STILLWATER COUNTY LIBRARY
POLICIES

1.0 RULES OF CONDUCT

To better serve all library customers, the Stillwater County Library Board of Trustees has established standards of acceptable behavior to ensure a positive, welcoming, clean and safe environment conducive to library use. Behavior becomes unacceptable when it impinges on the rights of others.

- Patrons shall be engaged in normal activities associated with the use of the public library while in the building.
- Patrons shall respect the right of other patrons and library employees and shall not annoy others through noisy or boisterous activities, by cell phone use, by monopolizing resources, or by other behavior which may reasonably result in the disturbance of other persons in the library.
- Physical, verbal, and sexual harassment, i.e. exposure or offensive touching, are prohibited in the library.
- Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.
- Patrons are expected to be aware of and follow the rules set by the Internet Use and Circulation Policies.
- Patrons shall not deface or mar books, magazines, newspapers, recordings or other items of the library collection nor shall they deface, mar, or in any way destroy or damage library furnishings, walls, machines, or other library property.
- Patrons shall not be permitted to enter the building without a shirt or other covering on their upper bodies or without shoes or other footwear.
- Personal hygiene shall conform to the standard of the community for public places. Individuals with offensive body odor leading to complaints from other library users and/or staff will be asked to leave and to address the issue before returning.
- Smoking is not permitted in any area of any library facility, or in any area where secondary smoke will enter a library facility.
- The library staff reserves the right to limit or prohibit the consumption of food and beverages within any part of the library facility.
- Skateboarding, in-line skating, and biking are prohibited on the sidewalk in front of the library. Bicycles must be left outside the building. Skateboards and in-line skates must be carried when inside the building.
- Patrons must leave the library promptly upon closing.
- Consumption of alcoholic beverages is not permitted on library property, except as part of a library sponsored program authorized by the Library Board.

1.1 LIBRARY BEHAVIOR

- The Stillwater County Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services.
- People demonstrating disruptive behavior will be required to leave the Library after one warning from Library staff; children under eighteen will be asked to leave after two warnings from Library staff. Disruptive behavior includes, but is not limited to: Noisy, boisterous actions; inappropriate behavior including smoking, running or loud talking;
misuse of Library property; uncooperative attitude; or actions that deliberately annoy others or prevent the legitimate use of the Library and its resources. Abusive language and behavior toward staff will not be tolerated.

- Personal appliances, such as computers, electronic music devices, tablets, and calculators, may be used if the noise level is low and use does not interfere with others. Cell phone use is permitted, yet respect for other people is expected.

1.2 LIBRARY BILL OF RIGHTS AND INTERPRETATIONS
By separate action, and reaffirmed herein, the Stillwater County Library has endorsed the American Library Association’s Library Bill of Rights and Interpretations.
Adopted June 13, 2019

1.3 UNATTENDED CHILDREN

The Stillwater County Library welcomes and encourages children to visit the Library, use library resources and services, and attend library programs. Staff members are available to help and support children; however, the Library is not able to provide short- or long-term child care, or be responsible for unattended children.

Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the Library and must have adequate supervision while in the Library. The Library is not responsible if children leave Library property unattended.

Parents, guardians, and/or caregivers are responsible for the safety, behavior and supervision of children at all times in the Library and on library property. Children are expected to respect library property and adhere to the rules outlined in the Rules of Conduct policy. Library staff will attempt to contact a parent, guardian and/or caregiver in circumstances such as the following:

- An unattended child is engaging in behavior that is disruptive to other library users, staff, or the normal operations of library business.
- An unattended child is involved in a situation that is potentially harmful to the health or safety of the child and/or others.
- An unattended child is left alone at the Library at closing time.

Such situations will be handled on a case-by-case basis. If parents, guardians, and/or caregivers cannot be reached, or are unresponsive, the Library will work with other county agencies and/or the Columbus Police Department as needed for your child(ren)’s safety.

1.4 HARASSMENT AND LEWD BEHAVIOR

Patrons and staff have the right to enjoy an environment free from harassment or lewd conduct. Anyone, including patrons, who harasses staff or another patron will be asked to leave the Library, and a report will be filed with the Director. Repeated acts of harassment or acts that may escalate into violent or illegal actions will be reported to police. Lewd acts or sexual misconduct are not appropriate in the Library. Those who commit minor acts, such as teenagers who make out in the Library, will be given one warning and then asked to leave. Serious acts and acts involving minors will be reported to the police and to the Director.
1.5 SOLICITATION POLICY

Solicitation of patrons and/or employees by non-employees, inside library facilities, is prohibited regardless of the nature or content of the solicitation, the method of style or presentation, and presence of financial remuneration.
Active solicitation within the library building and the areas of egress to the library and the library parking lot is not permitted unless it is a library function or an activity related to fund raising for the library and under the general supervision of the library staff. Active solicitation refers to any person-to-person communication for the purposes of (1) obtaining contributions and donations, (2) selling merchandise, coupons, or tickets, (3) collecting signatures, (4) distributing educational or promotional materials, (5) recruiting members or clients and (6) financial solicitations/transactions.

1.6 FORFEITURE OF LIBRARY PRIVILEGES

Anyone violating the policies or procedure of the Library may, at the discretion of the Library Director, be asked to leave the premises or be denied borrowing privileges.
2.0 OBTAINING A LIBRARY CARD

Photo identification and verification of a current Montana address are required to obtain a library card. A library card will be issued when approved proofs of identity and address are presented.

We offer family cards to save on per patron costs with the Montana Shared Catalog. Replacement cards are available for $1 each.

2.1 LIBRARY CARD RULES

- A cardholder agrees to return the borrowed materials on time and accept responsibility for lost or damaged items.
- The cardholder is responsible for the original price of the item plus any processing or recovery fees when items are lost or damaged beyond repair.
- A valid library card, or a current photo ID, must be presented to check out materials upon request.
- Held materials may only be picked up with the library card under which the item is held.
- A library card remains valid as long as it is used at least once every two (2) years. If a card has not been used in two (2) years and is clear of charges, it will be purged from the database.
- It is the cardholder’s responsibility to notify Library staff of any address or contact information changes.
- If a library card is lost or stolen, it is the responsibility of the cardholder to notify the library.
- Stillwater County Library materials may be returned to any Partner library regardless of checkout location.

2.2 CONFIDENTIALITY OF LIBRARY PATRON RECORDS

The Stillwater County Library supports every patron’s right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower’s card and presentation of the card permits access to information about the borrower’s current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the Library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged. In compliance with §22-1-1103, MCA, no information will be released to any person, agency, or organization, except to recover overdue materials through the release of information to parents, legal guardians, and the County Attorney’s Office or in response to a valid court order or subpoena and properly presented to the Library Director, or if written permission to release and disclose library records is placed at the Circulation Desk.

2.3 FINE POLICY

When a patron has items that become overdue for more than thirty (30) days, the patron will become blocked in the system. This means that they will not be able to renew items, or check anything additional out until all of the overdue items are returned. There will be no fine assessed when the items are returned and the patron’s privileges will be immediately reinstated. Once the
items have been overdue for ninety (90) days the user will receive a bill for the replacement value of the items. If the items are not returned and the bill is not paid within 10 days, the Library reserves the right to take legal action.

2.4 INTERLIBRARY LOAN

As determined by staff, materials not found in the library may be borrowed from another library, following state and national interlibrary loan protocol and this library’s policies as outlined below. This policy does not apply to holds placed through the Library Catalog for items in the Partners system. For those items, follow regular circulation policies.

- Persons requesting interlibrary loan services must have a current Stillwater County Library card.
- Maximum of 3 interlibrary loan requests per month per library card.
- Patrons shall be notified of and are responsible for prepaying any charges made by the lending library.
  - The lending library sets the due date. Fines for overdue interlibrary materials are $1.00 per day.
  - Renewals may be granted by the lending library but are not guaranteed.
  - Charges for lost or damaged materials will be billed to the patron in the amount determined by the lending library.
  - No refunds will be provided.

Interlibrary loan privileges may be revoked if a patron does not adhere to the policy.
3.0 LIBRARY PROGRAMS

As part of its service responses as a center for Lifelong Learning Center and General Information, the Stillwater County Library offers programs for citizens of all ages. Programs may be developed and presented by Library staff or may be co-sponsored by the Library and other community organizations. Children’s storytime programs will be presented by Library staff on a regular schedule throughout the year. Other programs for children and young adults will be planned, staff time and budget permitting, during school holidays and summer vacations. Programs for adults may be scheduled throughout the year as interest warrants. Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely nature. Presenters may not directly solicit business before, during, or following a program, although cards and brochures may be left on the display table for attendees to pick up. No fees may be charged to attend any Library sponsored or co-sponsored program, however cost of supplies may be incurred. Library programs are generally open to anyone wishing to attend. Persons attending Library sponsored or co-sponsored programs are expected to adhere to the Library’s policies on patron conduct.
4.0 DISTRIBUTION OF FREE MATERIALS

Display space is available to community organizations to disseminate information. Items that publicize community organizations and local events further the role of the Library as a source for non-profit, civic, cultural, educational, and recreational information.

Items for posting or distribution must be presented to Library Director for approval; items will be dated prior to being placed on the bulletin board or in the information rack. Items placed on the bulletin board may be displayed for a maximum of one month. Library staff will remove items that have expired or that have been posted for one month. Items removed will be discarded; Library staff cannot return posters and flyers that have been displayed. Distribution or posting of items by the Library does not indicate endorsement of the issues, events, or services promoted by those materials. Items left or posted without approval will be removed and discarded.
5.0 GIFT POLICY

The Library staff may accept gifts of books, periodicals, and other materials, with the understanding that they will be added to the Library collection when needed.

The decision to include gift materials is based upon the following considerations:
1. Does the material meet the Library’s standard of materials selection?
2. Is the physical condition of the material satisfactory?
3. Does the Library need the material or multiple copies in its collection?

Material not added to the collection may be placed in the annual book sale. The Library reserves the right to decide the conditions of display, housing, and access to the materials. No estimate of value of donated material will be furnished. Materials received will become the property of the Stillwater County Library. When gift materials are deemed no longer useful, the Library will dispose of them on the same basis it disposes of other materials. Monetary donations for the purpose of acquiring materials are accepted and recommendations for specific items will be considered according to standard materials selections set forth in the library policies.
6.0 GRIEVANCE POLICY

Patron complaints will be treated seriously, courteously, and with concern for the patrons’ point of view. While each complaint is treated seriously, it remains an allegation until evidence is presented to support or reject the complaint. Grievances will remain confidential. The following procedures should be followed in making a complaint against the Library, the staff, or another patron:

Step 1. Informal Resolution. Verbally inform a staff member or Director of your grievance.

Step 2. Written Grievance to Director. If a complaint cannot be resolved by the staff, a written complaint should be submitted to the Director. A complaint form is available upon request. A written response will be given in response to the complaint and if the Director’s response is found unsatisfactory, the Director will then forward the complaint to the Board of Trustees. The Board’s decision will be final.
STILLWATER COUNTY LIBRARY PATRON COMPLAINT FORM

Please complete all fields below. We will attempt to resolve your complaint quickly and fairly.

Name: ________________________________________________________________________

Address: ______________________________________________________________________

City/State: _________________________ Daytime phone: ______________________________

Email: ________________________________________________________________________

Are you a Stillwater County Library cardholder? YES   NO

Please briefly describe your complaint in the space below. If relevant, include in your description where and when the incident occurred (date/time), the full names of any Library staff or patrons involved and how they were involved, any previous efforts made by you and/or Library staff to resolve the complaint, and any other significant information.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

____________________________________________________________________________

Signature: _______________________________________________ Date: ________________

Signature of Director: ______________________________________ Date: ________________
7.0 INCLEMENT WEATHER

As part of our commitment in providing excellent customer service, the Library will attempt to operate on a normal schedule during times of inclement weather until the conditions are determined to be unsafe for the public and staff. The decision to delay opening, close early, or close all day is based on the ability to meet minimal staffing levels, road conditions, and the physical condition of the facility, including the sidewalks and parking lots. All closures are approved by a majority of the Board of Trustees.

During periods of inclement weather, we will post notice on our front door as well as social media. Patrons can also call the Library to learn of any changes in hours before they attempt to visit.
8.0 INTERNET USE POLICY

The Stillwater County Library is a public library dedicated to providing public access to printed, audio, visual and electronic information, including internet access.

Using the Library’s Public Computers and Wireless Network
This policy applies to all use of the Library’s wired or wireless Internet services, whether on privately-owned devices or Library-provided devices. While Library staff is happy to assist users in accessing the Internet, they cannot offer legal, financial, or any other professional advice, only technical. For basic training in the use of the Internet or of personal computers, an appointment must be made with a member of the staff.

Internet Content Disclaimer
While most of the information can be valuable and enlightening, the user may also find materials that are unreliable, personally offensive, or illegal under U.S. law (see also USA PATRIOT ACT). The Library cannot police a global network and each individual user must take responsibility for his or her own activities on the internet and for the activities of his or her children.

Public Computers
Patrons will check in at the front desk to reserve a public computer for 30 minutes of access time. If no one is else has registered for the following period, a patron may continue using the station for another 30-minute period.

Minors
In accordance with §41-1-101, MCA, a minor is anyone less than 18 years of age. A minor must be accompanied by a parent or guardian or have written permission from the parent or guardian in order to use the public computers. It is not the Library’s policy to decide what ideas or information children should be exposed to. Parents or legal guardians should provide guidance to their own children. Parents or legal guardians are solely responsible for their child’s, and only their child’s, use of the internet.

Prohibited Uses
- Using public or personal devices in a manner that unreasonably interferes with another Patron’s use of the Library, such as by playing videos or accessing sites that produce sounds.
- Failure to follow Library rules for use of public computers and wireless networks, including time limits, printing policies, and use of headphones.
- Failure to pay for charges incurred from printing.

Illegal Uses
Further examples of unacceptable use of public or personal devices while using Library Internet services include, but are not limited to, the following:
- Damaging or tampering with equipment, software, or data belonging to the Library or to other users, including adding, altering, or deleting files on Library workstation hard drives or other Library computer equipment as described in §45-6-311, MCA.
- Violating computer system or network integrity including attempts to bypass network security functions, obtain passwords, or alter the configuration of Library workstations in any way as described in §45-6-311, MCA.
- Violating software licensing agreements.
• Violating copyright laws, except as permitted by fair use or other copyright exemptions, patrons may not reproduce, display, or distribute copyrighted materials.

• Using the Library computers or the Library’s Wireless network for purposes of abuse, harassment, annoyance, or intimidation of staff or other individuals is a violation of §45-8-213, MCA.

• Offering for sale or use any substance for which possession is prohibited by law.

• Compromising the safety and security of minors who may be in the Library by purposely or knowingly publishing, exhibiting, displaying or otherwise making available obscene material to minors as is in violation of §§45-8-201and 45-8-206, MCA. According to §45-8-201, MCA, “A person convicted of obscenity shall be fined at least $500 but not more than $1,000 or be imprisoned in the county jail for a term not to exceed 6 months, or both.” According to §45-5-625, MCA, persons convicted of sexual abuse of children could face fines not to exceed $10,000 or be imprisoned in the state prison for a term not to exceed 10 years, or both.

The Library reserves the right to terminate the Internet access privileges of any person abusing these principles.
COMPUTER/INTERNET MINOR RELEASE FORM

I have read and understand the computer guidelines. I agree to abide by these terms at all times while using computers at Stillwater County Library. I agree that failure to comply with any of these terms will result in termination of computer privileges.

Printed name of User: ________________________________________________

Signature of User: ___________________________________________________

Date of Birth of User: ________________________________________________

Parent/Guardian Phone Number: ________________________________________

Parent/Guardian Email: _______________________________________________

Signature of parent or guardian: ________________________________________

Date: __________________________________________________________________
9.0 MEETING SPACE USE

The library provides one meeting space that accommodates approximately 10 people at no charge to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. No business promotion, selling, solicitation or taking of orders may occur within the meeting space, to include fundraising and donations, except for events sponsored by the Library.

The public meeting space is available on days the Library is open for regular business. Meeting space is not available after hours. All meetings must be free of charge. Availability is on a first-come-first serve basis for 2-hour time slots and may be subject to time limits as necessary to accommodate Library-related meetings, events, and work-space needs. The Library has the right to make schedule adjustments for Library use, but advance reservations will not be cancelled without prior notification. Reserving a room and failing to show up without cancelling may result in restrictions on future reservations. The contact person must have a Library card.

Hot beverages and filtered water are available for purchase; however, groups must provide their own paper and plastic products if they wish to serve food. Alcohol is not permitted, except for events sponsored by the Library. A microwave is available for use. Groups are responsible for the clean-up of the room. Failure to meet this requirement may result in loss of future reservation privileges.

Groups are required to adhere to all Library policies. If a group's actions during a meeting disrupt or harass others in the library, they may be asked to leave the premises. In the case of any disputes of use of Library space, the Library Director will be the final authority.
Stillwater County Library Meeting Space Reservation

Date of meeting: ____________________________             Library Staff Initials: ____________

Reservation Start Time: ____________________              End Time: ______________________

Name of group:_________________________________________________________________

Title of meeting (will be posted on the door): _________________________________________

Name of person responsible: ______________________________________________________

Library card #____________________________    E-mail: ______________________________

Phone: __________________________ Alternate phone: _______________________________

Purpose of meeting: _____________________________________________________________
_____________________________________________________________________________

Expected attendance: ________

Business promotion is prohibited. Please refrain from selling items, taking orders, or collecting donations.

Will refreshments be served? Yes  No  What type?  ____________________________________

Alcohol is prohibited. Group is responsible for setting up and cleaning up. A vacuum cleaner is available.

I have read and agree to comply by the Library Meeting Space Use Policy. I understand that it is my responsibility to set up and to leave other meeting spaces as found. If the room, furniture or equipment is damaged or if cleaning service beyond normal trash removal is required, the group will be liable for damages/cost. I understand and agree that the information provided above will be posted on the meeting room doors and be made available for informational purposes upon request from the public.

SIGNATURE: _________________________________________________________________

DATE _______________________________________

Please let the Library know as soon as possible if you cancel the meeting so the room can be available for others; call (406)322-5009. Groups must be out of the building by the Library’s closing time. Reminder: Groups or individuals using the meeting space may not use the Library logo or imply that the event is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.
10.0 LIBRARY VOLUNTEERS

Policy Statement

Stillwater County Library utilizes the services of volunteers to supplement, and not to replace, the efforts of paid Library staff in meeting demands for quality public service. Volunteers aid the Library in making the best use of its fiscal resources and contribute to sound working relationships with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality Library service. The Library and its volunteers work together to meet the goals and mission of the organization. Volunteers are expected to act in accordance with Library policies and to exhibit positive customer service behavior with all Library patrons.

Definition

A library volunteer is defined as an individual who assists with work done at the Library without promise, expectation or receipt of compensation for services rendered.

Applicants for volunteering under the age of 18 are required to have parental/guardian permission before volunteering. Applicants under the age of 14 will be reviewed on a case by case basis in order to participate in the volunteer program. Background checks will be conducted on volunteers who may work with children.

Volunteer Placement

- Volunteers are placed in positions best suited to their skills, interests and availability.
- Stillwater County Library does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.
- Volunteer placement is based on the:
  - Qualifications of volunteer applicants
  - Needs of the Library at any given time
  - Volunteer’s ability to commit to a consistent schedule of hours (if required); and
  - Availability of staff time to supervise volunteers

Volunteer Application and Interview Requirement

- All Library volunteer applicants must complete a volunteer application form that can be accessed on the Library website.
- Applicants will be contacted to be interviewed for possible placement by the Volunteer Coordinator. The interview will include a snapshot of the volunteer program overall and a description of the current volunteer opportunities.

Regulations

1. Applications are required for all Library volunteers.
2. Applicants must be 13 years of age or older. Volunteers younger than 13 years old may be accepted at the discretion of the Director. In that case, a parent or guardian must be present at all times.
3. Applicants will be contacted for an assessment and, if selected to volunteer, will be required to attend an orientation session.

4. Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time. Acceptance of an application is at the Library’s discretion and completing an application does not guarantee an available position.

5. The designated Volunteer Coordinator in conjunction with the Director is directly responsible for screening, interviewing and orienting the Volunteer, assigning specific duties and dealing with problems as they arise.

6. Volunteers must not assume nor should they in any way be given the impression that their work in the Library will ensure a future position as a paid staff member.

7. Volunteers can receive no monetary reimbursement for their work nor are they eligible for any additional benefits such as insurance, hospitalization and Workman’s Compensation. The volunteer must clearly understand that the Library cannot assume any responsibility for loss or bodily injury while working as a volunteer in the Library.

8. Volunteers will perform assigned task of sub-professional and/or clerical nature in connection with the standard routine of Library operations during the Library’s regular working hours.

9. All informational questions must be referred to the librarians only. Work at the Circulation Desk, answering reference questions, and in general, directly assisting the Library patron are the duties of the Library’s regular paid staff, and should not be undertaken by the volunteer.

10. Volunteers must follow the Patron Behavior Policy.

**Time Sheet**

If applicable, each volunteer will be responsible to keep track of his/her volunteer hours. Individual log sheets will be kept by the Volunteer Coordinator.

**References**

If applicable, the Library will provide references for volunteers. The following information will be released in response to a reference request:

- The beginning and ending date of service
- The various assignments performed as a volunteer
- The number of hours of service given

Upon consent of the volunteer, character references may be provided by individual library staff members concerning the volunteer work done in the Library however these are not formally sanctioned on behalf of the Library.

**Confidential Information**

All library users have a right to privacy and confidentiality regarding their personal information and the use they make of the library facilities, materials and websites. Staff and volunteers have an obligation to Stillwater County Library patrons to maintain confidentiality and respect privacy. Volunteers might be exposed to information of a confidential nature. Such information is not to be shared with anyone else including family, friends or acquaintances. No one is
permitted to remove or make copies of any records, reports or documents. Volunteers are not permitted to use staff workstations without permission from a supervisor.

**Dress Attire**

Casual clothing is acceptable when volunteering. In general, volunteers should use common sense and good judgment in dressing and grooming appropriately. The library is committed to maintaining a professional and welcoming atmosphere. For that reason, volunteers who have direct contact with the public should avoid wearing attire that expresses a political or religious slogan or statement. All volunteers should refrain from wearing clothing that might be considered obscene, profane, harassing or suggestive in nature.

**Personal Belongings**

The library assumes no liability for personal items that are lost, damaged or stolen. It is advisable not to bring valuables to the library.

**Rest Periods, Eating, Drinking and Smoking**

A 15-minute break for every four hours of work is acceptable. Volunteers should always inform the department supervisor or another staff member in the department when they are leaving for a break and when they return to the department.

**Incident/Injury Reports**

The safety of all people in the library is important. Caution, care and common sense are critical to all work done in the Library. Please ask for safety equipment, such as gloves or a step stool, if needed it for an assignment. If an accident or unusual occurrence should happen, report the incident to a staff member immediately. All accident and injury reports are kept on file by the Director.

**Changes in Personal Information**

The Library needs current contact information about each volunteer. This information may be needed to contact family in case of an emergency or when the supervisor must find a substitute for a volunteer who is suddenly unavailable. Please notify the Volunteer Coordinator of any change of address, name, email, telephone number or emergency family contact.

**Attendance**

Once accepted and placed in a volunteer assignment, it is important that a volunteer report for duty on time. Vacation and other planned time away that conflicts with a regular volunteer assignment should be reported as far in advance as possible. For illness or emergency absence, call or email as soon as possible to the supervisor or the Volunteer Coordinator. Before hours, call the Library at 406-322-5009 to leave a message.

**Phone Calls**
Volunteers should set personal cell phones to silent or vibrate while on duty.

**Cause for Dismissal of Volunteer Duties**

The following violations may result in immediate termination of volunteer service and possibly library privileges depending upon the severity of the circumstances:

- Reporting for a volunteer assignment under the influence of alcohol or drugs
- Theft of property or misuse of equipment or materials
- Committing illegal, violent or intentionally committing inappropriate or unsafe acts
- Abuse or mistreatment of any Stillwater County Library staff, patrons or other volunteers
- Releasing confidential patron/staff information
- Consistent tardiness/and or absences from scheduled volunteer shifts
- Inability to perform assigned tasks
- Abuse of Library policies or volunteer procedures
- Compulsive talking or ongoing extended periods of conversation
- No volunteer supervisor available or no appropriate task available

**Ending Volunteer Service**

Volunteers may end their library service at any time. When a volunteer chooses to resign, as much advance notice as possible is appreciated. When possible, the library would like the opportunity to complete an exit interview with each volunteer who resigns. The exit interview is conducted by the Volunteer Coordinator and/or the Library Director.

**List of Volunteer Jobs**

The following list indicates jobs appropriate for volunteers. Any of these job assignments must be made under the direction of Library personnel. Additional tasks may be assigned or added to this list with approval from the Library Director or the Volunteer Coordinator only.

- Shelf Reading
- Shelving DVDs, music CDs, board books, paperbacks and other parts of the collection which are arranged alphabetically.
- Putting materials in order (on a book truck)
- Facing materials
- Preparing crafts
- Cleaning materials
- Preparing books for circulation
- Cleaning scratched DVDs
- Assisting with summer reading programs (helping with crafts; reading, assisting with registration and/or sign-ins; etc.)
- Pulling collections of materials for outreach
- Assisting with displays
- Gardening/weeding
- Special projects
Stillwater County Library Volunteer Application

Name: _______________________________________________________________________________

Preferred Phone Number: ________________________________________________________________

Email Address: _______________________________________________________________________

Mailing Address: _______________________________________________________________________
_____________________________________________________________________________________

Emergency Contact Name: ________________________________________________________________

Relationship: ________________________________________________________________________

Phone Number(s): _____________________________________________________________________

Related Work Experience (brief description): ________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Volunteer Experience (brief description): _______________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Why do you want to volunteer at the Stillwater County Library? __________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What is your availability? __________________________________________________________________

Time Commitment (please circle preference):

Short term (days/specific events/a few weeks), Long term (3+ months)

By signing this form, I certify that I have read the Stillwater County Library Volunteer Policy
and that I will follow the terms described within. I understand that as a volunteer, I may be
required to have a criminal background check performed prior to starting the assignment.

Signature: ____________________________________________________________________________

Date: ________________________________________________________________________________

Signature of Parent/Legal Guardian (if under 18):

_____________________________________________________________________________________

Date: ________________________________________________________________________________
11.0 Art for Display

It is the policy of the Stillwater County Library to provide the members of its community free access to a variety of materials and to support the history and culture of Stillwater County and its surrounding areas. One method of doing so is to provide space for art exhibits.

The Stillwater County Library Art Committee (Art Committee) will be responsible for developing and implementing the review and selection process of all artwork within designated areas in the library. The Art Committee shall be appointed by the Library Board for 3-year terms. It shall consist of a minimum of three but not more than five members, including the Library Director. The Library Director will serve as Chair.

The Library Director will keep a file of local artists’ names received via referral, interaction, or application to be reviewed by the Art Committee twice a year minimum, or as needed. The Art Committee will evaluate and select artwork and schedule the exhibits for the following six months to one-year period.

Artists can submit representative examples of the artwork to be considered for display, along with an Art Exhibit application, to slibrary@mtlib.org. A website is an acceptable and preferred representation.

The Art Committee will determine the relevance of, the conditions for, and the availability of suitable space for the exhibit. The following requirements also apply:

1. Applications for exhibits will be granted on a first-come, first-serve basis. The Art Committee shall have the final decision on the content and arrangement of all exhibits. The Library reserves the right to place limits on location, duration, and size of exhibits.

2. Library-initiated exhibits will be given priority.

3. Items intended for exhibit must be approved before installation. Children and adults who have various degrees of maturity view library exhibits; therefore, exhibitors must keep the audience in mind. The Art Committee will consider a wide range of artistic expression when choosing exhibitors while being mindful that all segments of the community and all age groups will have access to the display area. In an effort to have a welcoming, stress-free environment for all, the library will not display works that promote a specific religious concept, espouse partisan politics, demean groups or individuals, or contain nudity or graphic violence.

4. The Library Art Committee reserves the right to reject any exhibit in full, or in part, including during the time-period of the exhibit. Items may also be rejected from an exhibit due to space concerns. See Exhibit Display Information for details on available spaces.

5. Each exhibitor is responsible for hanging their artwork and for providing all necessary materials for organizing an exhibit. It is the responsibility of the exhibitor to set up, maintain and remove the exhibit. Exhibits will normally be scheduled for a period of three calendar months. Exceptions must be approved by the Library Director.

6. The Stillwater County Library does not carry insurance to cover the loss of items included in an exhibit. The Library cannot assume financial liability for loss or damage.
Since the exhibit may be in an unsupervised area, exhibitors should consider the possibility of providing private insurance if security is a concern. Exhibitors must sign a waiver of liability holding the Library, its employees and trustees, and the County harmless for any damage to loaned material.

7. Publicity is the responsibility of the exhibitor except when the exhibit is co-sponsored by the Library. The title of an artwork along with an artist’s statement and biographical information may be displayed in a pleasing manner next to the artwork. Business cards may be left with library staff to be given to patrons who express an interest in the work.

8. Exhibitors may not schedule special opening or other events without the permission of the Library Director. All arrangements must be approved by the Library Director at least two weeks prior to the planned event. No alcoholic beverages can be served, and the event may not interfere with normal library functions. The event must be open to the general public.

9. No prices may be posted on the items in the exhibit, nor may an admission fee be charged. Transactions or the purchase of an exhibit item shall be directly between the purchaser and the exhibitor. No sales may be made on the premises. No exhibit material which is sold during its display in the library may be removed before the end of the exhibition period.

10. Granting of permission to use Library facilities does not constitute an endorsement by the Library staff, the Library trustees, or Stillwater County, of the content of the exhibit, the materials exhibited, or of the exhibitor(s).

11. Failure to abide by these requirements could result in denial of further requests to utilize Library exhibit spaces.
Exhibit Space Display Area

Display areas are accessible only when the Library is open.

All measurements are approximate and given by width then height.

1. Front sitting area: 30” x 4’
2. Above graphic novel display: 3’ x 26”
3. Above audio books: 119” x 28”
4. Blue wall near audio: 162” x 30’/37” (variation in height of wall)
5. On either side of the book drop: 21” x 3’ (2 spaces)
6. Above young adult: 23” x 3’ and 24” x 3’
7. Behind graphic novels: 3’ x 3’
8. Across from mystery: 138” x 4’
9. By westerns: 22” x 4’
10. Children’s room: 21” x 41”
11. Yellow children’s wall: 118” x 3”
12. Hallway: 32” x 3’ (2 spaces)
13. Hallway: 33” x 3’ (2 spaces)
14. Hallway: 53: x 3’
15. Hallway: 138” x 3’
16. Pillar by computers: 17” x 2’ (4 spaces)
Stillwater County Library Art Exhibit Application

Name of Exhibitor(s): __________________________________________________________

Phone: _____________________________________________________________________

Address: ___________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Email Address: __________________________________________________________________

Dates Requested for Exhibit: _____________________________________________________

Topic of Exhibit: _______________________________________________________________

Space necessary for Exhibit: _____________________________________________________

I have read and accept the terms of the Stillwater County Library Exhibit Policy I (my organization) will abide by its Guidelines

Signed ______________________________________________

Date __________________

ART EXHIBIT CONTRACT

THIS AGREEMENT between _________________________________ (the exhibitor) and the Library states that the exhibitor may have an exhibit in the library, and that this exhibit complies with the library’s policy concerning displays and exhibits (available upon request).

The following items are agreed upon:

1. The exhibitor must provide current, reliable contact information, including a phone number and address, and a listing of all exhibited pieces.

2. The exhibitor agrees to deliver to the library items to be exhibited that are in good condition and ready to display.

3. The exhibitor will be responsible for installing items in a location determined by library staff in a pleasing and aesthetic nature.

4. The display will be up for one calendar month unless alternative arrangements have been made.

5. The exhibitor is responsible for claiming the displayed items in a timely manner. The library will not provide storage space for the exhibitor’s use, nor be responsible for items unclaimed, lost, or damaged.

6. Any modifications to the exhibit, including installation and take down, must be coordinated with the library’s director.

7. The exhibitor shall at his/her own discretion insure items for loss, damage, or theft.

8. The exhibitor will be held responsible for all damages done to library property as a result of exhibited items or improper installation.

9. Exhibited items may not be labeled with sales prices. If items are for sale, the exhibitor may provide a price list along with inventory and with contact information. Copies of this list will be given out at the front desk upon request, but the library will not handle any transactions. All sales are the responsibility of the exhibitor.

If for any reason the parties agree to terminate this agreement before the above mentioned time period, the exhibitor shall retrieve his/her items immediately.

Exhibitor

Date

Address

Phone Number

E-mail

Library Director

Date