

**DRUMMOND SCHOOL & COMMUNITY LIBRARY  
PUBLIC LIBRARY POLICY**

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## Welcome to the Drummond School & Community Library

**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.

**Library Director:** “Chief Librarian - personnel – compensation. The board of trustees of each library shall appoint and set the compensation of the chief librarian who shall serve as the secretary of the board and shall serve at the pleasure of the board. With the recommendation of the chief librarian, the board shall employ and discharge such other persons as may be necessary in the administration of the affairs of the library, fix and pay their salaries and compensation , and prescribe their duties.” MCA 22-1-310.

The Drummond School & Community Library shall refer to the Chief Librarian as Library Director.

### Patron Responsibilities and Rules of Conduct

In order to make your visit pleasant, please abide by the following:

**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, assistant librarian and volunteers) will fill out an incident report or inform the Library 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.

## **RULES OF BEHAVIOR IN LIBRARY FACILITIES**

Drummond School Policy

### **Conduct on School Property**

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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

## **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, including E cigarettes, 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, heelies, etc. are not permitted in the library.
- All animals other than service 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.

The Library may 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	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas 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 but may check out a 2 items at the time of registration. Upon receipt of their card they will be allowed full privileges.
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.
4. Grades K-6 have a three book limit. Adults have a twenty item limit. The limit may be waived at the discretion of the Library Director.
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.

# 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 & Community Library District 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, town council and Granite County Commissioners. 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.

The Drummond School & Community Library District serves the town of Drummond, the county of Granite and the schools of Drummond and Hall. The library is located in a rural, ranching, mining and logging community serving patrons of preschool age through senior citizens. The service population is 1748.

### 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
- Support to rural schools for meeting OPI standards
- Summer reading programs for preschool through early elementary
- Professionals – Interlibrary loan and the Montana Collection
- All Patrons – Large print and books on tape
- Books, computer use, copies, leisure reading, electronic books
- Night @ the Library monthly evening program, September through May (variety of subjects)
- Meeting room
- Retired – Hobbies, crafts, recreational and reading material
- Homebound delivery service for seniors
- Local historical information on loan from the Historical Society

#### 4. Statement about the Collection

Print material  
Magazine subscriptions  
Montana Shared Catalog  
EBSCO Research Databases  
World Book Online  
Heritage Quest Genealogy  
Montana Library 2 Go (Electronic and Audio Books)

#### 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-empts 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 the library district unless a specific donation is requested. This will be in keeping with the collection development guidelines.

The Library receives additional funding through Interlibrary Loan Reimbursement, Federation Grants, endowments and donations. The Libri Foundation and the ALA "We the People Bookshelf" grants have provided materials for the library.

## 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 To 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 patrons 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, asocial and aesthetic values, and ethical standards.

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

### 7. Gifts Policy

The Library Board shall have the power to contract, receive or deliver library services and to accept gifts, donations, devices and bequests not subject to reversion at the end of the fiscal year.

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. No gifts are received with strings attached. 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 a thank you will be sent.

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 (5 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 Library Director in an attempt to informally resolve the issue. If the matter cannot be resolved at that level, the matter will be referred to the library board. The library board 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 library board will establish the review committee. The Library Director will chair the committee. Others selected for the committee could include the following as deemed appropriate by the library board.

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 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 at a Basic Level and indicate the varieties of information available elsewhere.

#### 1. Subjects

000-Generalities	500-Pure Science
100-Philosophy	600-Applied Science
200-Religion	700-The Arts
300-Social Studies	800-Literature
400-Languages	900-General Geography and History

#### 2. Present Collection Levels

The adult collection and anything that does not meet school curriculum depends upon the monies levied from the taxpayers of the district as well as endowments, grants, gifts and books purchased by the 'Friends of the Library'.

#### 3. Future Acquisitions Levels

Future acquisition levels are to be determined by the Library Board in conjunction with the Head Librarian in response to surveys, expressed and perceived interests of community members and such cultural and/or technological changes that may dictate a response in the collection.

### D. POLICY IMPLEMENTATION, EVALUATION AND REVISION

At a regularly scheduled meeting the library staff will make recommendations to the Library Board for any policy changes.

Approved December 29, 2014; to be reviewed every 3 years. Next review 2017.

## 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. Any charges received due to a late or lost material will be passed on to the patron.

Purpose of interlibrary loan at the DS&CL 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 DS&CL:

- Will only interlibrary loan materials for patrons who are in good standing with DS&CL. This means all fines are paid and the patron has no overdue or damaged books.
- Will borrow materials at patron's request if the DS&CL does not own a copy of the material and is not available through the shared catalog.
- 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.
- 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 Obtain – 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 DS&CL 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: DS&CL 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. DS&CL will also attempt to comply with any recall requests that a lending library may issue for the immediate return of interlibrary loan materials.

## **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.

### **GUIDELINES FOR POSTING NOTICES**

Materials will be posted at the discretion of the Library Director.

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

## **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.

A copy of the Drummond School Emergency/Disaster policy is found at the Circulation Desk.

## **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 Library Director 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

## **FEES FOR SERVICE**

Patrons will be expected to pay the following fees:

Copies are \$.10 per page for black and \$.25 per page for color regardless of length.

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 into the general fund.

## **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

## **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.

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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

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

1. The Drummond School & Community Library offers Internet access with the provision 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 (MCA 22-1-311).
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.
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 and the 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.
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.
7. Passwords will be changed periodically and are to be obtained at the Circulation Desk.



**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 if other patrons are waiting.
2. Some database access may require more than a half hour usage. Staff approval must be sought in such cases.
3. No food or drink is allowed by the computers. Containers must be placed on the floor or away from the computer tables.
4. 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 period of time as determined by the Library Board or intervention of the Granite County Sheriff's Office.
5. 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.
6. Personal word processing documents are not to be saved on the hard drive of the computer. If you desire to save your material, please use a removable storage device. There is no security to prevent others from accessing your file. The files are deleted each day.
7. Personal CD's may not be downloaded onto the Library's computers.
8. 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.
9. The general public will not have access to the computers and printer at the librarian's desk.
10. The general public will not have access to computers if students need the technology during school hours.
11. All workstation computers have Internet access. All patrons will abide by the Internet Acceptable Use Policy for Drummond Public Schools.

**STUDENTS**

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

General

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

Curriculum

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District’s educational goals.

Acceptable Uses

1. Educational Purposes Only. All use of the District’s electronic network must be: (1) in support of education and/or research, and in furtherance of the District’s stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District’s electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:
  - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District’s student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into

the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

- B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

#### Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user's parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user's use of access to its computer network and the Internet.

#### Violations

Violation of this policy will result in a loss of access to the District computer system and may result in other disciplinary or legal action.

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 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: 02/13/2001  
Reviewed on: 12/10/2014  
Revised on:

**STUDENTS**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user's account or password;

- i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is 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 become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
  - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- e. Student work may only be published if there is written permission from both the parent/guardian and the student.
11. Use of Electronic Mail.
- a. The District's electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
  - f. Use of the District's electronic mail system constitutes consent to these regulations.

#### Internet Safety

- 1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.

2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and principal shall monitor student Internet access.

Legal Reference: Children’s Internet Protection Act, P.L. 106-554  
Broadband Data Services Improvement Act/Protecting Children in  
the 21<sup>st</sup> Century Act of 2008 (P.L. 110-385)  
20 U.S.C. § 6801, et seq. Language instruction for limited English  
proficient and immigrant students  
47 U.S.C. § 254(h) and (l) Universal service

Procedure History:  
Promulgated on: 02/14/2012  
Reviewed on:  
Revised: 12/10/2014



**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.

## **SOCIAL NETWORKING POLICY**

Drummond School & Community Library offers social networking for informational, educational, cultural, and recreational purposes. Library social networking provides an online public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues among library staff and library users. Comments and postings by participants other than library staff moderators do not necessarily reflect the official position of the Drummond School & Community Library or its staff. Social networking includes, but is not limited to: formats such as instant messaging, text-based posts, discussion lists, websites and social network pages.

The library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users. Users should be aware that third party sites have their own privacy policies and should proceed accordingly. Users may remove their account/profile at any time from the social networking sites.

Drummond School & Community Library reserves the right to monitor content on all of its social networking sites and to remove messages or postings containing the following:

- Copyright violations
- Off topic comments
- Commercial material/spam
- Duplicated posts from the same individual
- Obscene, threatening, libelous, or inappropriate comments
- Photos or images

Suggestions for commenting: Patrons are strongly encouraged to protect their privacy when commenting or posting on social networking sites. Young people under age 18, especially, should not post information such as last name, school, age, phone number or address. As with other library materials, a child's use of the social networking tools is the responsibility of the parent or guardian.

Adopted June 21, 2012

## 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 C**)

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 Library Board shall be consulted.

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.

A meeting room notebook will be kept at the circulation desk. Those using the facility will be required to sign the notebook with their name and contact information.

## **Drummond Public Schools**

### **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 buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video cameras.

The Superintendent will notify staff and students, through staff and student handbooks or by other means that video surveillance may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will 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: 02/13/2001

Reviewed on:

Revised on: 12/10/2014

## **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, the Drummond and Hall post offices and Front Street Market.

## **PUBLIC RELATIONS**

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

## **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.

## **SOLICITATION**

Drummond School Policy

## **SURPLUS FURNITURE AND EQUIPMENT**

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

## **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 necessary for 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:** the Library Board of Trustees

**Date:** December 2014

**Responsibilities and Duties:**

- \* Provide educational, recreational, and technical information to the public
- \* Maintain a smooth operation of the library and its services.
- \* 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 the Assistant Librarian and 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

## **EVALUATION OF THE LIBRARY DIRECTOR**

The following will be the basis to hire, evaluate, and, if necessary, to dismiss the Library Director who is accountable to the Board of Trustees.

Evaluation of the position will be based upon performance of required duties and responsibilities. A performance criterion includes, but is not limited to the following:

- Work well with the public, cooperate with the Board of Trustees
- Know general library practices
- Post notices of the board meetings 48 hours prior to meetings
- Select and purchase books and materials with the Library Board approval; add items to the collection in a timely fashion
- Be familiar with bookkeeping, budgeting, filing, and tracking petty cash accounts
- Use of computer, its software, and all other office machines
- Record minutes of Library Board meetings and present bills for payment as requested
- Record average statistics, present a report to the Library Board, and submit an annual report to the State Library
- Record Interlibrary loans
- Follow current State Library recommended deselection criteria for weeding as approved by the Library Board
- Submit a monthly financial report to the Library Board. Track the status of the petty cash fund
- Maintain and update a list of patrons. Maintain confidentiality
- Organize/supervise activities such as the summer reading program, story hour, etc.
- Prepare news items regarding library activities and listing new books and materials.
- Prepare a monthly and quarterly newsletter
- Assist patrons yet allow patrons to browse the stacks
- Place donors name in books specially donated
- Affiliate with professional organizations, attend meetings and workshops of the Broad Valley Federation
- \*\*\*Resignation must be presented in writing four weeks in advance to the Library Board

## **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.

**INSTRUCTION POLICY**

2315-F

**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:

## LIBRARY PHONE TREE

Library Board of Trustees:

Allen Bryant                    529-5423                    P.O. Box 423                    Drummond, MT 59832  
[luckiebryant@gmail.com](mailto:luckiebryant@gmail.com)

Nikki Graybeal                288-3353                    PO Box 3                    Hall, MT 59837  
[nikkigraybeal@gmail.com](mailto:nikkigraybeal@gmail.com)

Bryan Kott                      288-3281                    PO Box 347                    Drummond, MT 59832  
[bkottdhs@blackfoot.net](mailto:bkottdhs@blackfoot.net)

Sue Peterson                  240-5897                    P.O. Box 427                    Drummond, MT 59832  
[petersonangus@aol.com](mailto:petersonangus@aol.com)

**Chairman:**

Shelley Johnson              288-5555                    P.O. Box 9                    Hall, MT 59837  
[shelleyreidjohnson@gmail.com](mailto:shelleyreidjohnson@gmail.com)

**Library Director:**

Jodi Oberweiser              288-3474                    P.O. Box 272                    Drummond, MT 59832  
[librarydhs@blackfoot.net](mailto:librarydhs@blackfoot.net)

**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, and \_\_\_\_\_.

**Article I  
Premises and Conditions**

A. For the Purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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 the user, without specific written consent of the Library.
- d. That adequate supervision is provided by the user to ensure proper care and use of school facilities.
- e. The key may be picked up at the library within 24 hours of the scheduled meeting and left in the circulation desk drawer after the building has been secure
- f. Use of copy machine is not free. Copies are \$0.10 for black and \$0.25 for color. Money for copies made should be left with the key in the drawer of the circulation desk.

**APPENDIX C**

## Accident Report

**This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs.  
Please Print or Type.**

District Name \_\_\_\_\_ School Name \_\_\_\_\_  
 Principal's Name \_\_\_\_\_ School Phone \_\_\_\_\_  
 Date of Accident: \_\_\_\_\_ Time: \_\_\_\_  AM  PM      Supervising Employee \_\_\_\_\_

Claimant's Name \_\_\_\_\_  
*Last Name* *First Name* *Middle Initial*  
 Claimant's Address \_\_\_\_\_  
*City* *State* *ZIP Code*  
 Claimant's SS # \_\_\_\_\_ Home Phone Number (\_\_\_\_) \_\_\_\_\_  
 Claimant's Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_  
 Parent's Name (if student) \_\_\_\_\_ Work Phone Number (\_\_\_\_) \_\_\_\_\_

<i>Nature of Injury</i>	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

<i>Place of Accident</i>	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

<i>Body Part Injured</i>		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth
<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Other _____		

**Describe accident and injury in detail (attach additional description as necessary):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Were efforts made to contact the parent/guardian about the accident?  Yes  No

Was first aid administered?  Yes  No      By whom? \_\_\_\_\_

Was the student  Sent home  Sent to physician  Sent to hospital

Is student covered by Student Accident Insurance?  Yes  No      If "yes," please list Company Name, address, and phone number \_\_\_\_\_

***If medical or hospital treatment was required, please complete the following information. (Attach a copy of medical bills, if available.)***

Name and address of doctor or hospital \_\_\_\_\_

Witnesses (Name, Address, and Phone) \_\_\_\_\_

\_\_\_\_\_  
*Signature/Name of Person Completing the Report      Date*

### APPENDIX D

