

## Tribal Library



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**C O M M U N I T Y C O L L E G E**

**UPDATED 2015**

## Tribal Library

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## **Mission**

Fort Peck Community College is a tribally controlled community college chartered by the Fort Peck Tribes. In 1977, the Fort Peck Tribes established the Fort Peck Education Department. This department developed Fort Peck Community College, which was officially chartered by the Fort Peck Tribes in 1978. The original charter established a six-member governing Board of Directors. In 1987, the Board was expanded to nine members including a student member. Members of the College Board are selected for their interest in higher education on the Fort Peck Reservation and the James E. Shanley Tribal Executive Board ratifies the appointments. Currently, there are 12 members.

The mission of Fort Peck Community College is to provide higher education opportunities and services to the people of the Fort Peck Reservation. The College offers academic programs leading to associate degrees with credits transferable to other institutions of higher education and post-secondary education; occupational training programs that are based on the needs of the people living on and near the Reservation and job availability in the area; community based activities and organizations serving community needs; and Distance Learning opportunities in conjunction with other institutions of higher education.

## **Library Mission Statement**

James E. Shanley Tribal Library performs the dual functions of academic library, tribal and community library for Fort Peck Community College (FPCC) and the Fort Peck Assiniboine and Sioux Tribes and the community of Poplar, respectively. The Library supports the mission of Fort Peck Community College. In addition to serving as the college library, James E. Shanley Tribal Library was designated as the official Fort Peck Assiniboine and Sioux Tribal Library by Tribal Council Resolution on June 9, 1985 and as Poplar Community Library by Memorandum of Understanding with Roosevelt County Library in 2014.

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## **Section I – Eligibility for Service**

All residents of Fort Peck Reservation and students, faculty and staff of FPCC are eligible for a library card with a current mailing address, which have no outstanding overdue materials, may receive all services provided by James E. Shanley Tribal Library. Children under 18 must have parent/guardian signature to apply for a card. Once issued a James E. Shanley Tribal Library card has no expiration date. The library should be notified of change of address.

### **NON-RESIDENT LIBRARY CARD**

Anyone serving the Fort Peck Reservation is eligible for a library card with appropriate proof of address.

### **LIBRARY CARDS FOR TEMPORARY RESIDENTS**

The Library will issue cards to people who are living in the area on a temporary basis. The individual must provide proof of temporary address and permanent address. The local employer should also be listed on the application card.

## **Section II – Appropriate Patron Conduct**

The Library supports the right of each user to study and work in a quiet, respectful, and non-violent atmosphere that is conducive to the pursuit and acquisition of knowledge and information. In order for the Library to properly fulfill its mission of providing a productive and pleasant environment for study and research, while at the same time providing and protecting James E. Shanley Tribal Library resources.

### **General Rules of Conduct**

1. Conversations will be conducted at a reasonably quiet conversational manner in areas where people are studying if possible. Cell phones should be answered in the foyer or outside.
2. Library users shall stay in public service areas unless they are on specific business and are accompanied by a staff member.
3. No food is allowed in the Library unless unopened. All beverages must have a lid.
4. Library users shall check out materials under their own name. Patrons may be asked for identification.
5. Disruptive behavior, including but not limited to those listed below, shall not be allowed in the library.
  - a. Active disturbances of harassment of other library users or staff.
  - b. Chasing, running and playing.
  - c. Smoking
  - d. Deliberately changing the arrangement of materials as to make it difficult or impossible

to find or use them.

- e. No alcohol or drug affected persons are welcome in the Library or on Fort Peck Community College campus. No drugs or alcohol may be brought into the Library.
  - f. Sleeping is not permitted anywhere in the Library
6. Viewing of obscene materials is not permitted in the Library. Repeated actions that create a disturbance or that are considered sexual harassment can result in the loss of some or all Library privileges.
7. Personal items should not be left unattended. The Library is not liable for anything lost while left unattended.

It shall be the policy of the James E. Shanley Tribal Library to promote enforcement of the above rules. Methods of enforcement will vary depending on each circumstance in the best judgment of the staff.

### **Section III – Unattended Children Policy**

In order to help prevent disruption of normal library activities, to provide for the general welfare of all patrons using the library, and to especially insure the safety of children, the James E. Shanley Tribal Library will adopt the following regulations.

- All children under school age shall be adequately supervised by an adult or mature adolescent.
- Children over five and less than eight may be left unattended for a half hour. (REMOVE)
- Persons are responsible for children with special problems shall remain with them at all times.
- Children ten and older may use the library unattended, subject to the rules concerning conduct and behavior. Parents need to be aware of the Library's hours so children are picked up at closing time.
- Children under the age of 18 who are not students of FPCC are not allowed to use the computers without a parent/guardian signed computer use form. Children of school age are not allowed to use the computers during the school day unless accompanied by a parent/guardian.

### **Section IV – Confidentiality**

The Tribal Library recognizes its position of special trust with the library users. The Tribal Library formally adopts as policy the following confidentiality act:

#### **Definitions**

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

1. "Library" means a library that is established by the state, a county, city, town, school district, or a combination of those units of government, a college or university, or any private library open to the public.
2. "Library records" means any document, record, or any other method of storing

information retained, received, or generated by a library that identifies a person as having requested, used, or borrowed library material or other records identifying the names or other personal identifiers of library users. Library records does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general or records that are not retained or retrieved by personal identifier.

### **Nondisclosure of Library Records**

1. No person may release or disclose a library record or portion of a library record to any person except in response to:
  - a. A written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or
  - b. An order issued by a court of competent jurisdiction, upon a finding that the disclosure of such record is necessary because the merits of public disclosure clearly exceed the demand for individual privacy.
2. A library is not prevented from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation if those reports are presented so that no individual is identified therein.
3. Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.

### **Section V – Advice Policy**

The Library makes every effort to find and provide information to patrons. But it is the library users' responsibility to check for the accuracy and how current the information is.

### **Section VI – Loan Period**

- Materials in regular collection may be borrowed for two weeks. DVD selections are borrowed for overnight and are limited to two items.
- A two week renewal is allowed. Please bring the item with you when you wish to renew.
- It is not possible to renew a book on which a "hold" has been placed by another borrower. Please be courteous and understanding of that fact when asked to return an item.
- Current periodicals, newspapers, reference books, special collections, instructor-reserved books do not circulate outside the library.

### **Section VII – Library Materials**

#### **Overdue Materials**

The person whose library card is used to check out material is responsible for the material. Please bring your library card when checking out materials. If you do not have a library card, stop at the desk in the library, fill out an application card and receive your library card.

The library does not have fines for overdue books unless it is an interlibrary loan and the library is charged by the lending library. If any fines are charged to the Tribal Library, the person using the material will be asked to pay the fine.

If an item(s) is one (1) week overdue, you will receive a notice from the library. You will not be allowed to check out any other materials until you have returned the overdue item(s).

### **Lost or Damaged Material**

If library material is lost or damaged, the patron will be charged for the retail replacement cost. In the event that a patron returns materials thought to be lost, the retail price will be refunded. Damaged materials paid for may be kept by the patron. Lost or damaged DVD items are \$20.

### **Section VIII – Collection Management**

The Collection Management Policy is available at the library. It contains such items as gifts/donations, surplus disposal and citizen's request for reconsideration of a book. Please ask a library staff person if you are interested.

### **Section IX – Copyright Law Policy**

The Tribal Library will make a sincere effort to comply with all current copyright laws and Congressional guidelines. The library will provide a written copy of the Copyright Act of 1976 Public Law 94-5537 to anyone requesting it. The library staff will make an effort to follow the provision of Title 17 of the United States Code and other federal legislation with regard to retention, duplication and use of copyrighted materials. (See attached)

### **Section X – Interlibrary Loan**

Interlibrary loan is an essential means of expanding the range of materials available to library patrons. It is used in adjunct to and not as a substitute for local collection development.

The Tribal Library will meet its resource sharing responsibility by relying on the OCLC database and direct access. The library subscribes to state and national resource sharing protocols. The library is involved in a local resource sharing project to provide better access to materials held in the local area.

Fees will not be charged for materials unless the providing library charges. The patron will be informed before materials are ordered if there is a charge. Patrons will be charged for materials lost or damaged while in their possession. Fines will be assessed to the borrowing patron if the library is charged a fine for overdue materials.

Requests may be made in person or by telephone. The requesting patron must have a valid library card.

### **Section XI – Fax Policy**

The Tribal Library fax service is available to all. There is no charge for incoming materials. Outgoing materials will be charged to the users' phone or credit card. The library confidentiality policy insures the privacy of the user.

**Section XII – Tours**

Tours are available at any time of the year. A particular time may have to be scheduled due to staff availability. Faculty need to make arrangements ahead of time.

Schools may have tours by arranging visits ahead of time. Teachers are responsible for students' behavior during library visits.

**Section XIII – Phone Use**

The telephone on the Library desk is for the use of employees of James E. Shanley Tribal Library and Fort Peck Community College. Any other use should be requested.



**All Library users are entitled to:**

- ✓ Courteous assistance from Library staff
- ✓ Access to Library resources
- ✓ A quiet research and study environment
- ✓ A clean physical environment

**All Library users have the obligation to:**

- Interact courteously with other users and library staff
- Maintain accessibility of library materials by:
  - Checking materials out properly
  - Returning materials by the due date
  - Responding promptly to recall requests
- Keep Library materials clean, unmarked and intact
- Maintain a reasonable quiet environment in research and study areas
- Maintain a clean environment by not eating in the Library
- Keep beverages lidded and away from electronic equipment
- Keep cell phone on vibrate or off and answer outside of the Library

Library users may be required to show photo identification for access to certain Library collections.

All library users are expected to conduct themselves in a manner which facilitates these rights for them and others. Users who do not comply with these guidelines may be asked to leave the building.

