

POLICIES AND PROCEDURES

Bowman Regional Public Library

Mission, Vision and Goal Statements

MISSION STATEMENT

The mission of the Bowman Regional Public Library is to provide library services to the residents of the city of Bowman and the surrounding area.

VISION STATEMENT

The Bowman Regional Public Library will maintain its reputation for quality public service. The library will be known in the community and in the surrounding area as the place to go for knowledgeable, friendly assistance, whether you are looking for information, exploring your cultural heritage, pursuing a hobby or other interest, wish to stimulate your child's interest in reading and literature, access the Internet, advance your studies, improve your literacy, find a good book, or use the many other library resources and services. In short, over the next five years the library will become the best small library in the country.

GOAL STATEMENTS

The general library goals of the Bowman Regional Public Library shall focus upon:

- Establishing and maintaining a timely, comprehensive, reliable and easily accessible collection of library materials.
- Employing adequate personnel to operate, promote the Library and provide quality customers-focused service.
- Supporting lifelong learning and love of reading.

Who May Use the Library

The library will serve all residents of the library community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Young children:

The Bowman Regional Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Children under 8 years of age - It is required that children under eight years of age be accompanied by an adult or caregiver when visiting the library. This parent/caregiver should be in the immediate vicinity of and in visual contact with the child. During a children's program, it is expected that a parent/caregiver will remain in the building during the duration of the event and be present for the child at the end of the program.

Behavior of children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion.

Parents or legal guardians are responsible for the behavior of their minor children in the library or on the library grounds, whether they accompany them or not. BRPL does not take responsibility for children using the library.

However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

For the child's safety, parents or guardians are expected to make arrangements to pick children up before the library closes. Library employees, under no circumstances, shall leave the building with a child.

If an unattended child comes to the attention of the library staff, staff will make a good faith attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be referred to the local law enforcement agency.

Library staff cannot be expected to monitor or prevent an unattended minor from leaving the building. Parents must also realize the library employees have no way of knowing whether a person leaving the building with the child is a family member or not.

Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- Lend to other libraries upon request.
- Develop and provide services to patrons with special needs.
- Maintain a balance in its services to various age groups.
- Cooperate with, but not perform the functions of, school or other institutional libraries.
- Provide service during hours which best meet the needs of the community.
- Regularly review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

Responsibilities and Authorities of the Library Board

Board Membership and Responsibilities

The board shall have those duties and responsibilities authorized by the *North Dakota Century Code (40-38-04)*.

The board is comprised of five members appointed by the city commissioners. The number of members required to fill expired terms shall be appointed each year, and each member shall hold office for three years from the first day of January in the year appointed and until a successor is appointed.

Term of office is three years. No member may serve for more than two consecutive terms and shall not be eligible for reappointment until one year after the expiration of his/her second term.

Non-attendance of four (4) or more consecutive meetings over a 90 day or longer period serves notice of voluntary resignation by said member.

The city commission may remove any board member for misconduct or neglect of duty. The city commission shall fill vacancies on the board of directors for the balance of the unexpected term created by the vacancy.

Members serve without compensation except that necessary traveling and subsistence expenses incurred may be paid from the public library fund.

Employment of a qualified Librarian and other staff is the responsibility of the board.

Board Officers and Duties

The officers of the board shall be a President, Vice President and Secretary/Treasurer. The board may name the Library Administrator to serve as Secretary/Treasurer and may name such other officers as it deems to be needed.

The President's duties:

- Presides at all meetings
- Appoints all committees
- Authorizes calls for any special meetings
- Performs the duties of a presiding officer

The position of the president of the board may be rotated or changed fairly frequently to promote increased interest in all board members and to provide a fresh viewpoint and new vitality.

The Vice President acts in the absence of the president.

The Secretary records accurately all proceedings of the board meetings, makes an official record of any board action in permanent form, issues notice of all regular and

special meetings at least a week ahead of time.

The minutes and other records of the board are customarily housed at the library where they will be available to the public.

The Library administrator should be present at all meetings except when his/her salary, employment or performance is being discussed. Librarian and staff salary is to be reviewed yearly by the board.

Meetings

The regular meeting of the board shall meet at designated day and time at the library. The board will abide by all requirements of North Dakota law regarding open meetings.

Special meetings may be held at any time when called by the President or at the request of three members. All members must be notified at least one week in advance of a special meeting.

The annual meeting, to be held at the first meeting of the calendar year, is held for the purpose of:

- Electing officers
- Reviewing policies
- Reviewing Annual budget
- Reviewing Librarian's report

Robert's Rules of Order, latest revision, shall govern the proceedings of the board and of its committees to the extent applicable. To facilitate orderly responsibility each member should be assigned an individual area of interest such as the following: Library law, funding, public relations, library services, building and grounds.

A quorum of the board consists of three members.

Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Bowman Regional Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends' group is often heavily involved in fundraising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

Library Staff and Personnel

- Carries out the policies of the Library as adopted by the board
- Serves the public
- Directs and supervises the staff
- Promotes the Library through public relations
- Cooperates with the board to plan and carry out the library program
- Prepares an annual budget for the library in consultation with the board
- Gives current reports of expenditures against the book budget at each meeting, along with clerical expenditures
- Reports regularly to the library board, to the officials of local government and to the general public
- Selects and orders books, audiovisual, materials and periodicals and other library materials
- Knows local and state laws; actively supports library legislation in the state and nation
- Affiliates with the state and national professional organizations and attends professional meetings and workshops, especially those pertaining to small libraries
- Attends all board meetings other than those in which his/her salary or tenure are under discussion
- Makes use of the service consultants of the State library

Materials Selection/Collection Development Policy

Objectives The purpose of the Bowman Regional Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights, The Freedom to Read and The Freedom to View Statement have been endorsed by the Bowman Regional Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection The ultimate responsibility for selection of library materials rests with the Bowman Regional Public Library Board of Trustees. This responsibility may be shared with other members of the library staff.

Criteria for Selection The main points considered in the selection of materials are:

- individual merit of each item
- popular appeal/demand
- suitability of material for the clientele
- existing library holdings
- budget

Interlibrary Loan Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, inter-library loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

Gifts and Donations The Bowman Regional Public Library encourages and appreciates gifts and donations. The same criteria of selection which are applied to purchased materials are applied to gifts.

Future disposition of gifts: Libraries used extensively by their patrons sustain losses through theft, mutilation and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library therefore cannot guarantee that any

gift will be part of the collection or furnishings permanently. In the case of furniture that has been donated or sponsored as a memorial or special gift, the family who donated the item(s) will be contact prior to disposal, loan or sale and given the option of first refusal.

Weeding An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon:

- current demand
- usefulness
- more recent acquisitions
- availability of newer editions.

This ongoing process of weeding is a responsibility of the library staff and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Potential Challenges The Bowman Regional Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Challenged Materials Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Bowman Regional Public Library Board of Trustees.

Circulation Policy

Registration

All borrowers must be registered and must have a valid patron card to borrow library materials. Bowman Regional Public Library cards are available without charge to city of Bowman and Bowman county residents.

Non-residents pay an annual fee of \$20.00.

Library cards expire after one year of moving away from Bowman County.

Loan periods

- Three weeks for books, non-fiction DVDs, and books on CD.
- One week for fiction DVD and videocassettes formats.
- Reference books do not circulate.
- Inter-library loans are due the date indicated by the lending library.
- Books may be renewed once if there is not a waiting list for the title.
- Current issues of periodicals do not circulate.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

A patron may check out six items at one time.

Temporary patron card Residents who are living at hotels or other residences and/or waiting until new homes in the Bowman Regional Public Library boundaries are ready for occupancy, are eligible for a free library card. These patrons may check out two items at one time. Temporary cards expire after three (3) months.

Children under 18 need parental permission to obtain a library card.

Reserves

Reserves may be placed by patrons either in person, over the phone or through the library's website. Patrons will be notified by telephone, mail or email when the materials are available. There is no charge to the patron for placing a reserve. The item will be reserved for one week.

Fines and charges

There are no fines for overdue materials. A first notice is sent after the material is due. If

the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

Damaged materials

If library items including furniture, books and other library materials, computers, tablets and technology are damaged so as to be judged by the library as being unsuitable for use, the patron must pay the replacement cost of the them.

Confidentiality

As specified in *North Dakota Century Code*, § 40-38-12, " Any record maintained or received by a library receiving public funds, which provides a library patron's name or information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and is excepted from the public records disclosure requirements of section 44-04-18. These records may be released when required pursuant to a court order or a subpoena."

The Bowman Regional Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Public Relations Policy

Public relations goals of the Bowman Regional Public Library are:

- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

The Board recognizes that public relations involve every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

The Library staff will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

Equipment Use Policy

Computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 30 minutes. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer is available. Printer paper will cost \$.10 per sheet and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.10 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Internet Use Policy

The Bowman Regional Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

Expectations

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette.

Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings

As required by the Children's Internet Protective Act (CIPA) in order to remain eligible for certain funding, the Bowman Regional Public Library has implemented filtering software on all its Internet accessible computer terminals. Patrons are advised that filters are not perfect and often fail to block sites that some find objectionable while denying access to others that are inoffensive and useful.

The Internet is a decentralized, un-moderated global network; the Bowman Regional Public Library has no control over the content found there. The library is not responsible for the availability and accuracy of information found on the Internet.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the

service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service

- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

Website Policy

The following Guiding Principles are suggested for the development of the Library's website in order to provide excellent service to all our users:

- Facilitate access to and usage of library resources and services
- Enable customer self-service
- Provide access to unique web based content and services
- Promote Library events, news and services

The Content and Design of the website shall:

- Be cleanly organized and show consistent identification, navigation and terminology
- Facilitate comment and feedback
- Provide clear instructions on use
- Be continuously evaluated and updated

Meeting Room Policy

Meeting Room Policy

The Bowman Regional Public Library Board welcomes public use of the Prairie Rose meeting room and Classroom by community groups, individuals and organizations whose aims are educational, civic, charitable, or cultural and within the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

1. Library sponsored activities are given priority in scheduling in the meeting rooms.
2. There will be no set charge for non-profit organizations-- a donation to the library will be requested. No admission may be charged by the meeting room user(s).
3. The rooms may be reserved no more than ninety (90) days in advance.
4. The rooms may not be used for rummage sales.
5. Smoking is not permitted in the meeting rooms or any other location in the Library.
6. The user(s) is/are required to leave the facilities in neat, clean, orderly condition, as will assume responsibility for any damage or loss of the property or equipment incurred while using the meeting room.
7. The director is authorized to deny permission to use the library meeting rooms to any group that is disorderly, objectionable in any way, or violates these regulations.
8. The fact that a group is permitted to meet at the Bowman Regional Public Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library Board.
9. The Library board and staff do not assume liability for groups or individuals attending a meeting in the Library. The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library by any groups or individual attending a meeting in the Library.
10. If the meeting is to take place when the library is closed, the applicant must arrange to pick up the library key during normal library operating hours. The key must be returned through the library book drop immediately after the meeting. If key is not returned, the group will be responsible for the cost of rekeying the building.
11. No candles or lighted materials are allowed.
12. The Library Trustees reserve the right to revoke meeting room privileges for cause.

The Bowman Regional Public Library reserves the right to amend these policies as the Board of Trustees may deem appropriate.

Amended: April 2017

Displays and Exhibits Policy

As an educational and cultural institution, the Bowman Regional Public Library welcomes exhibits and displays of interest, information and enlightenment to the community.

Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Board of Trustees shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Bowman Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Bowman Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the _____

During _____

Description of materials loaned _____

1.

2.

3.

(if more, please list on back of sheet)

Signature _____ *Date* _____

Address _____ *Telephone* _____

Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The librarian must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. The library will not be responsible for returning materials.

Revision of Library Policies

The preceding statements of Bowman Regional Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: September 2005

Revised: June 2006

Revised: February 2012

Revised: March 2013

Revised: March 2016

Revised: December 2016

Form: Statement of Concern About Library Resources

Bowman Regional Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name_____Date_____

Address_____Phone_____

City_____State_____ZIP_____

Resource on which you are commenting:

_____Book	_____Audio-visual Resource
_____Magazine	_____Content of Library Program
_____Newspaper	_____Other

Title:_____

Author/Publisher or Producer/Date:_____

What brought this resource to your attention?

To what do you object? Please be as specific as possible.

Have you read or listened or viewed the entire content? If not, what parts?

What do you feel the effect of the material might be?

For what age group would you recommend this material?

In its place, what material of equal or better quality would you recommend?

What do you want the library to do with this material?

Additional comments:

Form: Parental Consent/Internet Access Agreement (under 18)

PLEASE PRINT

Child's Name : _____

As the parent or guardian of this individual, I accept full responsibility for my child's use of the Bowman Regional Public Library's Internet service and acknowledge that restriction of my child's access to the Internet is solely my responsibility as his/her parent/guardian.

I give my permission for my child to use the library's network for Internet access

YES NO

I give my permission for my child to use the library's network for Social Media access

YES NO

We agree to accept and abide by all terms and conditions of the Bowman Regional Public Library's Internet Use Policy. We agree that failure to abide by the terms and conditions of the Internet Use Policy may result in loss of all computer privileges.

Parent/Guardian's Signature

_____ Date _____

Child's Signature

_____ Date _____

Library Bill of Rights

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.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

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

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

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

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

The Freedom to Read Statement

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Publishers, librarians, and book sellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.

It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

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.

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, publishers and librarians can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The Freedom to View Statement

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

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expressions. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Bowman Regional Public Library Card Application
PLEASE PRINT CLEARLY

Name : _____
First Name Middle Name Last Name

Local Address : _____
Address Apt.# City State
ZipCode

Mailing Address : _____
(if different than local address) Address Apt.# City State
ZipCode

Email Address : _____

If you supply an email address, a reminder will be sent to you 3 days before your library materials are due.

I would like to receive the library calendar via email ☐ Yes!

Birth date : _____
Month / Day / Year

Phone Number : (Home) _____ (Cell) _____

Driver's License # _____
(or North Dakota ID)

How did you hear about the library (circle all that apply) Family/Friend Walk-in/Already Knew School
Newspaper Radio Phonebook Other

Are you a teacher or educator applying for a Library card with educator status?

School Name : _____ School Phone _____

Your email at school : _____

PLEASE READ

I agree:

- To be responsible for all materials borrowed with my card.
- To pay all fines and fees associated with my card, including charges for late, lost and damaged materials.
- To report the loss, theft, or abuse of my card immediately. I understand that I am responsible for all fines and fees and any items checked out on my card prior to being reported lost or stolen.
- To report changes in my account information.

Signature : _____ Date : _____

FOR LIBRARY USE:
CARD #

INITIALS/DATE:

FORM: Bowman Regional Public Library UNDER 18 CARD APPLICATION
PLEASE PRINT CLEARLY

	Dear Parent or Guardian: The Library encourages all children to sign up for their own Library card. Having a Library card will open doors to the world of reading for your child. Just fill out the Library card application, sign it, and return it to the Library.
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Child's Name : _____
First Name Middle Name Last Name

Local Address : _____
Address Apt.# City State
ZipCode

Alternative Address : _____
Address Apt. # City State
ZipCode

Home Phone: () ___ - ___ Cell Phone () ___ - ___

Email address : _____

If you supply an email address, a reminder will be sent to you 3 days before your library materials are due.

Child's date of birth: Month ____ / Date ____ / Year ____ Birth date information is used to distinguish your account from other patron accounts, especially from those with similar names.

PLEASE READ BEFORE SIGNING:

As a parent or legal guardian of this borrower under the age of eighteen, I agree:

- To be responsible for this borrower's selection and use of library materials.
- To pay all fines and fees associated with this card.
- To report the loss, theft, or abuse of this card immediately. I understand that I am responsible for all fines and fees and any items checked out on this card prior to being reported lost or stolen.
- To report changes in this account's information.

Child's signature _____ Date _____

Parent's name PLEASE PRINT _____

Driver's License # _____ (or North Dakota ID)

Signature of Parent or Guardian _____ Date _____