXTBOOKS

The library neither purchases nor collects textbooks as a rule. A textbook may be added to the collection if it is the best information on a particular subject.

ELECTRONIC RESOURCES

Internet access is available to library patrons. The Acceptable Use Policy (*attached to this policy*) reviewed by the Board on February 8, 2022, is a part of this policy. Electronic databases available include World Book Online, MyMontanaLibrary2Go, A to Z World Culture, A to Z USA, and Lingo Lite.

COOPERATIVE COLLECTION MANAGEMENT AND ILL

Fallon County Library is a member of the Sagebrush Federation Partners Sharing Group, a participant in the Montana Shared Catalog, and the OCLC database. If requested material is not available in our library, every effort is made to obtain it through Interlibrary Loan.

SELECTION OF MATERIALS

Based on availability of funds in the annual materials budget, materials are added to the collection. Each type of material is considered in terms of its own value and in relation to its audience. An item will not necessarily be judged against all criteria and no one standard always applies in all cases. Various tools are used to assist in the selection process, including review media, trade publications, catalogs, and usage statistics. Materials may be added based on patron requests and donations. The following criteria are used when adding new or gift items to the collection:

- Relevance to the present and potential needs of the community
- Accuracy, timeliness, currency, and validity
- Current or historical significance of author or subject
- Suitability of the physical form for library use

- Public demand and/or local interest
- Comparison with other available titles in existing collection
- Cost
- Scarcity of materials on the subject
- Comprehension and depth of treatment
- Diversity of viewpoint
- Literary style, importance, or originality
- Cultural significance and critical acclaim
- Sustained interest

PATRON SUGGESTIONS

Suggestions are welcome and often provide valuable information about community interests and unmet collection needs of patrons. All suggestions are assessed with the same selection criteria as other items added to the collection.

ACCESS

Fallon County Library does not restrict access to reading, viewing, or listening to its materials based on age and provides equal access to all resources for all users. The library tries to acquire the broadest range of materials within budgetary limits. Due to the varied nature of the collection, patrons may find that not all materials will be suitable for all audiences. Parents or legal guardians have the right and responsibility to determine what is appropriate for their own children. The library encourages parents to be involved in their child's use of the library and to guide them in choosing suitable materials. Final responsibility for what a child checks out on his or her library card is left to the parent. The library does not stand in place of parents.

Due to limited space, security, and preservation concerns, the newspapers are placed in a designated storage area in the library. All of these are available for patron use but must be retrieved by a staff member.

FUNDING CONSIDERATIONS

Purchasing is based on tax dollars and varies; items of low or individual interest may not be purchased. A Memorial Endowment Fund is available for specific requests of materials and equipment. The library does receive donations throughout the year but does not actively solicit funds from the private sector.

GIFTS

Gifts of materials are accepted without commitment as to the final disposition and with the understanding that these gifts may not necessarily be added to the collection. When gifts and donations are accepted by the library, they become the sole property of the library and disposition will be made on recommendation of the Director and approval of the Board. The same criteria used for selection of other materials will be applied to evaluating gifts. If requested, a receipt will be given to the donor listing the

general nature and number of the gifts; but neither the Director nor the Board will attempt to appraise the gift.

Weeding

The circulating collection is not intended to be archival. To ensure that the collection remains relevant, in good physical condition and continues to meet the needs of our community, items are evaluated on an ongoing basis for potential removal. Items may be sold in support of the library or offered to other institutions. Materials are subject to removal if:

- Items are worn, stained, or damaged beyond repair
- Items are out-of-date, contain inaccurate data, or are not historically significant
- Newer, more current, or more comprehensive resources are available
- A more desirable format of content is available
- The usage of the item is low
- Duplication of the item exist within the collection
- The collection is limited in space

Reconsideration of Materials

The Board defends the principles of the Freedom to Read (*attached to this policy*). The Board believes that each patron has the right to read, listen to or view any item of their choosing. While everyone is free to reject materials of which he/she does not approve, that individual cannot exercise this right of censorship to restrict the freedom to read of others. The Board declares that whenever censorship is involved, no book or library material shall be permanently removed from the library except under the orders of a court of competent jurisdiction. If a patron is concerned by or questions, the inclusion of a particular item in the library's collection, the library will attempt to resolve the matter informally between the patron and the Library Director. If the patron is not satisfied, he or she may fill out a Statement of Concern form (*attached to this policy*) at the library. All completed forms will be directed at the Library Director, initiating a review process by the Director and/or other qualified staff members. The complaint will then be referred to the Board of Trustees of Fallon County Library for consideration. The decision of the Board is final.

Although efforts will be made by staff members to find suitable material for individuals, primary responsibility for selection or censorship of materials will be the responsibility of the patron, or in the case of a minor, the parent or guardian.

Responsibilities

The Fallon County Library adheres to the principles of the Library Bill of Rights (*attached to this policy*) and attempts to provide materials and information presenting all points of view on current and historical issues. Final responsibility and authority for the collection rest with the Director, who operates within the framework of this policy adopted by the Fallon County Library Board of Trustees.

Policy Implementation, Evaluation and Revision

The library director and the Board of Trustees of the Fallon County Library will review this policy every three years to determine if revisions should be made. If necessary, such revisions will be made by the director.

BOARD OF THE FALLON COUNTY LIBRARY

| | |
|--|---------------|
| _____ Charles Lee Strait, Board Chair | _____ Date |
| _____ Deb Barth, Trustee | _____ Date |
| _____ Angie Ford, Trustee | _____ Date |
| _____ Mark Jacobsen, Trustee | _____ Date |
| _____ Rebecca LaCroix, Trustee | _____ Date |
| _____ Beth Meggers, Library Director | _____ Date |

Complaint Policy (Other Than Censorship)

Patron complaints will be treated seriously, courteously and with concern for the patrons' point of view. A written response will be completed in a reasonable time.

While each complaint is treated seriously, it remains an allegation until evidence is presented to support or reject the complaint. Due process is an integral part of complaint handling, and complaints should be made directly to the Library Director but may also be submitted to the Library Board of Trustees.

If a complaint cannot be resolved by the director, a written complaint should then be submitted to the director. The director shall then present the complaint to the Library Board of Trustees for their consideration. An appeal of the Board's decision can then be made to the Fallon County Commissioners.

Computer Policy

Fallon County Library supports fifteen (15) computers, all of which have access to the Internet. Ten (10) of them are designated as public access, including the OPAC (On-line Public Access Computer) computer. The remaining five (5) computers are for the sole use of the director and the staff.

Below are the guidelines for the public access computers as set by the Board of Trustees:

1. Adults and children aged five or older may use computers.
2. Computer access will not be allowed if a patron has Damaged, Lost, or Overdue Materials, until returned and/or paid for.
3. Prior to using a library public access computer, minors must have in place an Internet Access Permission for Minors slip signed by either a parent or a guardian. Appendix G.
4. If all public access computers are in use and patrons are waiting, a time limit of 30 minutes may be set.
5. Research requirements and homework assignments will take precedence over other computer usage. This will be at the discretion of the staff.
6. No computer accessories are to be inserted into Library computers without being scanned. Failure to comply with this rule will result in loss of computer privileges.
7. Abuse of computer hardware and software will result in loss of computer privileges.

Photocopier / Printer Policy

All photocopies will be made by a library staff member. Each copy produced on a Fallon County Library printer will be charged a fee. Black and white copies will cost \$.10 each. Color copies are pro-rated: \$.25 for one quarter of a page; \$.50 for one half of a page; \$.75 for three-quarters of a page; and \$1.00 for a full page. Paper furnished by the patron for his personal projects must be of high quality to avoid jamming the copier; the cost per copy will remain the same.

Fallon County Library reserves the right to refuse to make copies of any material if the library deems the copy to be a violation of copyright law.

The library will reciprocate without charge with other county offices in the event of a copier breakdown or unavailability of use.

Damaged Materials Policy

Material returned to Fallon County Library in damaged condition (i.e., torn pages, torn or missing covers, ink marks, dog chews, crayon marks, water damage) will have a fine assessed by the Director. Although the fine will not exceed the replacement value of the item, full replacement value will be assessed if the item cannot be returned to the shelves.

Fallon County Library adheres to this policy of not allowing anyone with Overdue and/or Damaged Material on library computers, until materials have been returned and/or paid for.

Equipment Policy

Any equipment purchased by Fallon County for library use may not leave the library building.

Gratuity Policy

In accordance with Fallon County Policy, no Library staff member may accept monetary tips, gratuities or other compensation for services rendered to Library patrons. Acceptance of such gratuities could result in termination of employment.

Hiring/Personnel Policy

Fallon County Library will follow the hiring policy as outlined in Policy Number 1.02 Recruitment and Hiring Process of the Fallon County Policy Manual. Applications for employment at Fallon County Library will not be accepted unless there is a vacancy.

A permanent personnel file will be established for each active employee at the library and retained in the office of Fallon County Human Resources.

Materials Hold Policy

Any customer desiring that Fallon County Library materials be placed on hold must make a specific request by telephone, e-mail or by coming into the library.

Holiday Policy

The Fallon County Library will follow the Fallon County policy regarding holidays, unless otherwise directed by the Board of Trustees.

Hours of Service Policy

The library is open five days a week.

The library's hours are as follows:

Monday through Friday 8:00 a.m. – 5:00 p.m.

The library is closed on Saturdays, Sundays, and legal holidays.

Interlibrary Loan Policy

Patron ILL requests are limited to three (3) at any one time, except where special circumstances require more. This will be determined by the Director or staff in the absence of the Director.

Patrons must have a library card. The patron whose card is used for checkout is responsible for the item.

Fines for overdue interlibrary loans are \$1.00/day.

Failure to pick up interlibrary loan materials in the allotted week that they are held will result in a \$5.00 charge unless:

- a. The interlibrary loan has been canceled.
- b. The material arrives more than two months after it is requested, or
- c. The patron notifies the library that he/she will be late in picking up the material and is granted an extension of time by the library staff.

All requests for time extensions on interlibrary loans must be made with the library staff at least five (5) days in advance of the due date to allow time to decide with the lending library. Only one request for an extension may be made per loan.

Patrons without telephones must leave a message phone number or current address before the interlibrary loan request will be processed.

Patrons requesting material from a lending library which charges a lending fee will be notified of such fee and must pay such fee before the interlibrary loan request is processed. Should the lending library charging the fee not fulfil the request, the fee will be returned to the patron.

Abuse of ILL privileges (i.e., failure to return books in a timely manner, failure to pay overdue interlibrary loan fines, or failure to pay for lost or damaged books) will result in loss of ILL privileges for a period of three months for the first offense, six months for the second offense, and irrevocable suspension for the third offense.

A copy of this policy will be given to each patron requesting interlibrary loan material.

INTERNET ACCEPTABLE USE

Purpose Statement

Internet computers will not be used by anyone, including minors, for illegal activity or to access illegal materials. Library employees are authorized to take prompt and appropriate actions to enforce the Library's Behavior Policy, and/or prohibit use by people who fail to comply with the Internet Acceptable Use Policy as stated or implied herein. Fallon County Library staff cannot provide Internet or library assistance. Parents are responsible for their children's use of the library's resources and facilities. Parents who believe that their children cannot responsibly use the library's resources, including Internet access, are requested to monitor their children's, and only their children's, Internet and/or library usage.

Computer Access

Computer access will not be allowed if a person has Damaged, Lost, or Overdue Materials, until returned and/or paid for.

Rules of Conduct

1. Internet computers will not be used for illegal activity or to access illegal materials.
2. Installation, downloading, or modification of software is prohibited.
3. Users will respect copyright laws and licensing agreements.
4. Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
5. Prompt payment is required by users who incur charges for printing or other authorized fees. A list of fees may be obtained from the library staff.
6. Users must sign up to use the Internet on a first-come, first-served basis. There are no advanced sign-ups. Internet use may be limited to 30-minute sessions. The library staff will determine if additional sessions are available.
7. Users will respect the privacy of others and will refrain from attempting to view or read material being used by others. The Fallon County Library Confidentiality Policy prohibits unauthorized disclosure, use or dissemination of personal information regarding Library users, including minors.
8. By mutual agreement, two people may share one access station if their behavior or conversation does not disturb other users or Library staff.
9. Due to the risk of viruses, all discs and portable media must be scanned by the library staff prior to use in any Library computer.
10. It is not acceptable to use Internet access to transmit or to receive obscene materials, **as obscenity is defined by Montana law: MCA 45-8-201 and 45-8-205.**

Termination or Prohibition of User Access

When the Library employees believe that a user has failed to comply with the Internet Acceptable Use Policy and/or the Behavior Policy, they are authorized to terminate the user's computer access for the remainder of the day. A second offense will result in a loss of computer access for a period of three months. **A third violation will result in permanent loss of computer access.**

Notice of Monitoring of Information and Data

The Fallon County Library reserves the right to examine and delete any data stored on its hard drives.

Modifications

The Fallon County Library reserves the right to modify this policy at any time.

Kindle Lending Program Borrower Agreement Policy

By borrowing a library kindle, you assume responsibility for any loss, theft, or damage of the device while it is checked out to you. If loss, theft, or damage occurs to any part, you will be responsible for the replacement cost of the respective part(s), as follows:

| | |
|----------------------|---------|
| Kindle Fire | \$50.00 |
| Kindle Cover | \$25.00 |
| Processing Fee | \$10.00 |

Circulation Policy

- *Program is available only to patrons who have Fallon County Library as their home library.
- *Borrowers must complete and sign this Borrower Agreement, which will be kept on file.
- *Kindles must be borrowed from and returned to the checkout desk.
- *Kindle may be borrowed for 14 days.
- *Kindles may be requested in advance via a librarian at the Fallon County Library.
- *Borrowers may not alter the kindle, cover, or any of its contents in any way.
- *Borrowers should only clean the surface of the device with a slightly damp cotton cloth.
- *Kindle must be charged using the original cord.
- *Kindles must not be returned in the book drop; patrons who do so may lose their ability to participate in the program.
- *Borrowers must adhere to all other library circulation policies.

Library Records Confidentiality Policy

It is the policy of the Fallon County Library to protect our users' privacy. We believe that every citizen should have the freedom to use library materials without scrutiny by others. Montana law supports this policy in the Library Records Confidentiality Act, MCA 22-1-11101 through 22-1-1111. To protect our users' privacy, we therefore adopt the following procedures:

When a staff member receives a request for information about an individual's library record from another person, he or she cannot disclose this information.

If a staff member receives a court order, they shall inform the Library Director immediately. Upon receipt of the order, at the earliest possible time, the Library Director shall consult with the city or county attorney to determine its validity and follow the attorney's guidance.

If a staff member receives a request from a library user to disclose his or her library records to another person, the staff member will provide the user with a permission form. After the form is correctly completed, the staff member will release the library records to the person named on the form.

If disclosure of an individual's library records is necessary to collect fines or to secure overdue or stolen library materials, library staff may release library records upon the request of another person or as otherwise approved by the Library Director, but only to the extent necessary to collect the fines and secure the overdue or stolen materials.

Longevity Salary Policy

(Not Cumulative)

In addition to an annual salary increase, Library Staff members will be given a longevity increase in relation to years worked. This schedule will be as follows:

LONGEVITY SCHEDULE AS OF JULY 1, 2024

| | | | |
|---------------------|---------|---------------------|---------|
| Hire to 1 year | \$ - | 21 year anniversary | \$ 3.55 |
| 1 year anniversary | \$ 0.15 | 22 year anniversary | \$ 3.70 |
| 2 year anniversary | \$ 0.30 | 23 year anniversary | \$ 3.85 |
| 3 year anniversary | \$ 0.45 | 24 year anniversary | \$ 4.00 |
| 4 year anniversary | \$ 0.60 | 25 year anniversary | \$ 4.25 |
| 5 year anniversary | \$ 0.85 | 26 year anniversary | \$ 4.40 |
| 6 year anniversary | \$ 1.00 | 27 year anniversary | \$ 4.55 |
| 7 year anniversary | \$ 1.15 | 28 year anniversary | \$ 4.70 |
| 8 year anniversary | \$ 1.30 | 29 year anniversary | \$ 4.85 |
| 9 year anniversary | \$ 1.45 | 30 year anniversary | \$ 5.10 |
| 10 year anniversary | \$ 1.70 | 31 year anniversary | \$ 5.25 |
| 11 year anniversary | \$ 1.85 | 32 year anniversary | \$ 5.40 |
| 12 year anniversary | \$ 2.00 | 33 year anniversary | \$ 5.55 |
| 13 year anniversary | \$ 2.15 | 34 year anniversary | \$ 5.70 |
| 14 year anniversary | \$ 2.30 | 35 year anniversary | \$ 5.95 |
| 15 year anniversary | \$ 2.55 | 36 year anniversary | \$ 6.10 |
| 16 year anniversary | \$ 2.70 | 37 year anniversary | \$ 6.25 |
| 17 year anniversary | \$ 2.85 | 38 year anniversary | \$ 6.40 |
| 18 year anniversary | \$ 3.00 | 39 year anniversary | \$ 6.55 |
| 19 year anniversary | \$ 3.15 | 40 year anniversary | \$ 6.80 |
| 20 year anniversary | \$ 3.40 | | |

In addition to an annual salary increase, Library Staff members will be given a longevity increase in relation to years worked. This schedule will be as follows:

Meeting Room/Emergency Operations Center (EOC) Policy

Fallon County Library provides a meeting room for public use. In accordance with Fallon County Commissioners, the following applies:

1. The meeting room must be reserved by contacting a library staff member, who will place the reservation on the calendar.
2. Reservations are accepted on a first-come, first-served basis.
3. Meeting may be cancelled if an emergency arises and the EOC is activated.
4. The person reserving the room will be responsible for picking up and returning the key to the room if the meeting is held outside of library hours.
5. The meeting room will be provided at no cost to the public
6. After use, the meeting room will be returned to the condition in which it was found.
7. The meeting room may not be used in any manner for financial gain
8. All meetings held in this room must be an open meeting. No one may be denied entrance to the meeting being held.
9. No illegal substances, no alcohol, and no weapons are permitted in the meeting room.
10. The meeting room is available for use without discrimination.

Memorial/Gift/On-Loan Policy

It is the policy of the Fallon County Library Board that no art object(s) or any other donation or gift shall be accepted by the Director, the Board or by anyone acting on behalf of the Board on an “on-loan” basis. Misunderstandings regarding such “on-loan” property, potential liability for loss, destruction, or theft of said property, as well as the potential for poor public relations which could arise out of a loan or bailment of said property, move this Board to adopt this policy. Therefore, no art object(s) or any other donation or gift shall be accepted “on-loan” by the Board. Donations and gifts to the library, whether art object(s) or other items, must be absolute conveyances or the Board will not accept them. (Art Exhibit Release Agreement/Waiver attached Appendix D.)

The only exception to this is if an artist desires to temporarily display his/her works that are deemed appropriate for all ages at the library. However, said object(s) shall be considered to be in the possession of the artist at all times and shall not be left overnight or unattended in the Library unless the artist has signed a waiver stating that he/she remains in legal possession of said object(s) and is at all times responsible for them or their damage or loss and that the Fallon County Library and all employees of the Library and county, having a supervisory capacity over said object(s), are harmless from liability for the loss, theft or vandalism of the same. (Art Exhibit Release Agreement/Waiver of Claims for Damages or Loss of Art Object(s) attached Appendix D.)

Books given to the library as memorials become the absolute property of the library. At no time will the library accept a book whereby the donor reserves the title.

Memorial Purchasing Policy

Materials may be purchased at any time for memorials. If the memorial monies are not received before the claim is due, the item will be processed, placed in circulation, and paid for from existing funds in the Memorial Fund, which will be reimbursed when the money is collected.

Non-Resident Library Usage Policy

A non-resident may obtain a library card from Fallon County Library under the following provisions:

1. In addition to the applicant's name, address, and telephone number, he or she must provide on the back of the library card with the name, address, and telephone number of his or her employer or the employer of his or her significant other.
2. The applicant will be limited in his or her checkout privileges to three items at any one time.
3. The applicant may not interlibrary loan any items through Fallon County Library.

A non-resident is invited to freely use all other library services: non-catalogued paperback books, newspapers, reference materials, etc.

Overdue Materials Policy

Step 1: Each week an overdue list will be generated. A call will be made to patrons whose names appear on this overdue materials list. This call will remind them that they have overdue items. At patron's request item(s) can be renewed for one (1) additional month. Maximum of two (2) renewals

Step 2: If an item is listed as one-month overdue, the patron will be placed on "Restricted" status until the item(s) has been returned. The patron will be billed for actual replacement costs. If the replacement cost of the item(s) cannot be determined, the patron will be charged a minimum of \$15.00 per item. A receipt for this payment will be given to the patron and a copy retained by the library.

Step 3: If an item is returned within six months after payment and is in usable condition, the money will be refunded to the patron.

Step 4: If a patron has moved and has an overdue item, that item will be transferred to the lost items category for disposition by the Director.

Restricted Status:

Fallon County Library adheres to this policy of not allowing anyone with Damaged and/or Overdue materials on library computers, until materials have been returned and/or paid for.

Policy Development Protocol

1. Write
2. Review
3. Disseminate
4. Review
5. Publicize
6. Model
7. Integrate
8. Enforce
9. Review

Protocol Policy

The Director shall be the authority in the library. The Director only can change work schedules. This shall be done for emergency reasons or unexpected events. Extra hours are not worked without prior, written approval of the Director.

The Director shall also be in complete charge of correcting any errors or problems which may arise in the operation of the library. Employees must promptly report to the Director any problems that arise.

Disciplinary procedures must be strictly adhered to according to the Fallon County Policy Manual. All letters written by the Director must be approved by the Board of Trustees before being given to any employee.

No employee is allowed to take a library-related problem directly to the Board of Trustees as a body or to a member or members of the Board of Trustees, individually. Employees who feel they have a grievance must follow the procedure outlined in the Fallon County Policy Manual.

All correspondence between the Board and employees must be co-signed by the Director.

Reconsideration Policy

Complaints about any item(s) in the library's collection will be handled as follows:

1. The concerned patron will be given a copy of the Materials Selection Policy, including the Library Bill of Rights and Freedom to Read. He/she will be offered an opportunity to discuss his/her concern with the Library Director. If the patron is dissatisfied with this discussion and wishes to pursue the issue, he/she will be required to complete and submit a *Request for (re)consideration of library materials* form. If this is refused, no further action will be taken.
2. Any item which is challenged will be checked for previous re-consideration. And, if it has already been reviewed, the complainant will be given a copy of those findings, and no further action will be taken unless the grounds for complaint are quite distinct from the original.
3. If the form is completed, the Director will review the complaint and Statement of Concern form and will respond within thirty (30) days.
4. If the issue is still not resolved to the patron's satisfaction, the complaint will be taken to the Library Board, along with any supporting documentation from the patron and/or the Library Director.
5. The Library Board will prepare a written response to the patron.

Materials Selection Policy

The Board of Fallon County Library, recognizing the backgrounds and needs of all citizens, regardless of race, creed, or political persuasion, declares as a matter of materials selection policy that:

1. Materials selection shall be vested by the Library Director. Any book or library materials selected shall be held to be selected by the Board.
2. The Fallon County Library Board adopts and declares that it will adhere to and support: a. The Library Bill of Rights; and b. The Freedom to Read Statement Adopted by the American Library Association, both of which are made a part of this policy.
3. The Fallon County Library Board declares that whenever censorship is involved no book or library material shall be removed from the library save under the orders of a court of competent jurisdiction.
4. The Fallon County Library Board encourages gifts of money, real property, and/or stock to be used to improve library services. Items donated become sole property of Fallon County Library and will be added or discarded at the discretion of the Library Director.
5. The following criteria is to be used when adding new or gift items to the collection:
 - Relevance to the present/potential needs of the community
 - Accuracy, timeliness, currency, and validity
 - Current or historical significance of author or subject
 - Suitability of the physical form for library use
 - Public demand and/or local interest
 - Comparison with other available titles in existing collection
 - Cost
 - Scarcity of materials on the subject
 - Comprehension and depth of treatment
 - Diversity of viewpoint
 - Literary style, importance, or originality
 - Cultural significance and critical acclaim
 - Sustained interest
6. Complaints regarding any item in the collection will be handled according to the library's *Reconsideration Policy*, a copy of which is attached Appendix E.

Training Policy

1. A yearly allowance for training of the Director and Staff shall be established by the Library Director to compensate for registrations, travel, and per diem. Per diem rates shall be set by the County Commission. Mileage shall be reimbursed as per State reimbursement rates. Mileage and per diem rates are on file in the Office of the Clerk and Recorder.
2. If two or more Staff members are attending the same training session/workshop, a Fallon County Fleet Vehicle is to be used if available and Staff members will be reimbursed for the cost of fuel. If no fleet vehicle is available, Staff members will be reimbursed for mileage using the approved mileage reimbursement rate.
3. Staff members must notify the Director of their interest in attending a training session at least four (4) weeks prior to the event. Every effort will be made for Staff to attend, contingent upon the budget and keeping the library open and capably staffed during regular hours.
4. A short report at a staff meeting to other employees will be the responsibility of anyone attending training paid by Library monies. This includes the Director, who shall also report to the Library Board.

Unattended Children Policy

A growing concern is the number of young children left unattended in the library. The library is a public building available for the use of all residents. Because it is a place where children gather, it may attract people whose interest in children is not entirely wholesome. The library staff is not responsible for the supervision of children but will intervene if aware of a problem. For the protection and well-being of children who enjoy libraries, the following policy has been established:

Fallon County Library requires that parents (or designated person over the age of 12 years) be responsible for children under the age of eight (8) while they are visiting the library. Children attending programs are supervised by the library staff only during the scheduled time of the program.

The library cannot guarantee the safety of children left unsupervised on the premises or in a public building.

Parents and caregivers should be familiar with the library's hours of operation and should not leave children before opening or after closing. Also, close attention must be paid to unexpected closings (storms, power outages, etc.). Prior arrangements and contingency plans for IMMEDIATE pick-up should be discussed with the child. The library staff is not responsible for supervising children left alone when the library is closed. Minors will not be left alone on the premises at closing time. The police department will be notified if any child has been left too long or repeatedly in this unsafe situation.

Vacation/Leave Policy

1. Fallon County Library will adhere to all Fallon County Leave policies, including Sick Leave, Sick Leave Direct Grant, Annual Vacation Leave, Military Leave, Jury Duty or Witness Leave, Maternity and Parental Leave, Leave of Absence Without Pay, and Family and Medical Leave.
2. Leave requests may be granted, denied, or cancelled **at the discretion of the Director of Library Services**, always ensuring library operations will in no way be diminished.

Volunteer Policy

1. Volunteers are expected to receive adequate training for the job. There are varied requirements for all volunteers, and some related to specific assignments.
2. Volunteers will not, except on a very limited emergency basis, perform the job of an employee as provided for in the library's staffing plan. They may assist or do portions of the job, but they do not train for employment nor to replace a paid staff member.
3. Volunteers can be released if their performance or expectations are not in keeping with the library's needs and best interests.
4. Volunteers are expected to know and observe the library's policies, but they are not to answer questions or give information unless specifically told that they may do so.
5. Volunteers are entitled to working conditions which observe Library policy for regular employees on such matters as lunch hours and break periods.
6. Volunteers will be recognized for their considerable efforts in some formal manner determined by the Library Board and Director. This is in addition to on-the-job, day-to-day appreciation for their work shown by supervisors, staff colleagues, and in libraries small enough for some personal contact, by the Library Director.

Weeding Policy

Materials are subject to removal if:

- Items are worn, stained, or damaged beyond repair.
- Items are out-of-date, contain inaccurate information, or are not historically significant.
- Newer, more current, or more comprehensible resources are available.
- The usage of the item is low.
- Duplication of the item exists within the collection.
- The collection is limited in space.
- Items removed from the collection may be sold in support of the library, donated to a non-profit organization, or destroyed.

Appendix A: American Library Association Library Bill of Rights

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

- I. 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, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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.
- VII. 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Appendix B: American Library Association: The Freedom to Read

Freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from the view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of the free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means of making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious

thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

Freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thoughts. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much modern expressions are shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters' values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By exercising this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual heritage is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it possesses enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many people. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C: American Library Association Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expressions. Selection of work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials based on the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Appendix D: Art Exhibit Release Agreement/Waiver

Fallon County Library

Baker MT

Memorial/Gift/On-Loan Policy

Art Exhibit Release Agreement/Waiver

Name: _____

Address: _____

Telephone #: _____

Email address: _____

Please provide titles and descriptions for the items that will appear in your display. Attach an additional sheet if necessary.

Title

Description

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I, the undersigned, have received and read a copy of the Fallon County Library Memorial/Gift/On-Loan Policy and agree to abide by all its rules and regulations. I understand that in offering my works of art for display at the Fallon County Library, I release Fallon County Library, its board, and staff from any liability for loss, theft, damage, or destruction of any item that may occur during the display period or during installation or removal of the exhibit.

Signature _____ Date _____

Appendix E: Request for (re)consideration of library materials

Please describe the item in question as fully as you are able:

Title: _____

Author(s)_____

Format (book, recording, etc.): _____

Call number or location in library: _____

How was it brought to your attention?

Please state the action you wish to take on this item:

Add it to the library Shelve it elsewhere

Remove from the Library Other (specify):

Why?

Please explain how such an action would improve the library's service to the community:

Have you (read, viewed, listened) to the entire work?

If not, then which parts?

Name:_____

Address:_____ **Home**

telephone:_____ **Work telephone:**_____

Signature:_____ **Date:**_____

(Optional) I am acting as a spokesperson for the following group or association:

Appendix F: Library Confidentiality Act

22-1-1101. Short title. This part may be cited as the "Montana Library Records Confidentiality Act".

22-1-1102. Definitions. As used in 22-1-1103, the following definitions apply:

(1) "Library" means a library that is established by the state, a county, city, town, school district, or a combination of those units of government, a college or university, or any private library open to the public.

(2) "Library records" means any document, record, or any other method of storing information retained, received, or generated by a library that identifies a person as having requested, used, or borrowed library material or other records identifying the names or other personal identifiers of library s. Library records do not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general or records that are not retained or retrieved by personnel identifier.

22-1-1103. Nondisclosure of library records. (1) No person may release or disclose a library record or portion of a library record to any person except in response to:

(a) a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or

(b) an order issued by a court of competent jurisdiction, upon a finding that the disclosure of such record is necessary because of the merits of the public disclosure clearly exceeds the demand for individual privacy.

(2) A library is not prevented from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation if those reports are presented so that no individual is identified therein.

(3) Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.

22-1-1104 through 22-1-1110 reserved.

22-1-1111. Penalty. Any person who violates 22-1-1103 is guilty of a misdemeanor and is liable to the person identified in a record that is improperly released or disclosed. The person identified may bring a civil

action for actual damages or \$100, whichever is greater. Reasonable attorney fees and the costs of bringing the action may be awarded to the prevailing party.

Appendix G: Internet Access Permission for Minors

Internet Access Permission for Minors

I, (Parent or Guardian) _____ (Please Print), certify that

- 1) I understand that the computers at Fallon County Library are **NOT** filtered
- 2) Computer access will not be allowed if a person has Damaged, Lost, and/or Overdue Materials, until returned and/or paid for
- 3) I have read and understand Fallon County Library’s Acceptable Use Policy and I hereby give my permission for Internet Access by

(Minor’s Name) _____ (Please Print),

A minor under my supervision.

Signature of Parent or Guardian

(_____)_____

(Area Code) Telephone Number

Confirmation: Via Telephone _____ Signed in Person _____

Library Staff: _____ Date: _____

Appendix H: Fallon County Library Board Meetings

Board Meetings

Unless otherwise posted, the trustees of the Fallon County Library hold regular meetings on the second Tuesday of February, April, June, August, October, and December, at 12:00 PM in the Library Basement/Emergency Operation Center (EOC).

Current Trustees:

| Member | Email | Home Phone | Cell Phone |
|--|--|----------------|----------------|
| Charles Lee Strait, (2029) Chair | leestrait@live.com | (406) 778-2913 | (406) 891-1193 |
| Angie Ford (2030) Vice Chair | angieadams306@gmail.com | ---- | (406) 778-1051 |
| Deb Barth (2026) Trustee | mamabquilting@gmail.com | ---- | (406) 891-1000 |
| Mark Jacobsen (2027) Trustee | mark.jacobsen@exxonmobil.com | (406) 778-3556 | (817) 751-3141 |
| Rebecca LaCroix (2028) Trustee | rebeccastar14@gmail.com | ---- | (406) 270-4197 |

Appendix I: BY-LAWS FALLON COUNTY LIBRARY**Fallon County Library By-Laws****ARTICLE I****NAME AND PURPOSE**

The name of this organization shall be known as Fallon County Library and shall be a non-profit organization.

The principal place of business shall be Baker, Fallon County, Montana.

The purpose of this organization is for educational purposes. The organization will develop, implement, and evaluate all programs concerned with providing books, educational and historical materials, computer access and any other documents, which will assist and educate the citizens of Fallon County, Montana, and the surrounding area. This Library shall be open to the general public.

ARTICLE II**BOARD OF DIRECTORS**

- A) The Board of Directors shall consist of five individuals as approved by the Board of County Commissioners of Fallon County, Montana.
- B) The terms of Directors shall be established by the Board of County Commissioners of Fallon County, Montana.
- C) The Board of Directors shall meet the second Tuesday of each February, April, June, August, October, and December at 12:00 P.M. in the Fallon County Library Basement/Emergency Operation Center (EOC) or such other time and place as the Board may determine. A special meeting may be called at any time by the President or Vice-President or at the call of two members of the Board, provided a notice is given to all Directors in advance of the meeting.
- D) Members of the Board of Directors cannot be denied appointment to the Board because of race, sex, or creed.
- E) Roberts Rules of Order shall govern in the parliamentary procedure of the Board meetings.

ARTICLE III**OFFICERS**

The officers of the organization shall consist of the following:

- A) President shall be elected by the Board of Directors on an annual basis at the June meeting each year. The President shall preside at all meetings.
- B) Vice-President shall be elected by the Board of Directors on an annual basis at the June meeting each year. The Vice-President shall preside at all meetings in the absence of the President.
- C) The Library Director shall serve as Secretary to the Board of Directors.
- D) The Officers of the organization will also be Directors.

ARTICLE IV

ROLES AND RESPONSIBILITIES

- A) The organization shall develop operational policies, procedures, and programs for approval by the Fallon County Commissioners.
- B) Recommend to the Fallon County Commissioners the addition of new Directors.
- C) Develop procedures for proper notification of all meetings and hold meetings in compliance with open meeting laws of the State of Montana.
- D) Develop procedures to allow for and encourage public participation at all meetings.
- E) Evaluate all programs and procedures established at the library.
- F) Evaluate the performance and duties of the Library Director.
- G) Make recommendations to the Fallon Commissioners in regard to budgeting of finances.

ARTICLE V

MONETARY CONTROLS

The organization shall have all finances and accounting records maintained by Fallon County, Montana.

ARTICLE VI

AMENDMENTS

- A) Amendments to these By-laws must be in writing and submitted to the organization thirty (30) days prior to the next regular meeting.
- B) Two-thirds (2/3) of the Board of Directors must be in favor of any amendments to be presented to the Fallon County Commissioners for their evaluation.

Original Trustees:
October 3, 1983

Revised by Trustees:
February 8, 2022

Chair: Anastasia Corey

(Charles) Lee Strait

Vice-Chairman: Victor R. Uttke

Bruce Johnson

Trustee: Leona Bechtold

Sharon Huether

Trustee: David Huether

Candy Mettler

Trustee: John Hecker

Deb Barth

Appendix J: Disaster / Emergency Response Procedures**Disaster / Emergency Response Procedures**

1. All alarms are to be taken seriously, and immediate action taken to evacuate the building.
2. The library employee or employees will inform any patrons that the alarm means that everyone **MUST** leave the building immediately.
3. The library employee or employees will then make sure all patrons have left the library by the safest exit, either the front or back doors.
4. The library employee or employees will then close ALL doors, but not lock them, and leave by the same exit as the patrons, if possible.
5. The library employee or employees will proceed to the designated meeting place: the **NORTH** parking lot if exit has been through the front library door; the far end of the parking lot by the museum if exit has been through the south door.
6. The library employee with the most seniority will then count heads to make sure that everyone who was in the library is accounted for. If someone is missing, the fire commander or commanding law enforcement officer should be informed.
7. Everyone **MUST** remain at the meeting place until all people are counted. **NO ONE WILL RETURN TO THE BUILDING** until the commanding officer gives the okay to do so.

Disaster / Emergency Response Procedures During Story Time

1. The library employee in charge will inform the children to evacuate the building as soon as possible, but not to run, and proceed to the designated meeting area.
2. The library employee in charge of registering children will take the attendance and go outside with the children to the designated meeting place.
3. The first adult outside the door should hold the door or prop the door open for the children.
4. As soon as the adult has propped the door open or an adult has been delegated to hold the door open, an adult should proceed to the street to assist the children

across the street if the meeting place is in the NORTH parking lot or begin a head count if the designated meeting place is the south parking lot.

5. The library employee with the most seniority will remain behind to check to see that all other patrons have left the library, close ALL doors, and then proceed to the designated meeting place.
6. Children will not take time to get their coats on; adults will take armfuls of coats, as they leave, if necessary.
7. Everyone will remain at the designated meeting place until everyone is accounted for, and the commanding officer gives the okay to leave or return to the building.

