

**DRUMMOND SCHOOL PUBLIC LIBRARY POLICY**

**Introduction**

Mission Statement	Page 1
Patron Responsibilities	
Disruptive Patrons	

**Children**

Unsupervised children	Page 2
-----------------------	--------

**Library Rules**

	Page 3
--	--------

**Circulation**

Hours	Page 4
Materials Lending Policy	Page 5

**Collection**

Audiences and Purposes of the Policy	Page 6
--------------------------------------	--------

Community Analysis & User Groups Defined

Programs and Patrons Needs

Statement About the Collection

Cooperative Collection Management and Interlibrary Loan	Page 7
---	--------

Chronological Coverage

Formats

Multiple Copies

Languages

Funding Consideration

Collection Responsibilities and Selection Procedures

Gifts Policy	Page 9
--------------	--------

Collection Maintenance

Complaints and Censorship	Page 10
---------------------------	---------

Maintenance of Collection	Page 11
---------------------------	---------

Policy Implementation, Evaluation and Revision

**Cooperation with Other Libraries**

Interlibrary Loan Policy	Page 12
--------------------------	---------

**Distribution of Free Material**

Guidelines for use of Library Display Areas	Page 15
---	---------

Use of School Property for Posting Notices

**Emergency/Disaster**

	Page 16
--	---------

See Appendix B

**Drummond School Incident/Accident Report Form**

	Page 17
--	---------

See Appendix D

**Exhibits and Displays**

	Page 18
--	---------

**Fees for Service**

	Page 19
--	---------

**Future**

	Page 20
--	---------

**Gifts to the Library**

	Page 21
--	---------

*See Revision  
pages sent  
3/16/09*

<b>Intellectual Freedom</b>	
Statement of Intellectual Freedom	Page 22
Library Bill of Rights	Page 23
Interpretation of the Library Bill of Rights	Page 24
Patriot Act	Page 26
Freedom to Read Statement	Page 27
<b>Computer and Internet Use</b>	
Acceptable Use Policy – Public Library	Page 31
Electronic Access Availability	Page 32
Acceptable Use Policy – Drummond School District	Page 33
Netiquette/Online Conduct	Page 38
Privileges	
Copyrighted Material	
Public Domain Material	Page 39
Electronic Mail	
Security	
Vandalism	
WiFi Policy	Page 40
<b>Investment Policy</b>	
Financial Management – Drummond Public Schools	Page 41
<b>Meeting Room Policy</b>	Page 42
<b>Photographing and Videotaping</b>	
Video Surveillance – Drummond Public Schools	Page 44
<b>Public Access to Library Records</b>	Page 45
<b>Records Retention</b>	Page 45
<b>Public Participation and Input</b>	Page 46
<b>Public Relations</b>	
Community Relations	Page 47
Contact with Students – Drummond Public Schools	
<b>Distribution and Posting of Free Materials</b>	Page 48
<b>Cell Phone Policy</b>	Page 49
<b>Pet Policy</b>	Page 49
<b>Responsibilities of Library Board and Library Director</b>	Page 50
<b>Librarian Code of Ethics</b>	Page 51
<b>Library Director</b>	
Job Description	Page 52
<b>Rules of Behavior in Library Facilities</b>	
Conduct on School Property – Drummond Public Schools	Page 53
Patron Responsibilities	
Disruptive Patrons	Page 54
Other Library Rules	
<b>Solicitation</b>	Page 55
<b>Surplus Furniture and Equipment</b>	Page 56
<b>Volunteers</b>	Page 57

**Appendix A**

**Request for Reconsideration of Library and/or Instructional Materials  
Checklist for Re-evaluation Committee**

**Appendix B**

**Emergency Procedures**

**Appendix C**

**Montana Shared Catalog Member Library Contract**

**Appendix D**

**School Accident/Injury Report Form**

**Appendix E**

**Facility Use Agreement**

**Drummond School Community Library Interlocal Agreement**

**Drummond School Community Library Bylaws**

## Welcome to the Drummond School Community Library

In order to make your visit pleasant, please abide by these  
Patron Responsibilities and Rules of Conduct

**Mission Statement:** The Drummond School Community Library gives residents of all ages the means to continue to learn throughout their lives; to meet their recreational reading interests; to find, evaluate, and use information in a variety of formats; to get answers to their questions; and to better understand their personal heritage.

**Patron Responsibilities:** While in the Library, it is the **patron's responsibility** to maintain necessary and proper standards of behavior in order to protect his/her individual rights and privileges and those of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and the use of the Library facilities for the rest of that day, and if severity warrants, a longer period may be involved. Those who are unwilling to leave or don't leave within a reasonable amount of time after being instructed to do so by the staff will be subject to the Law.

The library staff recognizes that at times the library may be noisier than others. The staff is very tolerant of these moments, except when other patrons are being disturbed. **Disruptive behavior includes (but is not limited to) loud talking, swearing or using profane or obscene language or gestures, shouting, screaming, running, throwing things, hiding in the stacks, pushing and shoving, playing audio equipment loudly, or anything that seriously disturbs other patrons or offers potential danger or damage to persons or library property.**

**Disruptive Patrons:** Patrons that are being disruptive will be given a verbal warning to desist. If the same patron or group of patrons is warned a second time, depending on the severity of the behavior, they will be asked to leave the Library for that day. If the patron or patrons refuse to cooperate, the Granite County Sheriff's Department will be called. If the same patron again is involved in disruptive behavior at a later date, the Library has the right to deny Library privileges and/or file for criminal trespass to property or disorderly conduct charges for that person.

Staff (library director and volunteers) will fill out an incident report or inform the Director about all unusual incidents occurring in the Library, especially those in which some disciplinary action has been taken. All staff has the authority to take immediate action in the event of disruptive behavior.

## CHILDREN

The Drummond School Community Library encourages visits by young children. It is the Library staff's desire to make the Library memorable and enjoyable for all. The Library staff does not take responsibility for the care of unsupervised children in the Library. While we try to make the Library a safe and hospitable environment, it is a public facility, and its patrons are varied. It is the Library's policy that all children under age 6 must be accompanied by a parent or designated responsible person while at the Library. If a young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. It is not the responsibility of the library to act as 'in loco parentis'. If a young child is causing a problem or is left at closing, an attempt will be made by staff to reach a guardian or parent by phone. If contact can not be made, the Sheriff's office will be contacted, and they may refer to the Department of Family Services.

## Library Rules

There are some rules that will help to make the library property a safe and hospitable environment:

- Smoking or use of smokeless tobacco is prohibited within the library or by the outside entrances. Please be responsible for corresponding litter and safety issues.
- Bicycles must be placed in the bike rack or on the boulevard. They are not permitted in the entryway or indoors.
- Skates, skateboards, scooters, heeies, etc. are not permitted in the library.
- All animals other than guide dogs or other assistive animals are not permitted except as authorized by the Library. If animals are restrained outside, it must be away from the entrances and bike rack in such a way as not to pose an inconvenience or danger to other library patrons.
- No weapons or threatening objects will be allowed in the Library. A warning to leave will be issued, and the Sheriff will be called to assist with any suspected offence.
- Sexual misconduct, such as exposure, offensive touching or sexual harassment of other patrons or staff will not be tolerated, and the Sheriff will be called to assist with any suspected offense immediately.
- Use of alcoholic beverages or illegal substances is prohibited on library property.
- Engaging in any activity prohibited by law or any other conduct that unreasonably interferes with another's use of the Library including physical or verbal harassment or threats to other patrons or staff will not be tolerated. This includes misuse of the Internet. (See Internet usage Policy)
- Begging, soliciting, selling or handing out leaflets without prior approval from Librarian will not be allowed on Library property.

## CIRCULATION

### HOURS

Hours will be posted at the Library, post office, and Front Street Market. Hours will vary with school and summer sessions.

The Library will be closed for all day on the second Tuesday in May if there is a scheduled school election.

Legal holidays during which the library will be closed are:

New Year's Day  
Memorial Day  
Labor Day

Christmas Day  
Independence Day  
Thanksgiving Day

## MATERIALS LENDING POLICY

1. Library cards will be issued to patrons age 12 through adult. Children under age 12 must check out on an adult Library card. Drummond School student cards will be assigned through the school. New patrons will receive their library cards through the mail and may check out items upon receipt of their card.
2. Books will be checked out for a 28 day period. Two renewals are allowed.
3. The fine for overdue books will be 10 cents per day with a maximum fine of \$10.00. No new books may be checked out until the overdue book(s) are returned. Current month magazines may be checked out overnight and have a 10 cent per day overdue fee. Back issues of magazines may be checked out for 28 days. Overdue notices will be sent out once each month.
4. Grades K-6 have a three book limit. Adults have a twenty book limit.
5. All interlibrary loan materials will be assessed an overdue charge based upon the lending library's scheduled fee.
6. If any book is lost, defaced, torn or badly abused in any way, charges will be assessed against the borrower. That borrower may not check out other books until all charges are paid in full.
7. The Librarian is authorized to refuse use of the library to any patron who continually abuses good usage practices in regard to the materials or equipment in the library.
8. Temporary cards will be issued along with a fee of \$10.00. A checkout of two (2) items will be permitted. Upon return of the items in good condition, the \$10.00 fee will be refunded.



# COLLECTIONS

## A. INTRODUCTION

### 1. Audiences and Purposes of the Policy

This policy is intended to provide a tool to assist in the shaping of library goals, patron needs, and acquisitions to the collection. It is intended to provide the staff, school, governing bodies and the community with information as to how selections of materials are made. This policy will stay flexible in consideration of changing needs in an era of increasing information.

### 2. Community Analysis & User Groups Defined

The Drummond School and Community Library is a consolidated library encompassing the combined operations and collections of the community and local school system. An Interlocal agreement between Drummond School Districts #11 and #2 and the Drummond Community Library govern the library. The governing library board is made up of representatives appointed by the school district and city council. In accordance with the Interlocal Agreement, the school district and the community library are both charged with the responsibility of managing the personnel, financial and day-to-day operations of this consolidated library.

### 3. Programs and Patrons Needs

The library supplies the following programs to meet the needs of its patrons:

Students and School – Research and leisure reading materials

Professionals – Interlibrary loan and the Montana Collection

All Patrons – Large print and books on tape

Retired – Hobbies, crafts, recreational and reading material

*programming 1, 14 2  
summer reading*

### 4. Statement about the Collection

Number of Volumes:

12,000 *Since as 2005*

Number of Periodical Subscriptions 15-20

Shared Catalog

Infotrac

World Book Online

## 5. Cooperative Collection Management and Interlibrary Loan

Materials are interlibrary loaned when they fall outside the area of general information provided by the library through Partners in the Montana Shared Catalog and Interlibrary Loan.

## B. COLLECTION DEVELOPMENT

### 1. Chronological Coverage

Volumes retained in the collection contain information of a general nature relevant to the subject, and are indexed until another volume is purchased which pre-empt this information. Volumes considered classics in the field are kept.

### 2. Formats

The following formats are collected in the library: books including large print; periodicals, videotapes, paper books, sound recordings, software, CD-ROM, and online databases, DVD's and electronic books. Other formats are considered for the collection if space allows.

### 3. Multiple Copies

The library normally does not purchase duplicate material.

### 4. Languages

Additional copies of materials in non-English format will be acquired as needed.

### 5. Funding Consideration

Funds for collection materials are allocated from the school district and town council unless a specific donation is requested. This will be in keeping with the collection development guidelines.

### 6. Collection Responsibilities and Selection Procedures

The selection of library media center materials reflects the philosophy, goals and the materials selection policy of the school district, the Montana Office of Public Instruction and of the Drummond School/Drummond Community Library Board. In addition, the school district and the library board endorse the American Library Association Bill of Rights and the Freedom the Read statement.

Librarians shall make specific selections. When appropriate, the librarians will solicit broad participation from staff, students, parents/guardians, and community members. Also, librarians shall select materials by examination from reviews, recommended lists, and standard bibliographic tools.

In order to educate each student to the fullest, a wide variety of materials should be provided to meet curricular needs and the greatest possible diversity of student and patron interests. In addition, these materials will consist of both print and non-print media, including library books, magazines and newspapers, video, DVD and audio recordings, computer software, and other educational media.

#### Selection Criteria

Library Media Center materials will be carefully evaluated based on the following selection standards and guidelines. In most instances, the selected materials should meet a significant number of the criteria listed below, although a single resource need not meet all the criteria in order to be selected. Materials will be selected for their strengths rather than rejected for their weaknesses.

Standard 1: Materials shall be consistent with and provide both support and enrichment for the school district's general educational goals, its selected program goals, and the objectives of specific courses.

Standard 2: Materials shall meet high standards of quality in content and format.

Standard 3: Materials shall be appropriate for the ability level, emotional and social development of the students for whom the materials are selected.

Standard 4: Materials shall promote growth in factual knowledge and critical thinking.

Standard 5: Materials shall represent various points of view even when those opinions represented are controversial. The inclusion of such controversial materials does not imply endorsement of those ideas by district personnel.

Standard 6: Materials shall stimulate growth in the areas of literary appreciation, social and aesthetic values, and ethical standards.

Standard 7: Materials shall represent the contributions of all people regardless of age, sex, religion, ethnic and/or cultural origin.

## 7. Gifts Policy

The Library Board in conjunction with the School Board has the final authority of acceptance of all gifts. The library accepts all donations with relevance to the collection. Other material will be sold or discarded in accordance with joint board policy. No gifts are received with 'strings' attached, unless reviewed and approved by the Library Board and School Board. No appraisal of gifts can be given, but receipts will be given for the number of items.

Once an item is donated to the library, it becomes the property of the library, and will be treated in the same manner as books purchased. If a donor wishes, a special gift bookplate will be put on a book, identifying it as a gift from the named donor. Monetary gifts and bequests are accepted and noted in the memorial and gift book and then placed in the Interlocal Agreement Fund 82 by the school district.

There are separate gifts received by the 'Friends of the Library' organization which will be exclusively under the control of that organization.

## 8. Collection Maintenance

Maintain a well-balanced collection that will match the needs and wants of the users, real and potential. Only the experienced and trained librarian can perform the weeding task or volunteers under her direct supervision, following the generally accepted guidelines.

### Rationale:

- Weeding is undertaken to
  - Save space
  - Make room for new materials
  - Increase circulation
  - Increase accessibility
  - Improve efficiency
  - Reduce costs
  - Improve collection, service and support
  - Support curriculum of school

### Criteria for Selection

- Poor physical condition
- Outdated format – fine print, outdated and/or unattractive visuals
- Outdated and/or inaccurate content
- Inappropriate subject or treatment of a subject when considered in relation to the needs of the students, teachers and community members to be served by the media program
- Mediocre or poor quality presentation of content
- Unnecessary duplication
- Lack of use (10 year time frame)

#### Guidelines for Disposal

In accordance with policy, discard at time of removal  
Remove from computerized card catalog

Our Standard is the Crew Method plus recommendations from the librarian.

#### 9. Complaints and Censorship

Guidelines for the reconsideration of Library Media center material:

Although care is exercised in selecting materials, there will be occasions when a member of the community or staff may wish to request a reconsideration of the selection of library media center materials. In such an event the individual shall contact the head librarian in an attempt to informally resolve the issue. If the matter cannot be resolved at that level, the matter will be referred to the school superintendent. The superintendent shall:

1. Have the person with the concern complete the required form, 'Reconsideration of Library Media Center or Instructional Materials' and 'Checklist for Re-evaluation Committee'. (A copy of each is attached to this section being listed as **Appendix A.**)
2. Acknowledge receipt of all written or verbal requests for reconsideration of the material in question.
3. Shall establish a formal review committee to review the request and the material in question.

#### Re-evaluation Committee Review Procedures

The superintendent will establish the review committee. The head librarian will chair the committee. Others selected for the committee could include the following as deemed appropriate by the superintendent: teachers from the same grade level or subject at which the material is being used, principal, student or community members.

Committee members will receive copies of the statement questioning the instructional material. Opportunity shall be afforded the person(s) or group questioning the materials to meet with the committee and to present their opinions. The committee meetings shall be open to all who wish to observe the deliberations.

The committee will review the material in question and form opinions based on the material taken on a whole and not on passages taken out of context. The committee should also take into account the applicable instructional objectives and materials selection criteria, as well as the age and development of the students using the material in a school related challenge.

The committee will formulate their recommendations and prepare a written report for the superintendent and the library board. The library board will make a final determination for action.

The action taken will be communicated in writing to the person submitting the request. The action of the committee can be further appealed to the school board by any of the parties involved in the action.

The material in question shall continue to be used until the formal review procedures are completed.

#### C. MAINTENANCE OF COLLECTION

The library has an up-to-date collection that will introduce readers to the subject and indicate the varieties of information available elsewhere.

#### D. POLICY IMPLEMENTATION, EVALUATION AND REVISION

Every three years, beginning in 2005, at the end of the school year, the library staff will review and evaluate the policies. At a regularly scheduled meeting the library staff will make recommendations to the Library Board for any policy changes. X

## COOPERATION WITH OTHER LIBRARIES

### INTERLIBRARY LOAN POLICY

An interlibrary loan constitutes a transaction in which library material, or a copy of the material, is made available by one library to another library upon request. The interlibrary loan form used represents a contract between two libraries. The Drummond School Community Library is responsible for all library materials borrowed from other libraries from the time they leave the other library until they return to that library. The patron is responsible for the book until it is returned to the Library as well as return postage. Any charges received due to a late or lost material will be passed on to the patron.

Purpose of interlibrary loan at the DSCL is to:

- Expand the range of materials available to library patrons.
- Provide patrons with access to information and materials from other Libraries
- Provide information to patrons that are so unique that our library does not collect that type of material.

Therefore the staff at the DSCL:

Will only interlibrary loan materials for patrons who are in good standing with DSCL. This means all fines are paid and the patron has no overdue or damaged books and is not always late with borrowed materials.

Will borrow materials at patron's request if the DSCL does not own a copy of the material and the request is not an item that would enhance our collection or be of interest to a majority of our patrons.

Will use the standard interlibrary loan form or will transact the request electronically.

Will be aware of the lending library's policy for materials loaned.

Will return materials on time.

Will ask for renewals from the lending library if their policy so states, and it is at least five days prior to the due date.

Provide a copy of the proper paperwork and a return label with requests.

Use the accepted course of routing for this library.

Therefore patrons of the Drummond School Community Library:

Must hold a valid, current library card.

Will be held responsible for the care of the loaned material and adhere to the policy to remain in good standing and continue using the interlibrary loan services.

Will be responsible for all charges against the materials due to late returns or damaged materials.

Responsibilities of the borrowing and lending libraries are an attachment from the State Interlibrary Sharing Protocol Document revised August 12, 1998.

1. Fill out and include two copies of the paper work with the materials sent.
2. File one copy of the paper work in the Interlibrary Loan (ILL) box at DSCL and add the material to the ILL loaned list in box.
3. Hand stamp the date due card to ILL and one month due date and file the card in the circulation drawer under ILL.
4. Double wrap the book and insert 2 copies of paper work, place book in mailer and send promptly.

AS A LENDING LIBRARY – The Drummond School Community Library will lend materials that are in the collection and do not fall into the following categories:

- Montana or Local History Collection
- Reference materials
- Archive materials

(A LIBRARY MAY REQUEST PHOTOCOPIES FROM THESE MATERIALS AS LONG AS COPYRIGHT INFORMATION IS SUPPLIED.)

Renewals are possible if there is not a hold on the material. PLEASE NOTIFY THE DRUMMOND SCHOOL COMMUNITY LIBRARY 5 DAYS PRIOR TO THE DUE DATE.

In following the State Interlibrary Loan Protocol, the staff of the Drummond School Community Library will loan according to the library's material lending policy. (See Page 5)

Request Limits: An eligible patron may submit one interlibrary loan request at a time. The library will search three locations for a title requested through the interlibrary loan.



How Long To Get – Planning Ahead: Generally allow a minimum of two weeks for a complete interlibrary loan transaction. A patron should identify a specific deadline date for receipt of the materials, if one exists, when the request is first submitted.

Loan Period and Renewals: The loan period for a borrowed interlibrary loan is set by the lending library and may vary considerable. DSCL strives to adhere to those due dates. A one-renewal policy will be in force regarding interlibrary loans unless a no renewal policy is in effect from the lending library.

Returning Materials: Interlibrary loan materials must be returned to the DSCL on or before the date that they are due.

Patrons are strongly encouraged to help DSCL maintain good borrowing relations with other libraries by returning materials on time and in good condition.

Other Restrictions: DSCL complies with the lending library's instructions on use of materials, which may include restricting the use of the item to "in library use only", "no photocopying permitted", etc. DSCL will also attempt to comply with any recall requests that a lending library may issue for the immediate return of interlibrary loan materials.

See **Appendix C** for a copy of the **Montana Shared Catalog Member Library Contract**.

## **DISTRIBUTION OF FREE MATERIAL**

### **GUIDELINES FOR USE OF LIBRARY DISPLAY AREAS**

Bulletin board in library – library use only (unless approved by the library director).

Bulletin board use:

Materials may be displayed for two weeks and must be dated when put up.

Challenged materials follow same procedure as all other materials.

Bulletin board located on outside and inside near the entrance will be designated as the Public Library Bulletin Board (PLBB).

The library director may grant permission to post.

Public meetings to be held at the library may be posted there.

### **USE OF SCHOOL PROPERTY FOR POSTING NOTICES**

Non-school related organizations may ask the building principal permission:

1. To display posters in the area reserved for community posters; or
2. To have flyers distributed to students.

Posters and/or flyers subject to a request must be student oriented and have the sponsoring organization's name prominently displayed.

Permission will be denied to post or distribute material that would:

1. Disrupt the educational process
2. Violate the rights of others
3. Invade the privacy of others
4. Infringe on a copyright
5. Be obscene, vulgar or indecent

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures or class rings.

No information from any candidates for non-student elective offices shall be posted in the school, except on Election Day, or distributed to the students.

If permission is granted to distribute, the organization must arrange to have copies delivered to the school.

Distribution of the material will be arranged by the administration.

## EMERGENCY/DISASTER

In the event of an emergency/disaster occurring at the Drummond School Community Library, the adult person in charge of the Library at the time of the occurrence will respond sensibly to the situation with human safety being the primary concern and will follow the Drummond School Emergency Policy.

The person in charge may be the Library Director, a volunteer, teacher or aide.

The Library will be closed as determined by the person in charge of the Library.

Information will be posted beside the telephone:

911 Fire Department and Sheriff's Office

Clinic days and hours

School Nurse

Superintendent

Principal

Mayor/City Council Members

A copy of the Drummond School Emergency/Disaster policy is found in **Appendix B**.

**DRUMMOND SCHOOL INCIDENT/ACCIDENT REPORT FORM**  
**(See Appendix D)**

## EXHIBITS AND DISPLAYS

1. Exhibits or displays created by library staff and other organizations may be displayed in the library.
2. Other organizations and individuals may be allowed to mount exhibits or displays:
  - a. A release from liability form that describes and limits the library's responsibility in the event that an exhibit or display is damaged or items become lost must be signed.
  - b. An exhibit or display may contain items (such as artwork or crafts) that are for sale.
  - c. An exhibit or display may contain the name, address and phone number of the person or group that created it.
3. The chief librarian is responsible for the content and quality of exhibits or displays produced by library staff.
4. The librarian schedules the exhibits or displays.
5. Exhibits or displays are to be mounted on shelves, available floor space and walls, provided blue tape is used to prevent damage.
6. There is no maximum, minimum or fixed period of time for exhibits or displays. The exhibitor is responsible for maintenance and removal of the display.
7. If there is a complaint about the exhibit or display, refer to Reconsideration of Library Media Center material under Collection Development Section.

## **FEEES FOR SERVICE**

Patrons will be expected to pay the following fees:

Copies are 10 cents per page regardless of length.

Printing is 10 cents per copy

Late fees are 10 cents per day for all overdue library items.

Late fees for Interlibrary Loan items are based upon the lending library fee.

Money collected for copier use and fees will be deposited in the Library School Activity Account.

## FUTURE

Items requested for the future:

- Library door for emergency exit to the North
- Internet upgrades as they become available
- Alarm system to 911 near librarian's desk
- Air-conditioning

## **GIFTS TO THE LIBRARY**

The Library Board in conjunction with the School Board has the final authority in acceptance of all gifts. The library accepts all donations with relevance to the collection. Other material will be sold or discarded in accordance with board policy. No gifts are received with 'strings' attached, unless reviewed and approved by the library board and School Board. No appraisal of gifts can be given.

Once an item is donated to the library, it becomes the property of the library, and will be treated in the same manner as books purchased. If a donor wishes, a special gift bookplate will be put on a book, identifying it as a gift from the named donor. Monetary gifts and bequests are accepted and noted in the memorial and gift book and the placed in the Interlocal Agreement Fund 82 administrated by the school district.

There are separate gifts received by the 'Friends of the Library Organization', which will be exclusively under the control of that organization.



## INTELLECTUAL FREEDOM

### Statement of Intellectual Freedom – School District Policy

The Association for Educational Communications and Technology

The First amendment to the Constitution of the United States is a cornerstone of our liberty, supporting our rights and responsibilities regarding free speech, both written and oral.

The Association for Educational Communications and Technology believes this same protection applies also to the use of sound and image in our society.

Therefore we affirm that:

Freedom of inquiry and access to information - regardless of the format or viewpoints of the presentation - are fundamental to the development of our society. These rights must not be denied or abridged because of age, sex, race, religion, national origin, or social or political views.

Children have the right to freedom of inquiry and access to information; responsibility for abridgement of that right is solely between an individual child and the parent(s) of that child.

The need for information and the interest, growth, and enlightenment of the user should govern the selection and development of educational media, not the age, sex, race, nationality, politics or religious doctrine of the author, producer, or publisher.

Attempts to restrict or deprive a learner's access to information representing a variety of viewpoints must be resisted as a threat to learning in a free and democratic society. Recognizing that within a pluralistic society efforts to censor may exist, such challenges should be met calmly with proper respect for the beliefs of the challengers. Further, since attempts to censor sound and image material frequently arise out of misunderstanding of the rationale for using these formats, we shall attempt to help both user and censor to recognize the purpose and dynamics of communication in modern times regardless of the format.

The Association of Educational Communications and Technology is ready to cooperate with other persons or groups committed to resisting censorship or abridgement of free expression and free access to ideas and information.

## **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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

Adopted June 18, 1948  
Amended October 19, 1979  
By the ALA Council

**ACCESS TO RESOURCES AND SERVICES IN THE  
SCHOOL LIBRARY MEDIA PROGRAM  
DRUMMOND SCHOOL POLICY**

**An Interpretation of the Library Bill of Rights**

The school library media program plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library media program, the principles of the LIBRARY BILL OF RIGHTS apply equally to all libraries, including school library media programs.

School library media specialists assume a leadership role in promoting the principles of intellectual freedom within the school by providing resources and services that create and sustain an atmosphere of free inquiry. School library media professionals work closely with teachers to integrate instructional activities in classroom units designed to equip students to locate, evaluate, and use a broad range of ideas effectively. Through resources, programming, and educational processes, students and teachers experience the free and robust debate characteristic of a democratic society.

School library media professionals cooperate with other individuals in building collection resources appropriate to the needs and to the developmental and maturity levels of students. These collections provide resources that support the mission of the school district and are consistent with its philosophy, goals, and objectives. Resources in school library media collections are an integral component of the curriculum and represent diverse points of view on both current and historical issues. These resources include materials that support the intellectual growth, personal development, individual interests, and recreational needs of students.

While English is, by history and tradition, the customary language of the United States, the languages in use in any given community may vary. Schools serving communities which other languages are used make efforts to accommodate the needs of students for whom English is a second language. To support these efforts, and to ensure equal access to resources and services, the school library media program provides resources that reflect the linguistic pluralism of the community.

Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by their personal, political, social or religious views. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval. School library media specialists resist efforts by individuals to define what is appropriate for all students or teachers to read, view, hear or access via electronic means.

Major barriers between students and resources include but are not limited to imposing age or grade level restrictions on the use of resources; limiting the use of interlibrary loan and access to electronic information; charging fees for information in specific formats; requiring permission from parents or teachers; establishing restricted shelves or closed collections; and labeling. Policies, procedures and rules related to the use of resources and services support free and open access to information.

The school board adopts policies that guarantee students access to a broad range of ideas. These include policies on collection development and procedures for the review of resources about which concerns have been raised. Such policies, developed by persons in the school community, provide for a timely and fair hearing and assure that procedures are applied equitably to all expressions of concern. School library media specialists implement district policies and procedures in the school.

Adopted July 2, 1986, by the ALA Council; amended January 10, 1990; July 12, 2000, January 19, 2005

## PATRIOT ACT

The Drummond School Community Library is operated in accordance with the Patriot Act. Information regarding the Patriot Act can be obtained from the Internet or from the librarian.

## FREEDOM TO READ STATEMENT

The 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 a 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 a 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 for 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 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 society and a creative culture. We believe that these pressures towards 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 and publish and to circulate, in order 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.

The 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 by definition 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 by 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 increases of learning. They do not foster education by imposing as mentors the patterns of their own thought. 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 man 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 their 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 of modern literature is 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 idea of labeling presupposing 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 the exercise of this affirmative responsibility, they 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 inheritance is handed down, and 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 is possessed of 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 persons. 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.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## COMPUTER AND INTERNET USE

### MISSION STATEMENT

The Drummond School Community Library gives residents of all ages the means to continue to learn throughout their lives; to meet their recreational reading interests; to find, to evaluate, and to use information in a variety of formats; to get answers to their questions and to better understand their personal heritage.

### ACCEPTABLE USAGE POLICY OF THE LIBRARY'S INTERNET COMPUTERS

1. The Drummond School Community Library offers Internet access with the proviso that the user agrees to be socially responsible in what they view. Viewing sexually explicit material, illegal or obscene matter on the Internet is prohibited by Montana Law MCA 45-8201a - (1) *A person commits the offense of obscenity when, with knowledge of the obscene nature thereof, he/she purposely or knowingly: (a) sells, delivers, or provides or offers or agrees to sell, deliver, or provide any obscene writing, picture, record, or other representation of embodiment of the obscene to anyone under the age of 18.*  
The individual user, in signing up to use a computer with Internet access accepts this responsibility, agreeing to be socially responsible in its use within the public library setting.
2. A patron is prohibited from interfering with the work of other users, maliciously, harassing or intimidating others, concealing or misrepresenting their name or affiliation to mask irresponsible behavior, sending abusive or patently offensive or unwanted material to others from Library owned computers, devices and systems on the Library's network, World Wide Web sites or other non-specified computer or network resources managed by the Library.
3. Library users are prohibited from violating copyright law, theft, file theft, violating other's privacy, deliberately crashing Library or other workstations or computer systems, modifying files without authorization, altering the date, disrupting network services, introducing viruses or other computer damaging materials, penetration or harm to operating system, reselling bandwidth, or any other illegal acts promulgated from or targeting the Library's computers or computer systems.
4. If abuses of computers occur, those responsible for such abuse will be held legally accountable. Misuse of a library computer or network resources may constitute trespass or disruptive behavior, both which carry legal consequences under Montana State Law.
5. The Drummond School Community Library does not allow any downloading of programs, web pages, or using any offered services from the Internet on to the hard drive, for security reasons and virus protection. If in rare cases a patron needs to download

something from the Internet onto a disk or other portable memory device, staff must be consulted. In most instances, because of Library security, this will not be allowed.

6. The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library assumes no control over the content of the Internet. If a site offends you, for whatever reason, leave the site or do not go there. If someone else's viewing of a site offends you, leave the area.
7. The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources. The Library staff does not act 'in loco parentis and will not monitor a juvenile's access to the Internet except within the parameters stated in the terms of use.
8. By use of the Library's systems the user agrees that the Library assumes no liability for any loss or damage to the user's data and hardware or for any other liability for damage or injury arising from the Library's provision of the service or consequence arising there from. Users indemnify and hold harmless the Drummond School Community Library, the Town of Drummond and Drummond School District against any liability for damage or loss arising from use or misuse of the services provided by or through the library.

#### **ELECTRONIC ACCESS AVAILABILITY**

1. The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. The Drummond School Community Library's access to the Internet is a way of enhancing the collection in size and depth and providing public access to any citizen who wishes to access the Internet.
2. The Internet allows access to ideas, information and commentary from around the globe. It is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal. The Library cannot control or monitor other materials that may be accessible from Internet sources. It is not possible to apply the same selection criteria that are used for other library materials.
3. Not all sources on the Internet provide accurate, complete or current information. Patrons must exercise judgment and evaluate for themselves the value of the information found online. Starting points for searches on the Internet are found on the Montana State Library's Homepage.
4. Library staff is able to instruct patrons on the basic use only.
5. There are several sites on the Internet that allow free e-mail accounts. The Library does not maintain this in any way. Patrons using these services need to be aware that confidentiality of these sites is questionable. E-mail is not secure in any form.

6. Patrons are allowed to print pages from the Internet at a cost of \$.10 per page regardless of length. There is often no concrete way of determining actual length of a print job, and the patron is responsible for all printed material from their site. The staff may be able to assist with print access. The staff reserves the right to limit the number of copies made.

**In an effort to ensure that the use of this medium is consistent with the Mission of the Drummond School Community Library, the following regulations shall apply:**

1. Internet computer access will be limited to a ½ hour time limit appointment per day. If a work station is free (not signed up for) beyond that time, the Patron may use it longer, with the understanding that they will be asked to move if another signs up for that particular work station in that half hour block.
2. Some database access may require more than a half hour usage. Staff approval must be sought in such cases.
3. Only one person per workstation is allowed because of space and noise constraints.
4. No food or drink is allowed by the computers. Containers must be placed on the floor or away from the computer tables.
5. Failure to use the Internet stations appropriately and socially responsibly may result in revocation of Internet use privileges. The first violation will result in a verbal warning to stop such action as deemed socially unacceptable or illegal. The second violation will result in terminating the use of the Internet for that day to those individuals that are involved at that time. A third violation may warrant denying Internet access for a determined period of time or intervention of the Granite County Sheriff's Office.
6. The Library reserves the right to require anyone violating these rules to leave the Library and may withdraw permission for such a person to re-enter the Library if the person continues to violate the rules.
7. Personal work processing documents are not to be saved on the hard drive of the computer. If you desire to save your material, please use a disc. There is no security to prevent others from accessing your file. The files are deleted each day.
8. If material is printed, the cost of \$.10 per page for a black copy and \$.50 per page for a color copy from the designated printer. Payment is to be made at the front desk.
9. Personal CD's may not be downloaded onto the Library's computers.
10. The Library has certain educational CD-ROM programs that are available for in-library use. Some require downloading assistance. Please contact staff to use these.

11. The general public will not have access to the computers and printer at the librarian's desk.
12. The general public will not have access to computers if students need the technology during school hours.
13. All workstation computers have Internet access. All patrons will abide by the Internet Acceptable Use Policy for Drummond Public Schools.

## ACCEPTABLE USE POLICY – INTERNET

### Drummond School Districts 11 and 2

#### STUDENTS

3612

#### District-Provided Access to Electronic Information, Services, and Networks

Internet access is available to the District's students, faculty, and community members. Through its computer network, the District is connected with thousands of computers all over the world. Users may have access to information ranging from different cultures, science related issues, music, politics, and access to many university library catalogs. These are just some of the areas users may be able to explore through the computer network.

Students utilizing District-provided Internet access must first have permission of parents and must be supervised by the District's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online, just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The District will provide filtering software to computers accessing the Internet.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access entails responsibility.

#### Privacy/Confidentiality

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network's system operator, or other school employees, may at any time review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted.

Any violation of District rules will be reported to school administrators.

#### Personal Information

When sending electronic messages, students and staff shall not include information that could identify themselves or other students and staff. Examples of identifying information include last names, addresses, and phone numbers. Students and staff shall identify themselves by first names.

Users' network passwords are provided for their personal use. Users should not share their password with anyone. Users should not log onto the network with another user's login name and password. If a user suspects someone has discovered their password, they should change it or have it changed immediately. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

### Copyright

Users shall not:

1. Copy and forward;
2. Copy and download; or
3. Copy and upload to the network or Internet server any copyrighted material, without approval by the computer system operator, a teacher or other school administrator.

Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story or software. Do not plagiarize others' work.

### Inappropriate Sites

The use of the District network and Internet by students during school hours is for educational purposes only.

All sites containing pornography or sexually explicit materials (written or pictured) are off limits to users.

### E-mail/Chatting

Students are prohibited from using e-mail; this includes District e-mail accessed through a web browser.

E-mail access may be given to students on a case-by-case basis (e.g. foreign exchange students keeping in contact with home).

Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.

### Hacking

Users shall not infiltrate or 'hack' outside computing systems or networks. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network.

User shall not disrupt a system or interfere with another's ability to use that system (e.g. by sending 'e-mail bombs' that cause a disk to fill up, a network to bog down, or a software application to crash).

Users shall not infiltrate or disrupt the District computers system in any manner.

### Inappropriate Use

Users shall not use the District computer network to:

1. Purchase goods, solicit sales or conduct business (e.g. by posting an advertisement to a news group). User shall not set up web pages to advertise or sell a service.
2. Transmit obscene, abusive, sexually explicit, inappropriate, or threatening language.

### Discipline

Violation of District policy and rules will result in loss of access to the district computer system.

**First Infraction** will result in removal from the computer network for twenty (20) school days.

**Second Infraction** will result in removal from the computer network for one hundred and twenty (120) school days.

Additional disciplinary action may be determined at the building level, in keeping with existing procedures, when and where applicable, law enforcement agencies may be involved.

### Policy History:

Adopted on: February 13, 2001

Revised on:



**NETIQUETTE/ONLINE CONDUCT**  
**(Policy from Drummond Public Schools)**

**You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:**

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Illegal activities are strictly forbidden.
- d) Do not reveal personal information of others and be cautious when revealing your own personal information (home address, phone number, etc.).
- e) Do not use the network in such a way that you would disrupt the use of the network by other users (such as playing electronic games).
- f) All communications and information accessible via the network should be assumed to be private property
- g) Do not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of controlled substances.
- h) Do not transmit materials, information or software in violation of any local, state or federal law.

**PRIVILEGES: The Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. The system administrators, faculty and staff will deem what is inappropriate use. Also, the system administrators may restrict computer use at any times as required. The administration, faculty and staff of Drummond Public Schools may request the system administrator to deny, revoke or suspend specific users. The systems which comprise Drummond Public Schools network, are for authorized users only. Use of these systems implies consent to monitoring of activities on these systems.**

**COPYRIGHTED MATERIAL:** Copyrighted material must not be placed on any system connected to Drummond Public Schools without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material. Users may download copyrighted material for their own use. Any user may also non-commercially redistribute a copyrighted program only with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

**PUBLIC DOMAIN MATERIAL:** Any user may upload public domain programs to the System. Any user may download public domain programs for their own use or non-commercially redistribute a public domain program. User assumes all risks regarding the determination of whether a program is in the public domain. The user is responsible for inoculating all software for viruses that will be uploaded/downloaded.

**ELECTRONIC MAIL:** Electronic mail ('e-mail') is a private electronic message sent by or to a user in correspondence with another person having mail access. Before opening any messages on the schools computers, make sure it is appropriate. **DO NOT OPEN ATTACHMENTS** from unknown senders. Be smart, be careful, and we will be able to enjoy the privilege of having and using e-mail. E-mail should only be used at appropriate times, not during instructional times.

**SECURITY:** Security on any computer system is a high priority. If a user feels that they can identify a security problem, the user must notify a system administrator. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

**VANDALISM:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

## WiFi POLICY

The purpose of the policy is to assist volunteers and employees when dealing with wireless patron computing at the Drummond School Community Library.

When a patron enters the library and asks about wireless access, the volunteer or employee will confirm the availability of wireless Internet. Wireless connections, however, cannot be guaranteed because of the structure of the building and laptop configuration.

Under no circumstances should a volunteer or employee provide technical support to patrons while they are using their own computing devices such as a laptop or blackberry. The purpose of this statement is to ensure that the patron will not place blame of hardware and software glitches on the volunteer or employee. Simply state to the patron that policy prohibits you from troubleshooting any computer device that is not part of the library technology inventory.

The library's wireless network is not secure. Information sent to and from a notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and appropriate software.

The library assumes no responsibility for the safety of equipment or for wireless device configurations, security, or data files resulting from connection to the Drummond School Community Library.

## INVESTMENT POLICY

### Drummond School Districts 11 and 2

#### FINANCIAL MANAGEMENT

7260

##### Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor. Endowments received by the district will be deposited to an endowment fund as an expendable or non-expendable trust. The Board or the Superintendent will not approve any gifts that are inappropriate.

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts to be received and accepted by the District.

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes whenever it is deemed advantageous to the District to do so.

Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
	§ 20-7-803, MCA	Authority to accept gifts
	§ 20-9-212, MCA	Duties of County Treasurer
	§ 20-9-213(4), MCA	Duties of Trustees
	§ 20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund

##### Policy History:

Adopted on: February 13, 2001

Revises on:

## MEETING ROOM POLICY

The primary purpose of the meeting room is providing a place for the following groups:

1. School
2. Other government agencies
3. Civil organizations
4. Community interest groups
5. Community organizations

Adults may be able to reserve the meeting room.

There is no fee for the use of the meeting room.

The meeting room may be used when the library is closed. It is the responsibility for the group requesting the room to make arrangements for and to sign out for the key.

The individual or group that is using the meeting room cannot charge a fee for people to attend a program they are offering in the meeting room.

The individual or group will be expected to sign an agreement that states the terms and conditions of the usage of the room. (See **Appendix E**)

Food and beverage may be consumed in the meeting room. Remember no food or drink is allowed near the computers. No smoking or alcohol is allowed.

The individual or group using the meeting room may use the library's audiovisual equipment or supplies. The library director may have additional requirements for its usage.

There is no storage space available for the individual or groups using the meeting room.

An individual or group using the meeting room may offer items for sale to the attendees of an event or program that is being held in the meeting room.

An individual or group using the meeting room may post or distribute a flyer in the library about the upcoming event or program. The library may advertise or announce the event in its Calendar of Events.

If there is a complaint, it should be put in writing and addressed to the library director. If the librarian cannot adequately address the complaint, then the school administrator shall be consulted. If the complaint still cannot be resolved, then it should be given to the Library Board for review.

The room is available to individuals or organized groups. Permission must be obtained from the library director.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

It is understood that library programming will have first priority in room use.

The people using the room shall leave it in neat, clean and an orderly condition. If not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting.

## PHOTOGRAPHING AND VIDEOTAPING

### Drummond School Districts 11 and 2

#### STUDENTS

3235

##### Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

Cross-Reference:    3600            Student Records

##### Policy History:

Adopted on: February 13, 2001

Revised on:

## **PUBLIC ACCESS TO LIBRARY RECORDS**

The Drummond School Community Library will adhere to the requirements of the Montana Library Records Confidentiality Act, 22-1-1101, 1102, 1103, 1104, 1111 and the guidelines for confidentiality of library records as recommended by the council of the American Library Association.

The Council recommends:

1. The library formally adopts a policy, which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.
2. That all librarians and library employees are advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. That a library resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

By complying with the requirements of the Montana Library Records Confidentiality Act cited above, the Drummond School Community Library meets both the letter and the intent of the council's recommendations.

## **RECORDS RETENTION**

Under the administrative laws on Montana Interlibrary Loan records must be kept for three (3) years. (Request for Interlibrary Loan Reimbursement Under MCA 22-1-325 through 22-1-311)

The Montana State Library website can be accessed for information about this law:

<http://www.mtrules.org>

[http://www.msl.mt.gov/For\\_Librarians/Whats\\_New](http://www.msl.mt.gov/For_Librarians/Whats_New)



## **PUBLIC PARTICIPATION AND INPUT**

The Library Board meetings are open to the public according to MCA. On the agenda there will be a place for public input.

The agenda for the meetings will be posted prior to the meeting in the library, post office and Front Street Market.

## **PUBLIC RELATIONS**

The Drummond School Community Library will work at having good public relations with the community it serves.

### **DRUMMOND SCHOOL COMMUNITY RELATIONS**

#### **Contact with Students**

4320

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons who are not employed by the District for educational purposes.

Teachers may arrange guest speakers on appropriate topics relative to the curriculum.

Principals may approve school assemblies on specific educational topics of interest and relevance to the school program.

Other types of contact by non-school personnel will normally not be permitted.

Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

Policy History:

Adopted on: February 13, 2001

Revised on:

## DISTRIBUTION AND POSTING OF MATERIALS

The distribution of materials for outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the District policy to limit the distribution of materials to parent and student organizations sponsored by the District or other governmental agencies. Materials which provided information valued or needed by the District may also be distributed.

All organizations must have the approval of the Superintendent before materials may be distributed. The Superintendent will use the guidelines listed above in the approval of the distribution of the materials.

In order to facilitate the distribution of materials with information about student activities offered in the community, each school will maintain a centrally located bulletin board for the posting of bulletins.

It is the intent to post all notices except those that are viewed, by the principal, as likely to be disruptive, libelous or obscene.

Drummond School Districts 11 and 2

Policy #3222

Policy History

Adopted on: February 13, 2001

Revised on:

## **CELL PHONE POLICY**

### Phone Courtesy

- Polite phone use permitted
- Silent ringers
- Soft voices
- Short conversations

## **PET POLICY**

All animals other than guide dogs or other assistive animals are not permitted except as authorized by the Library. If animals are restrained outside, it must be away from the entrances and bike rack in such a way as not to pose an inconvenience or danger to other library patrons.

## RESPONSIBILITIES OF LIBRARY BOARD AND LIBRARY DIRECTOR

### Trustee Code of Ethics

The Public Library Association Board of Directors and the American Library Trustees Association Board of Directors approved the following ethics statement on July 8, 1985.

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

It is incumbent on any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the effort of librarians in resisting censorship of library materials by groups and individuals.

Trustees who accept membership on the library board are expected to perform all of the functions of library trustees.

## **LIBRARIAN CODE OF ETHICS**

Librarians must provide the highest level of service through appropriate and organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.

Librarians must resist all efforts by groups or individuals to censor library materials.

Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.

Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.

Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.

Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the employing institution.

## LIBRARY DIRECTOR

**Title of Position:** Library Director

**Accountable to:** Superintendent, Mayor, and the Library Board of Trustees

**Date:** June 2007

### **Responsibilities and Duties:**

- \* Coordinates library activities and programs
- \* Responsible for collection management
  - Cataloging
  - Selects circulation, reference and periodical materials
  - Weeding collection
- \* Responsible for circulation
  - Track overdue items
  - Oversee check in / check out
- \* Financial responsibilities
  - Budget
  - Petty cash
  - Financial report to Board
- \* Attend professional organizational events and maintain membership in MLA
- \* Promotes the library
  - Prepares news items
  - Programming
- \* Train, supervise and manage volunteers
- \* Assists in the activities of the Board of Trustees
  - Act as secretary / prepare minutes of meetings
  - Research issues
- \* Is knowledgeable and able to operate computers/electronic material
- \* Responsible for Inter Library Loan and Montana Shared Catalog
- \* Assists patrons
  - Provides courteous service
  - Finding or using materials
  - Requesting items from other libraries
  - Maintains confidentiality
  - Make sure patrons are welcome and receive immediate help
- \* Be the contact person when classes are offered in the library

**Education:** High School Diploma or equivalent

## RULES OF BEHAVIOR IN LIBRARY FACILITIES

Drummond School Policy

### Conduct on School Property

4332

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons (as defined in Policy 3310) at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, appropriate action will be taken by the district's administrators.

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081  
§ 20-5-410 (MCA) Civil Penalty  
§ 20-1-220 (MCA) Use of tobacco product in public school building or property prohibited  
Smoke Free School Act of 1994

Policy History:

Adopted on: February 13, 2001

Revised on: December 12, 2006

### **Patron Responsibilities**

While in the Library, it is the **patron's responsibility** to maintain necessary and proper standards of behavior in order to protect his/her individual rights and privileges and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and the use of the Library facilities for the rest of that day, and if severity warrants, a longer period may be involved. Those who are unwilling to leave or don't leave within a reasonable amount of time after being instructed to do so by the staff will be subject to the Law.



The Library staff recognizes that at times the Library may be noisier than others and that more commotion will be present when there are more patrons than usual at any time. The staff is very tolerant of these moments, except when other patrons are being disturbed by disruptive behavior. **Disruptive behavior includes (but is not limited to) loud talking, swearing or using profane or obscene language or gestures, shouting, screaming, running, throwing things, hiding in the stacks, pushing and shoving, or playing audio equipment loudly or any thing that seriously disturbs other patrons or offers potential danger or damage to persons or library property.**

### **Disruptive Patrons**

Patrons that are being disruptive will be given a verbal warning to desist. If the same patron or group of patrons is warned a second or third time, depending on the severity of the behavior, they will be asked to leave the Library for that day. If the patron or patrons refuse to cooperate, the Granite County Sheriff's Department will be called. If the same patron again is involved in disruptive behavior at a later date, indicating a lack of control on their part, the Library has the right to deny Library privileges and/or file criminal trespass to property or disorderly conduct charges for that person. While it is hoped that this may never occur, the Drummond School Community Library has this right.

It has been suggested that for youthful patrons, parents or guardians should be called. It is not the responsibility of the Library to act as 'in loco parentis'. Very often, the patrons will not tell their names or give false ones, and they are unknown. If the severity of the behavior warrants guardian intervention, the sheriff's office will be called, and they will assist in contacting parents or guardians of the youthful patron/s.

Staff will fill out an incident report or inform the Director about all unusual incidents occurring in the Library, especially those in which some disciplinary action has been taken. All staff has the authority to take immediate action in the event of disruptive behavior.

### **Other Library Rules:**

There are some rules that will help to make the Library property a safe and hospitable environment:

\*Smoking or use of smokeless tobacco is prohibited within the library or by the outside entrances. Please be responsible for corresponding litter and safety issues.

**SOLICITATION**

Drummond School Policy

## **SURPLUS FURNITURE AND EQUIPMENT**

School District assets in the library will be disposed of according to Drummond School policy.

Town of Drummond assets will be disposed of according to MCA and direction and approval of the Town of Drummond Council.

## VOLUNTEERS

The Library Board recognizes the need to develop a volunteer program to support the Library programs and operations. The purpose of the volunteer program will be to:

1. Assist employees in day-to-day operations of the Library.
2. Strengthen library/community relations through positive participation.

A volunteer is a student or an adult who works on an occasional or regular basis at the Library to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type, except Workers' Compensation. Volunteers are under the direct supervision of the librarian. Volunteers will be required to sign the volunteer work sheet. Volunteers may be required to be finger printed and have their backgrounds checked.

Volunteers will only work with students when under the supervision and direction of a librarian. Volunteers are expected to comply with all rules and regulations as set forth by the library board and the school district.

**Request for Reconsideration of Library and/or Instructional Material** page 1 of 2

Initiated by: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Representing \_\_\_\_\_ Self \_\_\_\_\_ Organization \_\_\_\_\_

Title of Material Questioned: \_\_\_\_\_  
(circle one) Book Journal Article Drama Script Other

Audiovisual Material: \_\_\_\_\_  
(circle one) Film Filmstrip Record Other

Other Material: \_\_\_\_\_  
Identify

Please respond to the following questions. If more space is needed, use additional paper.

1. Have you seen or read this material in its entirety? \_\_\_\_\_

2. To what do you object? \_\_\_\_\_

Why? \_\_\_\_\_

Please cite specific passages and/or pages: \_\_\_\_\_

**Request for Reconsideration of Library and/or Instructional Material** (Continued)

3. What do you believe is the main idea of this material? \_\_\_\_\_  
\_\_\_\_\_
4. What do you believe might result from use of this material? \_\_\_\_\_  
\_\_\_\_\_
5. What reviews of this material have you read? \_\_\_\_\_  
\_\_\_\_\_
6. For what other age group might this material be suitable? \_\_\_\_\_  
\_\_\_\_\_
7. What action do you recommend that the school take on this matter? \_\_\_\_\_  
\_\_\_\_\_
8. What material do you recommend in its place that would provide adequate information on the subject? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

Please return this form to the Principal.

Received by Principal: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
School

Policy History

Adopted on:

Revised

**INSTRUCTION POLICY**

**Checklist for Re-evaluation Committee**

**Fiction**

Title \_\_\_\_\_

Author \_\_\_\_\_

**A. Purpose**

1. What is the purpose, theme or message of the resource? How well does the author/producer/composer accomplish this purpose? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. If the story is fantasy, is it the type that has imaginative appeal? \_\_ Yes\_\_ No
3. Will the reading and/or viewing and/or listening to the resource result in more compassionate understanding of human beings? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**B. Content**

5. Does a story about modern times give a realistic picture of life as it is now?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
6. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
7. When factual information is part of the story, is it presented accurately?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
8. Is prejudicial appeal readily identifiable by the potential reader/viewer/  
listener? \_\_\_\_\_ Yes \_\_\_\_\_ No
9. Are concepts presented appropriate to the ability and maturity of the potential user? \_\_\_\_\_ Yes \_\_\_\_\_ No
10. Do characters speak in a language true to the period and section of country in which they live? \_\_\_\_\_ Yes \_\_\_\_\_ No
11. Does the resource offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Non Fiction** (Continued)

E. Reviews

14. Source of review \_\_\_\_\_  
Favorably reviewed    \_\_\_ Yes \_\_\_ No  
Unfavorably reviewed    \_\_\_ Yes \_\_\_ No

15. Does this title appear in one or more reputable selection aids?  
      \_\_\_ Yes \_\_\_ No  
If answer is yes, please list titles of selections aids. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

Adapted from School Media Quarterly, winter 1977.

Policy History:  
Adopted on:  
Revised on:



EMERGENCY PROCEDURES

Updated: September 2007

**TELEPHONE LIST**

Anderson	Tim	288-3830	Cell# 239-4759
Barkell	Clint		Cell# 560-0353
<b>Big Blue</b>	Bus	949-7510	
Bradshaw	Mike	288-3876	
Burgmeier	Chris	288-3463	
Claassen	Melodee Ann	288-1120	Cell# 546-2196
Clark	Barb	491-4986	
Coughlin	Lynn	793-5540	
<b>Deer Lodge</b>	<b>High School</b>	846-2757	
DesRosier	Karen	288-3591	Cell# 949-9380
Fickler	Lesley	288-3684	Cell# 490-1156
Football	Field	288-0112	
Gill	Annie	288-3725	
<b>Granite</b>	<b>High School</b>	859-3232	
Hall	Bus	546-1506	
Hash	Lynn	288-3517	
Hauptman	Janet	288-3893	
<b>Health Clinic</b>	<b>Drummond</b>	<b>288-3627</b>	
Hillerman	Susan	793-5554	
Hoeksema	Tina	288-2211	Cell# 239-6774
Holland	JC & Shelle	288-3587	Shelle 544-2497
Holland	JC (work)	288-3200	Cell# 544-6388
Huffman	Julie		Cell# 239-1865
Husmiston	Wade	288-6111	
Jesse	Cori	288-0046	
Jones	Connie	288-3883	
Kroll	Sandra	288-3512	Cell# 439-9881
Lacey	Linda	288-3359	Cell# 370-0657
Lifetouch	Ginger	652-6444	
Livoni	Donn	961-3371	Cell# 381-5523
Logan	Kitty	288-1234	Cell# 491-2573
Markin	Cary	546-5961	
Oberweiser	Jim & Jodi	288-3474	Jim 207-5434
Office	Solutions	888-880-8021	
Palmer	Larry	288-3840	
Parke	Adam	288-3263	
Peak Performance	Bob Botkin	542-0808	

**Appendix B**

Philipsburg	Mail	859-3223	Fax # 859-3690
Philipsburg	Courthouse	859-3831	Fax# 859-3817
Platt	Al	288-3867	Cell# 240-2642
Popken	Tena	288-0040	
Rock Creek	Bus	546-1505	
Sackman	Bob	793-5640	Cell# 490-0293
Sackman	Bus Barn	288-3147	
Schindler	Darcy & Ann	288-0077	
Schroeder	Iva	288-3564	
<b>Sheriff's Dept.</b>		<b>288-3542</b>	
Silver State	Post		Fax# 846-2453
Skaggs	Roger & Vicky	288-3649	
Stenerson	Karmen	288-0123	
Stover	Lillian	288-3695	
Verlanic	Cari	288-3822	Cell# 360-3829
Wallace	Jean	288-3350	
Weaver	Ron	439-6164	
Wright	LeeAnn	288-3505	Cell# 544-7536

## **Crisis Management Team**

<b>Kitty Logan</b>	Elem Sch Bldg Principal/Superintendent	288-1234
<b>Donn Livoni</b>	High School Bldg Principal	961-3371
<b>Al Platt</b>	High School Bldg Engineer	288-3867 240-3398 Cell
<b>Roger Skaggs</b>	Elementary School Bldg Engineer	288-3649
<b>Jim Oberweiser</b>	Counselor	288-3474
<b>Melodee Claassen</b>	Secretary	288-1120

**When in “Crisis Mode” communicate all actions immediately to Crisis Management Team.**

## **Alarm Signal Procedures**

<b>Fire Alarm</b>	Continuous ringing of buzzer — An alarm bell.
<b>All Clear</b>	Building Procedure — Whistle.
<b>Early Closing</b>	Special instructions at Principal’s discretion.
<b>Earthquake</b>	No audible signal. During an earthquake, teacher will give instructions to take cover and turn away from windows.
<b>Evacuation (all)</b>	Five (5) short bells — Leave building immediately. K-6 Methodist Church    7-12 Community Hall
<b>Bomb Threat</b>	No alarm or intercom systems can be used. The Principal will send adult runners to all staff members, and state: <b>“Evacuate”</b>
<b>Fallen Aircraft</b>	Fire signal to evacuate building.
<b>Internal Threat</b>	Two (2) short bells repeated twice is a lockdown.
<b>Terrorist/Hostage</b>	In event of civil disturbances, terrorist or hostage situations, <b>See Internal Threat Lockdown.</b>

## Emergency Dismissal Procedures

1. **Once the dismissal order is received from proper school authority, the Principal or designee will:**  
Relay dismissal instructions to each and every classroom by most rapid and efficient means. Students will follow the building procedures utilizing the buddy system.
2. **Staff will leave the building with a classroom roll list to check for student attendance. A classroom roll will be contained in classroom emergency kits. 2<sup>nd</sup> grade & 6<sup>th</sup> grade room for elementary students.**
3. Review dismissal procedure already provided to parents to assure that it will be followed. The procedure should provide guidance regarding parents who have made special instructions for care in the event the parents are not home.
4. Designated school personnel will inspect the entire structure once dismissal is completed to assure that building is empty and any precautions dictated by the fire plan or other specific disaster plans are taken.
5. **All school Principals may request assistance from Administration to assure that students disperse from the school building to minimize hazard and reduce congestion.**
6. All dealings with the news media and the public must be handled through the Superintendent's office.
7. When school is not in session, the librarian will determine when an emergency exists and if evacuation is necessary.

## Internal Threat Lockdown

Two (2) short bells repeated twice is a lockdown!

Teachers secure classrooms and follow proper procedures.

Principal will call 911 and the Superintendent of Schools.

1. **Teachers will lock their classrooms and otherwise secure their work areas.**  
Any student outside of a classroom will be brought into the nearest classroom and kept there.
2. **Check roll, account for all students and add the names of any students who were brought into your classroom. Email or intercom Lesley.** *M: Love*
3. **From the time that the door is locked, maintain a calm classroom environment. Move students out of visibility, away from windows, and remain as quiet as possible.**
4. The administrative staff and/or designee will check and secure all bathrooms. If students are in these rooms, they will be taken to the closest secure classroom.
5. If an emergency occurs during lunch, students will be taken into the nearest safe area. The staff on lunch duty will remain with students. Students who are in classrooms during lunch time will be kept there until the **All Clear**.
6. **All Clear can only be given by the Superintendent / Principal or designee.**
7. When school is not in session, the librarian will lock the library doors, call 911, and stay away from the windows until law enforcement arrives.

Document any procedural problems that occur and address during the debriefing phase.

## **Fire Drill**

1. **At the sound of the fire alarm, all students must walk as rapidly as possible into the hall and out the exit nearest their room without crowding or running.**

The teacher will:

- ♦ bring along a class roster
  - ♦ close windows
  - ♦ close the door
2. The first pupils outside must move away from building to clear exits for those following.
  3. Teachers are responsible for seeing that students move away from the building, crossing the street when necessary, in order to clear the area.
  4. When outside, students should report to their designated meeting area. The Principal of each building will be responsible for preparing an evacuation diagram for each floor of the building under his/her supervision. This diagram will be posted in all classrooms.
  5. After school hours, the librarian or volunteer will evacuate the premises and call 911 from the nearest residence.

### **FIRE EXTINGUISHER INSTRUCTIONS**

**P – Pull safety pin from handle**

**A – Aim at base of fire**

**S – Squeeze the trigger handle**

**S – Sweep from side to side at base of fire**

**If the library is filled with smoke, drop to your hands and knees and crawl toward exit. (Stay low as smoke will rise to the ceiling) Hold your breath as much as possible. Breathe shallowly through your nose, and use a filter such as a shirt.**

**If you are forced to advance through flames hold your breath, move quickly, cover your head and hair, keep your head down and your eyes closed as much as possible.**

## Hazardous Material Spills

**Keep Students Inside.** The main threat is noxious fumes.

### **If Inside:**

1. Close all doors and windows. Seal gaps in doors and windows with book tape or towels.
2. Turn off all ventilation, including furnaces, air conditioning, vents or fans; anything through which polluted outside air can get into the building.
3. If you think dangerous fumes are entering the building, cover nose and mouth with wet cloth / towel, which will serve as a filter; take quick shallow breaths.
4. **If noxious fumes are inside building, evacuate according to Evacuation Plan.**

### **If Outside:**

If you can't get into a building or vehicle, move perpendicular (crosswind) so the wind is blowing from your right or left.

**Wind should NOT blow into your face OR at your back.**

If possible, cover nose and mouth with your clothing or other available fabric.

**DO NOT step in spilled material.**

## Communication Procedures for Person in Charge

- Step 1**            **Emergency Services**
- 911
- Police, (1-800-879-3506) Fire, (288-3301) Ambulance,  
Disaster / Emergency Service (911)
- \* Give dispatcher the location of your command post.
  - \* Remain on the line until the dispatcher tells you to hang up.
- Step 2**            **Immediately Report Crisis to School Superintendent**            **288-**
- 3281
- The Superintendent will alert the following:
- \* School Board Chairperson and \* Media
- In event Superintendent is NOT available see Step 3.*
- Step 3**            **Administrative Chain of Command**
- If the Superintendent is unavailable, the following people will  
assume those responsibilities:
- |   |                |                 |
|---|----------------|-----------------|
| * <b>High School Building Principal</b> | Donn Livoni    | <b>288-3281</b> |
| * <b>Counselor</b>                      | Jim Oberweiser | <b>288-3281</b> |
- Step 4**            **Faculty Phone Tree.**
- Step 5**            If it is necessary to send anyone to a hospital, send a Staff  
Member along to serve as liaison between hospital and building  
Principal.



## Explosions

1. **When advised by the Person in Charge, evacuate the building using the Fire Drill Plan, with possible modifications.**
2. Proceed to alternate site for your school.
3. If possible, students will be sent home by walking or by bus, or parents can pick them up at the alternate location.
4. Information on student pickup will be supplied by the school administration and broadcast on radio and television stations.

## Weapons on Grounds or in Classrooms

- ♦ Stay calm.
  - ♦ **Assistance:**
  - ♦ Talk softly.
  - ♦ **DO NOT make any quick movements.**
  - ♦ Around.”
  - ♦ If possible, have students get on floor.
  - ♦ Try to get suspect out of the room.
  - ♦ **DO NOT provoke armed persons in any way!**
  - ♦ Try to bargain with suspect to allow students to leave.
  - ♦ **Use good judgment!**
  - ♦ **Acknowledge the suspect’s concerns.**
  - ♦ If you hear shots:
    - \* stay away from windows
    - \* have students take cover
    - \* close your door
    - \* wait for instructions
- Hand Signals for**  
One (1) finger — “I’m Okay.”  
Two (2) fingers — “Stick  
Fist — “Get Help.”

## Plane Crash

Prepare to evacuate, if so advised, following Fire Drill Plan, with possible modifications.

### Fallen Aircraft:

If an aircraft falls near the school, the following will be accomplished:

1. **Superintendent or Principal will ascertain which action to implement for safety of students.** Where necessary, teachers will take immediate action for the safety of students without waiting for directions from the Principal.
2. All students and staff will be kept at a safe distance allowing for possible explosion.
3. Superintendent or Principal will determine whether aircraft is military, commercial or private plane, if possible.
4. **The Principal will direct further action as required.**

## Earthquakes

**Since earthquakes can strike without warning, the immediate need is to protect lives by taking best available cover. All other actions must wait until the tremor subsides.**

**The school staff and students should be guided by the following:**

### If Inside — Stay Inside:

1. DO NOT PANIC. If protected from falling objects, the rolling motion of earth is frightening but not dangerous.
2. To protect yourself and students from falling objects, take cover in following manner:
  - a. Get beneath a table or workstation.  
If possible, cover head with coat or other clothing to minimize injuries.
  - b. If no cover is available, crouch against an inside wall and cover head.  
Stay away from outside walls, windows, or other expanses of glass.
3. **All doors should be left OPEN to minimize jamming if the building shifts.**
4. **Stay put and take best available cover.**  
DO NOT attempt to run through building or outside because falling objects occur near outside doors and walls. If in lavatory or room without furniture, get against inside wall or inside doorway and crouch.
5. **Stay in this protected position until given the All Clear.**

### AFTER SHAKING STOPS

Be prepared to evacuate if instructed to do so. Do not use phones unless you are reporting a serious injury. Assist people with special needs. Leave the area if you smell gas. Help injured or trapped people. Give aid where appropriate.

### WHAT ARE THE BIGGEST DANGERS?

Falling objects, broken windows, fires, and downed electrical lines

## **Flood**

An advance warning of an impending flood is usually announced.

**The following are basic guidelines in the event of a flood:**

- Stay in the building until further notified.
- Prepare to evacuate to alternate sites.
- If time allows, secure the classroom by:
  1. Placing all books on lower shelves on the top shelf,
  2. Closing all windows,
  3. Place electronic equipment off of the floor and onto a table.

## **Tornado**

While considered a remote possibility, tornadoes have occurred in the Drummond area and must be included in the overall School Safety Plan.

**Weather Alert Warning radio will broadcast information regarding tornadoes.**

### **Tornado Watch**

- Means no funnel clouds have been sighted, but tornadoes can be expected to occur.
- If tornado watch is declared, be prepared to evacuate quickly and be alert for instructions.

### **Tornado Warning**

- Means a funnel cloud has actually been sighted.
- The approximate location / direction of travel are usually given when warning is broadcast.

### **Tornado Shelter**

- The best shelter from a tornado is a specially constructed fallout shelter.
- Lacking this, a steel framed or reinforced concrete structure is best.

**If these shelter structures are not available, take the following precautions:**

- Stay away from windows.
- Get beneath heavy furniture.  
Otherwise, lay face down, head covered, along the wall of an interior hallway on the lowest floor possible.
- Avoid auditoriums, gyms or any room with a wide, free-span roof.
- If possible, go to basement for shelter.

**If a tornado strikes the building and passes, follow the same procedure used after an earthquake. (See Earthquakes)**

## Receiving a Bomb Threat

- **DO NOT hang up the phone until the caller hangs up! Take the caller seriously**
- After receiving a bomb threat see attached bomb threat call checklist.
- \*69 (Star 69) ASAP
- Designate someone to call 911 from another phone but do not use cell a cell phone or any wireless communication device as it can trigger the bomb

### **Evacuation**

#### **No Alarms? You will be notified in person: "Evacuate"**

The Superintendent, Principal or designed is the only person authorized to evacuate a school building. Evacuation will be considered under the following circumstances:

1. Superintendent, Principal or designee orders the evacuation of the building'
2. The authorized law enforcement officials strongly recommend the principal evacuate the building unless
3. The threat outside is greater than the threat inside.

**If the threat outside is greater than the threat inside, do not evacuate!**

#### **Bomb Threat Call Checklist**

**DO NOT hang up the phone —**

**Use Another Phone To Call Police.**

Record exact words used by caller.

---

---

---

**Ask:**

**What time is it set for?**

---

**Where is it?**

---

**What does it look like?**

---

**Why are you doing this?**

---

**Who are you?**

---

## Bomb Threat Call Checklist

### Voice on Phone:

Man \_\_\_\_\_ Woman \_\_\_\_\_ Talk \_\_\_\_\_  
Intoxicated \_\_\_\_\_ Speech Impediment \_\_\_\_\_  
Accent \_\_\_\_\_ Other \_\_\_\_\_

### Background Noise:

Music \_\_\_\_\_ Children \_\_\_\_\_  
Talk \_\_\_\_\_  
Airplanes \_\_\_\_\_ Traffic \_\_\_\_\_ Machines \_\_\_\_\_  
Other \_\_\_\_\_

### Do Not Hang Up the Phone

### Use Another Phone To Call Police — 911

Person receiving call, immediately notify authorities and give above information.

Notify person in charge and alert Superintendent's office.

Date: \_\_\_\_\_ Time of Call: \_\_\_\_\_  
Call Received By \_\_\_\_\_

Distribute copies IMMEDIATELY to: Supervisor and Superintendent's Office.

**\*\*The Secretary will use whistle or other non-electrical Signal.**

## Bomb Threat Procedures

### Evacuation Plan for Bomb Threat

- **The teacher will conduct a quick check of his/her area looking for any unusual packages, pipe, exposed matchbooks, wire or string attached to unknown objects.**
  
- **If anything unusual is found, notify the Principal immediately.  
DO NOT TOUCH IT!**  
**The teacher will implement the following procedures:**
  1. Students and staff will be directed outdoors to designated "safe" areas.
  
  2. Students and staff will be directed to exit the building without opening or closing windows, doors, or locks; altering desks; switching lights/computers or any electrical devices on or off.
  
  3. Teachers shall remain with their students and be responsible for their supervision.
  
  4. All persons directed outdoors will remain there until notified by Principal to return to the building.
  
  5. **Attendance will be taken once outside. Notify command post of any student not accounted for.**
  
  6. Students will not be dismissed from school until the end of the school day, unless so directed by the Principal, in compliance with direction of the Superintendent of Schools.

### **Bomb Threats That DO NOT Require Evacuation**

**If the nature of the bomb threat does not warrant evacuation, the following procedures will be implemented:**

1. School activities shall be continued as normally as possible.
2. **Teachers shall remain with their students and be responsible for their supervision.**
3. The Principal, in concert with public safety officials, shall implement a building search.

Key staff member may be utilized to search the building room by room.

### **Release of Students to Parents/Guardians**

- **If an emergency occurs during the school day, and it is advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the Principal.**
- The school will proceed on the basis that there will be no bus transportation or telephone communication.
- School will not be dismissed early unless school authorities have been assured by local emergency authorities that routes are safe for students to use.
- Any long term sheltering for earthquake, hazardous material incidents, or terrorist incidents will require the utilization of parental form, which was completed at the beginning of the school year by a parent or legal guardian of every student.
- The adults listed on this form will be the only adults the students will be released to. Any other adults who show up may stay with the student, but will not be permitted to leave with them.
- **Teachers must stay with the students until all students are picked up and/or the Principal or his/her replacement approves their leaving.**

## **Accident /Injury**

**Student injuries, which occur during school activities at Drummond Public Schools, will receive prompt, caring treatment designed to minimize the effects of the injury.**

At the beginning of the school year, parents / guardians will be asked to provide:

- Emergency phone numbers where they can be reached during the school day
  - Permission forms for their children to receive medical care for hospital and doctor treatment in emergency situations.
1. **The teacher or supervisor of an activity shall examine a student's injury and apply appropriate First Aid treatment as soon as practical for minor injuries.**
  2. **A student with injuries which require further treatment shall be sent to the building Principal's office whenever practical.**
  3. **If a student cannot be moved because of his/her injury, the supervisor shall remain with the student and send another person to the office to notify office personnel of the injury.**

**The staff shall administer appropriate First Aid treatment as soon as practical.**

**If further treatment is deemed necessary:**

- a. Contact the School Nurse or call 911.
  - b. Attempt to contact parents or guardians with information provided on emergency card to inform them of the situation and recommendation from the school.
  - c. If a parent or guardian cannot be located, the student should be taken to a medical facility and continued efforts should be made to contact a responsible party.
  - d. Arrange appropriate transportation to hospital or doctor's office if further care is deemed necessary.
4. **Should the teacher or supervisor believe the student has sustained a life threatening injury, a call for an ambulance to transport the student to emergency medical facility shall be made.**

### **SAVE THE SPECIAL COLLECTION IF POSSIBLE**

**If time permits, please make sure that the items in the special cabinet are secure and safe from harm. Your safety is the first priority, however.**

### **UNSUPERVISED CHILDREN IN AN EMERGENCY**

**If you need to evacuate the library when children are unaccompanied by a parent or other adult, please take them to the local Day Care provider.**



## LIBRARY PHONE TREE

### Library Board of Trustees:

Allen Bryant	288-3878	P.O. Box 423	Drummond, MT 59832
<a href="mailto:abryant@blackfoot.net">abryant@blackfoot.net</a>			
Colette Fadness	288-3517	P.O. Box 375	Drummond, MT 59832
<a href="mailto:sipanzip@peoplepc.com">sipanzip@peoplepc.com</a>			
Sue Peterson	240-5897	P.O. Box 427	Drummond, MT 59832
<a href="mailto:petersonangus@aol.com">petersonangus@aol.com</a>			
Kitty Logan	288-1234	P.O. Box 349	Drummond, MT 59832
<a href="mailto:klogandhs@blackfoot.net">klogandhs@blackfoot.net</a>			

### **Chairman:**

Shelley Johnson	288-5555	P.O. Box 9	Hall, MT 59837
<a href="mailto:csjohnson@blackfoot.net">csjohnson@blackfoot.net</a>			

### **Library Director:**

Jodi Oberweiser	288-3474	P.O. Box 272	Drummond, MT 59832
<a href="mailto:librarydhs@blackfoot.net">librarydhs@blackfoot.net</a>			

Draft  
MONTANA SHARED CATALOG  
MEMBER LIBRARY

Contract

Approved May 5, 2004

1. PARTIES

This Contract, made and entered into this sixteenth day of June, 2002, by and between the libraries participating in the Montana Shared Catalog and the Montana State Library with the responsibility of administration delegated to the Montana Library Network, hereafter referred to as "Montana Library Network" or "MLN", acting on behalf of the Montana Shared Catalog (MSC) Member Libraries, and Drummond School Community Library hereafter referred to as "Member Library".

2. CONTRACT

This Contract is constituted of pages 1 through 6, and Addendums A.& B. This Contract may not be modified without the approval of the above Parties. A copy of this Contract and Addendums is posted at the MLN Web site. <http://montanalibraries.org/>.

3. DEFINITIONS

ARM— "Administrative Rules of Montana".

EXECUTIVE COMMITTEE— "MSC Executive Committee" is a steering committee, it implements policy, and is appointed by the Members Council.

FISCAL YEAR— The MSC "Fiscal Year" shall begin July 1, and end June 30 of the following year.

LIBRARY RECORDS— "Library Records" shall have the same meaning as "Library Records" as defined in the Montana Library Records Confidentiality Act (Montana Code Annotated 22-1-1101 through 22-1-1111).

MARCIVE— "MARCIVE" is a vendor who provides customized MARC records, catalog cards or shelf list cards, book labels, smart barcode labels, and matching authorities records for cross-references. They typify a quality source of cataloging products and services.

MEMBERS' COUNCIL— "MSC Members' Council" makes policy, and consists of one representative from each of the Member Libraries.

MEMBER LIBRARIES— "Member Libraries" are libraries that have signed this Contract. "Member Library" denotes a single library or library system.

MISSOULA PUBLIC LIBRARY— The Missoula Public Library acts as the MSC "Fiscal Agent".

MONTANA LIBRARY— A "Montana Library" is any library with an entry in the Montana Library Directory.

MONTANA LIBRARY NETWORK— The Montana Library Network (MLN) acts as the MSC "Project Administrator". MLN is a project of the Montana State Library (MSL) and acts under MSL's authority.

MONTANA SHARED CATALOG— The “Montana Shared Catalog” (“MSC”) is an integrated library system, used and managed by a number of Montana libraries. Member Libraries include Montana academic, public, school, and special libraries, of all sizes, from all corners of Montana.

MONTANA STATE LIBRARY— The “Montana State Library” (“MSL”) is authorized by Montana Code Annotated 22-1-101 and 22-1-201. The Montana State Library is responsible for statewide library improvement projects, as authorized under Montana Code Annotated 22-1-103.

OCLC— “OCLC” is a nonprofit membership organization serving 41,000 libraries in 82 countries and territories around the world. OCLC is a collaborative organization, with the intent of furthering access to the world’s information and reduce library costs by offering services for libraries and their users. <http://www.oclc.org/home>

SYSTEM ADMINISTRATOR(S)— The System Administrator(s) are the MSL staff performing system administration duties for the MSC. Currently System Administrator duties are performed by two MSL employees, the Manager, Montana Shared Catalog (full-time) and the MLN Information Specialist (half-time). In the future it may be necessary or desirable to change the System Administrator(s); in that event, the Member Libraries may be requested to amend this Contract accordingly.

VENDOR— The project “Vendor” is SIRSI Corporation. <http://www.sirsi.com>. A copy of the Vendor’s response to the Western Montana Shared Catalog Request for Proposal may be viewed at the MLN Website.

*Throughout this document, capitalized words or phrases, such as “Member Library”, refers to an item defined in this “Definitions” section.*

#### 4. PURPOSE

This Contract makes explicit the mutual expectations of the contractual obligations of the participating members of the Montana Shared Catalog and the Montana State Library.

A list of participating members is appended to this Contract as “Addendum A: Member Libraries”.

#### 5. TERM

This Contract is effective upon execution by the Member Library and MSL. It continues in effect until terminated as provided in this Contract.

#### 6. TERMINATION

Any Party may terminate this Contract by providing written notice to the MSC Executive Committee at least six months prior to the end of the fiscal year.

See also: Contract- Section # 11 Termination Costs, below.  
Grievance procedures see MSC By-Laws # 8

#### 7. INSURANCE

Each MSC Member Library shall be responsible for maintaining property damage insurance or self-insuring against loss in the amount of replacement value of all MSC related equipment housed on its premises.

#### 8. HOLD HARMLESS

Each Party to this Contract shall be liable for, and shall bear the expense of, any and all liabilities, claims and causes of action arising from its, or its employees', negligent or intentional acts.

#### **9. COSTS**

MSC costs are borne by Member Libraries, in accordance with attached formula. An annual budget will be proposed and approved by Members' Council at the first meeting of the calendar year.

See Addendum B Cost Formula

#### **10. SHARED COSTS**

Ongoing-shared costs may include any, all, or none of the following items. This is not intended to be an exhaustive or complete list:

- Additional application modules from the Vendor;
- Additional software;
- Authority control or records;
- Content such as iBistro or other third-party licensed items;
- Contingency fund;
- Continuing education or training;
- Contracted services;
- Maintenance agreement with Vendor;
- Server related costs; or
- Other additional items.

#### **11. TERMINATION COSTS**

Should a Member Library withdraw from the MSC, according to the terms of this Contract, the Member Library's bibliographic and user records shall be provided to that Member Library in a standard machine-readable form.

It is understood that upon withdrawal the withdrawing Member Library shall cease to receive services through the MSC. Services shall terminate at the end of the fiscal year. The costs incurred for withdrawal from the MSC shall be the sole responsibility of the withdrawing Member Library.

#### **12. PAYMENT**

A Member Library is responsible for its share of the costs for operating the MSC. These costs are established annually by the Members' Council. The financial requirements for the next fiscal year shall be assessed and distributed by the Executive Committee or Fiscal Agent 30 days prior to the first meeting of the calendar year.

See Addendum B Cost Formula .

The MSC fiscal year begins July 1 and ends June 30 of the following year. MSC Member Libraries agree to remit their respective amount due in full within thirty days of invoice by the project Fiscal Agent.

The failure to meet the terms of this section of this Contract may result in the suspension of a Member Library's use of the MSC system.

#### **13. SERVER AVAILABILITY**

MSC production server will be operated with the goal of being available for use by Member Libraries for circulation and other transactions 24 hours a day, 7 days a week, 365 days a year, except for scheduled maintenance and upgrades. Monthly uptime/downtime statistics will be tracked. Every effort will be made to schedule downtime so as to cause the least disruption of service. The Project Manager agrees to provide participants with at least 24 hours prior notice of scheduled system downtime. The system will be managed in such a way as to minimize unscheduled downtime.

Access will be via the Internet; Internet access is the responsibility of each Member Library.

#### **14. SUPPORT**

A work group will generate a separate procedural document, describing the support processes for the MSC. In general, Member Libraries are responsible for resolving problems regarding circumstances within their facilities, or difficulties with their Internet access. Problems with the MSC server or the applications shall be referred to the Systems Manager who will have emergency support contingencies in place and available to meet members needs.

#### **15. RECORDS— BIBLIOGRAPHIC, PATRON, CIRCULATION, & AUTHORITY**

MSC Member Libraries will be responsible for inputting bibliographic records from databases that meet acknowledged bibliographic standards, e.g., OCLC, MARCIVE, etc. A MSC work group will generate a separate procedural document describing best cataloging practices. This document will reflect the evolving policies and standards proposed by Member Library librarians, and adopted by the Members' Council.

Each Member Library has full responsibility for linking and withdrawing item and location information (barcode number, library location, volume number, call number, copy number, type of material, publishing information, etc.) for its holdings to title information contained in a bibliographic database.

Member Libraries own the records to which they have associated items. In many cases these records are shared with several members having attached items to a single bibliographic record. Therefore, to protect the integrity of MSC, no Member Library may modify or delete records that are shared by other Member Libraries without the expressed permission of other Member Libraries associated with that record.

#### **16. CONFIDENTIALITY OF LIBRARY RECORDS**

Library Records (as defined in this Contract) of each Member Library shall be released or disclosed only:

- (1) To that Member Library itself;
- (2) To the System Administrator(s) (as defined in this Contract); and
- (3) To any other library by prior written consent of both the Member Library whose records are involved and the library being granted access to these records. The Member Library owning the records shall inform the System Administrator(s) in writing of the nature and extent of access to the library records being granted.

Member Libraries agree that pursuant to the requirements of the Montana Library Records Confidentiality Act, the Library Records (as defined in this contract) contained in the MSC shall be considered confidential.

#### **17. GOVERNANCE**

Member Libraries are expected to actively participate in the governance of MSC. MSC is governed by a "Members' Council". The Members' Council is comprised of one representative from each participating library.

The Members' Council, at its spring meeting, will appoint an "Executive Committee". The Executive Committee gathers information relating to the operation and governance of the MSC from, and disseminates information to, Member Libraries.

See MSC By-Laws for more information about the Executive Committee.

#### **18. PROJECT ADMINSTRATOR DUTIES**

The Montana State Library through the Montana Library Network provides assistance for the MSC, including but not necessarily limited to assisting Member Libraries by managing the server, as System Administrator(s). The System Administrator(s) is responsible for determining overall server operations, backing up, maintaining, and providing security for the system.

#### **19. NEW MEMBERS**

Any Montana Library wishing to join the MSC shall pay to the Fiscal Agent, on behalf of MSC, all costs related thereto negotiated between the applicant and MSC, including but not limited to:

- Any MSC system costs engendered by their joining the system;
- Vendor costs;
- Necessary local site costs;
- All expenses from the MSC Vendor;
- Training expenses;
- Annual payments (maintenance and other shared costs set by the Members' Council; and
- Any other costs associated with becoming a Member Library.

New Member Libraries are required to sign the Participating Member Library Addendum C with the SIRSI Corporation.

#### **20. MEMBER LIBRARY RESPONSIBILITIES**

By signing this Contract, each Member Library agrees to:

- Follow this Contract, in its entirety;
- To pay its share of costs in full, and in a timely manner;
- To abide by the terms of the Contract and Addendums between the Montana State Library, Missoula Public Library (fiscal agent), and the Vendor (copies are posted on the MLN Website);
- Work with other MSC libraries to pursue mutually agreed upon goals;
- Share resources, best practices, and expertise without expectation of equal reciprocation;
- Be honest and open with other MSC libraries, candidly sharing opinions and respecting partners' values, points of view, and ideas;
- Implement services using mutually accepted library automation related standards, to facilitate resource sharing, collection development, and information exchange;
- Maintain a current membership in OCLC, for the purposes of bibliographic access and control;
- Maintain records (bibliographic, patron, authority, circulation, etc.) consistent with the terms of this Contract;

- Participate in modifications, upgrades, and new services;
- Supply statistics and records that may be required by the MSC to document the operation of the MSC;
- Participate in training and continuing education opportunities, at its expense, necessary to efficiently and effectively use the MSC;
- Actively participate in the operation and governance of MSC, and abide by the decisions of the Executive Committee and Members' Council;
- Regularly review MSC operations and advise in writing when modifications or improvements are necessary;
- Provide the appropriate hardware and operating system, upgrading or replacing older or obsolete hardware or software as necessary, to meet specifications and requirements needed to permit access to the public access catalog and staff (circulation, cataloging, etc.) functions of the shared system. The costs of all equipment will be the responsibility of each library;
- Make arrangements and meet local costs for data communication services from Member Library's computer network. Data communications costs are the responsibility of the Member Library and are outside the terms and conditions of this Contract;
- Each Member Library will work, within the context of the MSC, to govern the use of its respective materials. Collection of fines and recovery of materials from patrons will be the responsibility of each library.

21. SIGNATURES

Agreed to by the signatories below:

Montana State Library:

Signature Darlene M Staffeldt

Director

Title Statewide Library Resources Date July 8, 2004

Member Library:

Drummond School Community Library  
Library Name Here

Signature Jodi Oberweiser

Title Library Director Date June 16, 2004

Copies of this signed Contract are to be kept on file by the:  
Member Library  
System Administrator(s)/MSL  
Fiscal Agent

Contract last modified May 2004



## ATTACHMENT A: MEMBER LIBRARIES

Bitterroot Public Library  
Boulder Community Library  
Dillon City Library  
Hearst Free Library  
Boulder Community Library  
Kalispell Regional Medical Center Medical Library  
Flathead Valley Community College Library  
Montana Department of Transportation Library  
Montana Historical Society Research Center  
Plains Public Library District  
Polson City Library  
Thompson Falls Public Library  
Flathead County Library & Branches :  
(Flathead County Library: Whitefish Branch)  
(Flathead County Library: Big Fork Branch)  
(Flathead County Library: Columbia Falls Branch)  
(Flathead County Library: Marion Branch)  
Missoula Public Library & Branches :  
(Missoula Public Library: Swan Lake Branch)  
(Missoula Public Library: Seeley Lake Branch)  
Montana State Library  
St. Ignatius Public Schools Library  
State Law Library of Montana  
Bighorn County Public Library  
Carnegie Public Library  
Glendive Public Library  
Lewistown Public Library  
Miles City Public Library  
Sweet Grass County High School Library

### Addendum B Cost Formula and Related Fiscal Information

#### Ongoing Cost Structure

Each year, participating libraries are assessed a fee for ongoing costs. The MSC Membership determines cost items, and the cost share apportioned between member libraries. Local contributions to ongoing costs are based on two criteria, each library's 1) relative number of bibliographic items and 2) amount of total operating expenditures for the previous fiscal year. "Total operating expenses" is defined as all library expenditures of any type, including but not limited to extra-budgeted expenditures such as donations or funds from foundations, for a given period of time—basically, all funds expended by a library, budgeted or not, during a fiscal year.

For example, if total ongoing costs are \$1.00, and a library has half the bibliographic items in the MSC, and, in addition, had total operating expenditures equaling half the sum of all MSC libraries' total operating expenditures for the previous year, this library

would pay \$0.50 of the ongoing costs. This would include a \$0.25 share figured by bib items, and a \$0.25 share proportionate to operating expenses.

Each library's 'fair share' of ongoing costs is calculated using this combination of relative number of bibliographic records and the size of its budget.

Cost items are agreed upon by MSC Member Libraries, as is the formula by which these costs are distributed. Certain cost items, such as self-checkout machines and security tags are paid for by the individual MSC libraries using such features.

Addendum C Participating Member Library's Contract with SIRSI Corporation.

# WESTERN STATES INSURANCE

## SCHOOL ACCIDENT/INJURY REPORT

DATE OF ACCIDENT: \_\_\_\_\_ TIME OF ACCIDENT: \_\_\_\_\_

NAME OF INJURED: \_\_\_\_\_ PARENT'S NAME: \_\_\_\_\_

AGE: \_\_\_\_\_ SEX: \_\_\_\_\_ GRADE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ PARENT'S WORK PHONE: \_\_\_\_\_

LOCATION OF ACCIDENT: \_\_\_\_\_

DESCRIPTION OF ACCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSON IN CHARGE WHEN ACCIDENT OCCURRED:** \_\_\_\_\_

**IMMEDIATE ACTION TAKEN:** ( ) First-aid Treatment ( ) Sent to School Nurse

( ) Taken Home ( ) Referred to Doctor ( ) Sent to Hospital By Whom: \_\_\_\_\_

**NOTIFICATION:** ( ) Parent ( ) Guardian ( ) Doctor ( ) Nurse ( ) Teacher ( ) Other \_\_\_\_\_

How Notified: \_\_\_\_\_ When: \_\_\_\_\_ By Whom: \_\_\_\_\_

**DISPOSITION:** ( ) Taken Home ( ) Taken to doctor's office ( ) Taken to hospital ( ) Other \_\_\_\_\_

**WITNESSES:** Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**MISCELLANEOUS INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person Submitting Report \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Signed by Principal /Nurse \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

**Facility Use Agreement  
Drummond School Community Library**

This Facility Use Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is effective immediately, by and between the Drummond School Community Library, hereinafter referred to as "Library" and \_\_\_\_\_ hereinafter referred to as "User".

**Article I  
Premises and Conditions**

- A. Premises – For and in condition of the terms and covenants of this lease to be performed by User, all of which User accepts, Library hereby leases to User the Library facilities described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) the facilities are to be used: \_\_\_\_\_

User agrees to use and permit the use of only those facilities specifically leased to User.

- B. Condition of Granting Lease – The granting of this lease and its acceptance by User is conditioned upon the following covenants:
- a. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by user, its employees, patrons, agents or members.
  - b. No illegal games of chance or lotteries will be permitted.
  - c. That no functional alteration of the premises or functional changes in the use of such premises shall be made by User, without specific written consent of the Library.
  - d. That adequate supervision is provided by User to ensure proper care and use of school facilities.

Drummond School Community Library Policy

Revised: November 11, 2008

Shelley Johnson, Chairman Shelley Johnson

Kitty Logan, Vice Chairman K. M. Logan

Allen Bryant Allen Bryant

Colette Fadness Colette Fadness

Sue Peterson Sue Peterson

Jodi Oberweiser, Library Director Jodi Oberweiser