

MITCHELL PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY POLICY MANUAL

Revised continually to keep the policies up-to-date.

Approved by the Mitchell Public Library Board of Trustees.

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Bylaws of the Mitchell Public Library Board of Trustees.

Adopted: November 10th, 2003. Revised and adopted: 12/8/09. Revised and adopted: 4/9/2014. Revised and adopted: 10/19/16.

Article I—Name:

This organization shall be called the “Board of Trustees of the Mitchell Public Library” existing by virtue of the provisions of Chapter 14-02 of the South Dakota Codified Laws as currently in effect, and exercising the powers and authority and assuming responsibilities delegated to it under the said statute.

Article II—Trustees.

Section I. Appointment and terms of members. The governing body shall appoint five competent citizens’ representative of the population of the local governmental unit. One of the citizens will be appointed for one year, two for two years and two for three years and annually thereafter reappointments or new appointments shall be a term of three years or to fill an unexpired term. In addition to the five appointees, the governing body may appoint one of its own members to serve as a full voting member of the Public Library Board of Trustees during the member’s term of office. Trustees can serve no more than 3 consecutive 3-year terms.

Duties of trustees. Each board member of the Public Library Trustees shall:

- (1) Appoint a Director of the Library to serve at the pleasure of the board;
- (2) Adopt bylaws for the conduct of their business and adopt policies for the selection of public library materials, the governance of the Library and the use of public library materials;
- (3) Prepare and submit an annual report to its governing body;
- (4) Adopt a final annual budget for its governing body;
- (5) Meet at least once during each quarter of the year;
- (6) Prepare and submit an annual report to the South Dakota State Library on such forms as may be provided by the State Library.

Article III—Officers.

Section 1. The officers shall be a chairperson and a vice-chairperson, elected by secret ballot from among the appointed trustees at the annual meeting. The Library Director shall serve as secretary to the Board of Trustees.

Section 2. The officers shall serve a term of one year and can be re-elected for another year from the annual meeting at which they are elected until their successors are duly elected. Vacancies in office shall be filled by election at the next regular meeting of the Board of Trustees to fill unexpired terms in the same position.

- Section 3. The chairperson will preside at all meetings of the board, authorize calls or e-mails for any special meetings, appoint all committees, execute all documents authorized by the Board, shall certify all bills approved by the Board and generally performs all duties associated with that office.
- Section 4. The Vice-Chairperson shall, in the absence of the Chairperson, exercise that chairperson's duties.
- Section 5. The secretary shall keep a true and accurate record of all proceedings of the board meeting; shall issue notices of all regular and special board meetings; shall have custody of the minutes and other records of the Board; shall notify the Mayor of Mitchell of any vacancies on the Mitchell Public Library Board of Trustees.

Article IV—Meetings.

- Section 1. The Board of Trustees shall meet at the Library on the second Wednesday of each month at 4:30 p.m. or as such time as agreed to by the Board.
- Section 2. The annual meeting, which shall be held for the purpose of election of officers, shall be held at the time of the regular meeting in July of each year. The annual budget shall be reviewed and approved at this meeting.
- Section 3. The order of business for regular meetings shall include, but not limited to the following items which shall be covered in the sequence shown as circumstances will permit:
- a) Roll call of members.
 - b) Reading and approval of the previous minutes.
 - c) Report of the Director of the Mitchell Public Library
 - d) Financial report of the library and approval of bills.
 - e) Reports of committees.
 - f) Communications & correspondence.
 - g) Unfinished business.
 - h) New business.
 - i) Public presentation to, or discussion with, the Board.
 - j) Other business.
 - k) Adjournment.
- Section 4. Special meetings may be called by the Chairperson, or at the request of four members for the transaction of business as stated in the call for the meeting.
- Section 5. All Mitchell Public Library Board of Trustees' meetings shall be open to the public, except herein provided. Executive or closed meetings may be held for the sole purpose of considering a student, employee and personnel matters, however any official action concerning such matters shall be held only upon a majority vote of the members of such body present and voting. Nothing in this act shall be construed to prevent an executive or closed meeting, Federal or State Constitution of the Federal and State Statutes require or permit it. Notification of each meeting shall be made to each member from the Secretary of the Board.
- Section 6. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person. A quorum may be established by any combination of members present, in person or participating telephonically or by other electronic means.

Section 7. Conduct of the meeting: Proceedings shall be conducted in a manner complying with generally accepted rules of parliamentary procedure.

Article V—Library Director and staff.

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall appoint and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for adequate and proper selection of library materials in keeping with the stated policy of the Board for the efficiency of the library service to the public and for its financial operation within the limitations of the budgeted appropriations. The Library Director shall serve as secretary to the Board and shall prepare and submit all reports requested by the Board required by law; shall issue notice of all regular meetings; shall have custody of the minutes and other records of the board; shall be responsible for maintaining a complete set of minutes and other records on permanent file at the Library; shall together with the Chairperson, certify all bills approved by the Board and notify the Mayor of Mitchell and vacancies of the Board. The Director shall attend all board meetings, serving as secretary, except those at which the Director's appointment, salary, or performance is to be discussed or decided.

Article VI—Committees.

- Section 1. The Chairperson shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered discharge upon the completion of the purpose for which it was appointed and after the final report to the Library Board.
- Section 2. All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3. No committee shall have other than advisory powers, unless, by suitable action of the Board, it is granted specific power to act.

Article VII—General.

- Section 1. Any affirmative vote of the majority of the all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
- Section 2. These bylaws may be amended by a simple majority of the members present at any regular meeting that has a quorum, provided that the amendment was state in the call for the meeting, which was mailed or e-mailed to the members at least two weeks before the meeting.
- Section 3. Any rule or resolution of the Board whether contained in these bylaws or otherwise may be suspended temporarily in connection with the business at hand, but which four (4) of the members of the Board shall be present and two-thirds or those present shall approve.

COLLECTION DEVELOPMENT POLICY—MITCHELL PUBLIC LIBRARY

Mission Statement—Mitchell Public Library

The mission of the Mitchell Public Library and its Board of Trustees is to assist its patrons in their pursuit of lifelong learning by providing equal access to informational, cultural, educational, and recreational materials in a variety of formats.

Authority

Final authority for the determination of the Collection Development policy lies with the Mitchell Public Library Board of Trustees and the Library Director. The Library Director can delegate to other qualified staff the authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems are referred to the Library Director and the Board of Trustees. The Mitchell Public Library Board of Trustees adopts as part of its policy the Library Bill of Rights as published by the American Library Association.

Purpose of the policy

The Collection Development policy is a tool to guide the selection, maintenance and distribution of materials that are relevant to the community. The policy serves as a basis for long-range planning. The policy should also be flexible and responsive to the needs of the community. It is not the purpose Mitchell Public Library's collection to serve as a school or academic library, although many of the library's materials are used to supplement or enhance their curriculum. The purpose of the collection is to reflect the community as a whole.

Community of Mitchell and Davison County

The Mitchell Public Library serves not only the city of Mitchell but also the citizens of Davison County. The population of Mitchell, South Dakota is 14,558. The total population of Davison County is 19,704. The three communities that lie within Davison County are: Mitchell, Ethan and Mt. Vernon. The main industries are agriculture, tourism, and industry. The population is predominately white--93.1%. 2.7% of the population is Hispanic. 3.3 % of the population is Native American and the remainder of the population is Black, Asian, mixed race and Native Hawaiian. 90.6% of the population of Davison County has a high school education while 26.6% of the population have a bachelor's degree or higher. The median income per household is \$48,310. The figures are from the quickfacts.census.gov website and are current as of 2017.

Patron Services

The Mitchell Public Library provides for its patrons the informational and recreational reading materials for its public. The Mitchell Public Library also provides special collections such as the South Dakota Collection, Archives, newspapers, large print and Mitchell vertical files which meets special needs.

The Library provides access to the Inter-library loan and OCLC database to fill needs not met by the Library's collection. This is a fee-based service.

The Library also provides electronic databases for its patrons through the South Dakota State Library's website.

Mitchell Public Library Collection

The Mitchell Public Library's collection consists of about 111,078 items which are mainly in English. In addition to the print collection, the Mitchell Public Library has a collection of DVDs, CDs—both music and books, e-books, e-audio, e-magazines, kits, books on CD for children, art prints, microfilm, obituary files, and electronic databases. Internet access is available for patrons to use at the library upon completion of a policy form.

Selection Resources

The library uses many resources to select and acquire library material. Listed below is the list of resources used in selecting library materials.

1. Reviews in professional journals and other reputable publications.
2. Publishers, vendors, and author's brochures, publications.
3. Staff and patron suggestions.
 - a. Use of request forms.
4. Being informed of the popular market by and visiting bookstores.
5. Award Winners.

Selection criteria

The Mitchell Public Library also considers the following factors in selecting library materials:

1. Author's reputation and significance as a writer.
2. The importance of subject matter to the collection.
3. Availability of material in multiple formats.
4. Timeliness or permanence of the material.

Formats and multiple copies

The Mitchell Public Library will attempt to purchase titles in multiple formats such as regular print, large print, CD and digital as funding will allow. Formats are constantly changing and as new formats become available old formats are retired. Patrons are expected to use their own equipment.

Mitchell Public Library will purchase 1 copy for every 5 requests for high demand and popular titles. Once the demand for the titles has diminished, the library will retain no more than 2 copies per title.

Historical collections

The Mitchell Public Library makes every effort to purchase material pertaining to the history of the state of South Dakota with county and local histories. As funding permits, multiple copies will be purchased. One copy will be placed in the Archive or South Dakota Glass Case Collection as part of the permanent collection. The duplicate copy or copies will be placed in circulation. Autographed copies of books by local authors written on the history of South Dakota are placed in the South Dakota Glass Case.

Circulating non-fiction

The non-fiction collection makes up 5% of the total circulation. The collection covers a wide variety of subjects and provides for the general informational needs of the community and will attempt to maintain representative sources in the subject classes with emphasis on the high demand areas.

Special collections—Non-Circulating

Reference

Reference sources are selected through review sources, publisher's information, and staff input.

Ready Reference

Ready Reference sources are selected through review sources, publisher's information, and staff input.

South Dakota Glass Case Collection

The South Dakota Glass Case Collection is a restricted collection of material related to the history of South Dakota as a whole. This collection is located in the Glass Case section of the library. It is intended for research purposes only and does not circulate.

Genealogy

The Genealogy Section is comprised of basic genealogical reference guides and resources, periodicals, obituary files compiled from the Mitchell Daily Republic and the Sioux Falls Argus Leader and local family genealogies..

Archives

The Archive collection focuses on local and regional histories. The Library makes every effort to acquire local histories as funding allows.

Microforms

The Library has microfilm copies of the Mitchell Daily Republic from the beginning to the present and copies of the Ethan Enterprise. All microfilm is located in the Archive Room.

Newspapers

The Library provides a selection of local, state, and regional subscriptions. The Library also carries bound paper copies of the Mitchell Daily Republic until 1981 and the Ethan Enterprise. Both titles are located in the Archive Room. Most of the regional subscriptions will be available as of 1/1/2019.

Circulating collection.

Fiction

The Fiction Collection makes up for 19% of the annual circulation. The purpose of the fiction collection is to provide for the recreational reading needs of the community. The collection is comprised of best-sellers, works of local and regional authors and the classics.

Young Adult Collection

The Young Adult Collection makes up for 5% of the annual circulation. The purpose of the Young Adult Collection is to provide for the recreational and educational needs of local youth. The collection is mainly comprised of titles from accelerated lists used by the local schools, YARP (Young Adult Reading Program), selections from Junior Library Guild, and high-demand titles.

Children's Collection

The Children's Collection is comprised of Easy Fiction, Early Childhood, Beginner Readers, Juvenile Fiction, Oversize, Juvenile Reference, and Juvenile Non-Fiction. The collection makes up for 31% of the total circulation. The collection is comprised of titles from high-demand authors, selections from Junior Literary Guild, selections from book reviews.

Audio-Visual Collection

The Audio-Visual Collection makes up for 19% of the annual circulation. Making up the collection are the library's, kits, records, and compact disc titles. The purpose of this collection is to provide for the recreational and educational needs of the community. High demand titles are purchased along with educational titles. The compact discs are comprised of mostly fiction from high-demand titles. CD's and DVD's are comprised of high-demand titles and well-reviewed titles of both fiction and non-fiction. Kits are comprised of educational and self-help titles.

Periodicals

Periodicals make up less than 1% of the total circulation. The collection consists of titles focusing on a broad base of subject matter to meet the recreational and educational needs of the community. Titles are selected by Library Director, staff, and recommendations from Library patrons.

Electronic Collection.

The Electronic Collection consists of E-books from Overdrive, E-audio and e-magazines from RB digital.

Electronic content make up 17% of the total circulation. Titles are purchased by the Library Director or through a standard order plan.

Gifts

Unconditional gifts, donations and contributions to the Library may be accepted by the Director of behalf of the Mitchell Public Library Board of Trustees. No gifts or donations conditionally made will be accepted without the approval of the Library Board. For gifts other than books, the Library will follow the City of Mitchell's Donation Policy.

Generally, collections of books will not be accepted with restrictions which would require special housing or which prevent the addition of the gift into the general library collection.

The same standards of selection will govern the acceptance of gifts as govern the purchase by the library. If material is useful but not needed, it may be disposed of at the discretion of the Director or placed in the book sale.

The Library accepts gifts as a means to replace worn-out materials, provide additional copies for popular and high-demand items, filling in gaps in subject areas. Gifts will not be accepted as the sole purpose of developing any collection.

The following criteria will be used in accepting donations at the Mitchell Public Library.

1. Items must be clean and usable and in good condition. No musty or moldy items will be

- accepted.
2. No encyclopedias and textbooks over 5 years old nor equipment will be accepted.
 3. No fabric patterns, coloring books, and merchandise catalogs, children's toys, bath books will be accepted.
 4. Video tapes or audio cassettes will not be accepted into the collection but will be placed in The
 5. No equipment will be accepted.

Fiction, non-fiction, and genre fiction older than 10 years will not be put into the collection unless it can replace a worn-out library copy. Current copyright plus 1 year prior may be added to the collection.

General magazines older than 2 years including current year will not be accepted into the collection with the exception of any South Dakota History magazines.

Collection Maintenance

The Mitchell Public Library continually evaluates its collection to keep it current. The Mitchell Public Library uses the CREW method (Continuous Review, Evaluation and Weeding) for this purpose. The benefits in using the CREW method are: more shelf space, time saved in looking for materials, identifying items that require mending, a more appealing collection, an enhanced reputation for the library in having a current collection. The responsibility of the evaluation and weeding of the adult print and non-print section lies with the Library Director. The Children's Librarian is responsible for the evaluation and weeding of the children's print and non-print section. Fiction items that are weeded from the collection are sent to the book sale. Non-fiction items, depending on content, may be sent to the book sale. If not, the items will be discarded. The entire collection will be weeded every 3 years.

Preservation

The Mitchell Public Library makes every effort to its collection in order to extend its shelf life. In the event that an item must be withdrawn, if the item is in high demand, a replacement copy will be added to the collection.

Copyright

The Mitchell Public Library abides by all current copyright legislation and does not take responsibility for the actions of individuals. The Library exercises diligence in limiting access to licensed electronic resource in accordance with currently enforced contracts.

Intellectual freedom

The Mitchell Public Library subscribes to the Library Bill of Rights and the Freedom to Read. The Mitchell Public Library does not use filtering devices for the Internet but requires all users to sign the Library's Internet Use Policy.

Reconsideration of library resources

As it is the right for any Mitchell or Davison County resident to request resources for selection, it is also their right to question any library resource.

Any citizen requesting that a title be removed from the library is required to fill a "Citizen's Request Form For Reconsideration of Library Materials." The form must be returned to the library. A written response will be provided by the Library Director.

If the citizen wants to pursue the matter further, the request will be put on the agenda for the next regularly scheduled Library Board of Trustees meeting. The Trustees will make their final decision based on their approved library policies. A letter of their decision will be sent to the citizen.

A copy of the reconsideration of resources form is attached to the policy.

MITCHELL PUBLIC LIBRARY – ROOM RENTAL POLICY

Purpose: For the benefit of the general public, the Mitchell Public Library desires to make available the meeting room(s) within the Mitchell Public Library pursuant to the terms contained within this policy. The following policies are adopted in order to maximize the availability of the meeting room(s) by various citizens, groups, and organizations for uses consistent with this policy and general library operations. Library room rentals are intended to be administered in an impartial and non-discriminatory manner.

Policies:

1. Room rentals shall not disturb, distract, or otherwise interfere with Library functions.
2. Renters shall complete a Room Rental Application. Applications should be completed at least 3 days prior to the event and applications received without such notice may be denied. Renters should allow time for set-up, clean-up, and other related services when scheduling a room. Chairs and tables may be used but must be placed back in their original position and all refuse must be collected and properly disposed of.
3. The room(s) available for rent is the community room within the Library. The room may be configured as one large room or as two small rooms for rental purposes. A renter may indicate a preference for a particular room configuration and room number on their rental application.
4. Library staff shall maintain a master schedule regarding the meeting room(s). Rentals shall be granted on a first-come/first-served basis. Library staff may request the first Renter to change their preferred room configuration if a subsequent Renter would also like to hold an event at the same time and both events can be reasonably accommodated.
5. Room rentals are available for governmental, educational, charitable, and non-profit purposes at no cost. Room rentals by for-profit and other entities shall be charged \$25 per hour of rental, or any portion thereof. Payment is due at the time an application is submitted. Rentals are available only during normal business hours and must be completed at least 15 minutes prior to closing.
6. The following types of events are deemed to be fundamentally incompatible with library operations. Incompatibility may be due to consumer protection concerns, an appearance of improper public endorsement of a particular ideology, candidate, or cause, increased likelihood of disrupting normal library operations, or other similar issues. For example, room rentals are not available for:
 - a. Birthday parties, wedding receptions, employee banquets, catered meals, etc.;
 - b. Sermons, services, masses, or other religious events regardless of denomination;
 - c. Fundraising, campaigning, or solicitation activities;
 - d. Multi-level marketing/pyramid schemes, sales, recruitment, or job fair activities;
7. Storage of items will be permitted only by separate agreement. Items brought by renters to the Library are brought at a renter's sole risk and the Library and the City of Mitchell assumes no responsibility for the preservation or protection of Renter, or guest, items or the loss, theft, or damage of items brought to or left in the Library.
8. All alcohol and tobacco use is prohibited.

9. All renters and attendees are responsible for the supervision of their children within Library premises.
10. Groups requesting use of any library equipment must indicate so on their application. Any renter presenting a work of intellectual property in a rented room shall be responsible for obtaining applicable approvals, rights, or licenses.
11. Any renter that does not follow the rules and policies established by the Library for the use of a rented room may have their event cancelled (prior to or during), be denied access to the room, and future applications shall be denied.
12. Renter covenants and agrees that they will indemnify and hold harmless the Library and the City of Mitchell from all liabilities of any nature arising from renter's use of the facility.

MITCHELL PUBLIC LIBRARY ROOM RENTAL APPLICATION FORM

Today's date _____
 Name of organization _____
 Contact person _____
 Complete address _____
 Phone: H _____ W _____
 E-mail: _____
 Date(s) requested _____
 Time(s) requested: a. set-up _____ b. starting time _____
 Title/purpose of meeting _____
 Fee: Yes _____ No _____

Expected attendance _____

Equipment needs

_____ No equipment	_____ led projector
_____ overhead projector	_____ lectern
_____ TV/VCR/DVD	_____ portable PA system
_____ kitchen access	_____ coffee pot
_____ laptop	

Damage fee: \$25.00. Clean-up/Damage is the organization's responsibility.

The Library assumes no responsibility for preservation, protection, or possible theft of any property of the organization or person using the Library meeting room.

I have read the Mitchell Public Library meeting room policy and agree to comply with it.

Signature _____
 Date _____

Staff
signature _____ Date _____

Policy approved by the Library Board of Trustees: 6/13/2006.
Revised and approved: 2/13/2007. Revised and approved: 4/12/17.

Mitchell Public Library
221 N. Duff Street
Mitchell, SD 57301
605-995-8480
www.cityofmitchell.org/library

PUBLIC COMPUTER USE POLICY — MITCHELL PUBLIC LIBRARY

Revised 5/13/03, 4/14/09, 1/17/2018. Adopted: 2/14/2018.

Staff assistance. Staff may provide limited assistance for basic start up procedures. Staff may assist patrons with accessing certain library-affiliated websites or using installed programs. The Mitchell Public Library is not responsible for any loss, unintended transmittal, or theft of information or other damage arising out of a patron's use of a public computer. Each patron is responsible for their own activity on a public computer and uses the public computer at their own risk.

Time Limit. Public computers are available on a first come - first serve basis. Patrons must sign up at the front desk. Patrons are limited to 1 hour of computer time per day. However, patrons may continue to use the public computers longer than 1 hour if other public computers are available. If all public computers are occupied, patrons will be asked to stop using the computers in order of longest time of use until all new users have had an opportunity to use the public computer for at least 30 minutes.

Nature of the Internet. The Mitchell Public Library has no control of the Internet and its resources and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. The Internet contains material that may be perceived as controversial, harmful, obscene, unsettling, or otherwise objectionable. Patrons are solely responsible for curating the content which they choose to see.

Terminal use. A maximum of 2 patrons may use a terminal at one time. Patrons may not install or use personal software, alter existing computer settings, or attach any hardware which requires special drivers or software other than external storage devices. Any patron caught loading viruses, malware, or otherwise damaging public computers will face criminal prosecution and will be financially responsible for damages including costs of any repair or replacement needed to restore the damaged public computer to use. The Library will not host patron websites or store digital files.

Prohibited use. Using a Library public computer to engage in any of the following may result in that patron being permanently banned from using public computers:

- Conducting any illegal activity.
- Harassment of others.
- No access to web sites with age restrictions by patrons under the restricted age.
- Viewing adult only oriented web sites such as pornographic sites.

Storage Devices. Patrons may not store files or data on public computers. All patron data should be deleted or transferred to an external storage device before ending each session. The library is not responsible for loss or damage to external storage devices or patron data.

Printing. B&W copies are 10¢ per side. Color copies are 25¢ per side. A patron will not be permitted to extend their use of a public computer beyond applicable time limits in order to complete printing.

Statement of responsibility:

1. I have read the Mitchell Public Library's Public Computer Use Policy and agree to abide by all its terms.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for which I am responsible.
3. I understand that the Library is not responsible for any damage to personal external storage devices for any reason or for any loss of data or functionality related thereto.
4. I understand that copyright laws restrict duplication of copyrighted materials and I will follow any applicable copyright laws.
5. I understand that if I fail to abide by the Computer Use Policy, I may be permanently banned from using the public computers.

Signature_____

Print name:_____

Date:_____

For patrons under the age of 18:

As parents or guardian of (minor child)_____, I give permission for my minor child to use the public computers at the Mitchell Public Library. I understand and agree that I, or a responsible caregiver 12 years or older, am to directly supervise a minor under the age of 8 years old while they are using a computer at the Mitchell Public Library. I understand and agree that I will ultimately be responsible for the actions of my minor child's use of the public computers and will be personally bound to the Computer Use Policy for my minor child's activity or violations.

Parent's signature_____ Date_____

Minor's Date of Birth:_____

Mitchell Public Library

**Active Shooter Emergency Action
& Evacuation Plan**

Implementation Date: 6/15/2018

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Introduction

An Emergency Action Plan (EAP) covers designated actions staff must take to ensure safety during emergencies. The following emergency response information is provided with the understanding that all situations in a critical incident cannot be predicted, but this information will assist in establishing the minimum emergency preparedness procedures training for all personnel in our building.

- The following emergency response information provided is intended to be used as guidelines only.
- Always remember, the first priority is the safety and protection of life.
- In accordance with the guidance, this plan will be reviewed and updated annually.
- Annual training on this plan should include all key staff members and building occupants of the Mitchell Public Library and should be completed as an overall building plan, which includes all areas of the building.
- This Emergency Action Plan (EAP) is intended for use by all occupants of the Mitchell Public Library and should be completed as an overall building plan, which includes all areas of the building.

Additional Resources

- The **AED** is located:
 - **On the wall across from the Circulation Desk.**
- The **First Aid Kits** are located:

- Circulation desk.
- Staff lounge.
- Kitchen cabinet by refrigerator in Meeting Room #1.
- Reference desk.

GENERAL EMERGENCY INSTRUCTIONS AND CALLING 9-1-1

Medical Emergencies

Fire/Smoke

Uncontrolled Hazardous Material Spills

Violence & Threats

When in doubt...

DIAL 9-9-1-1 FROM A DESK PHONE

Identify yourself, your location, and type of incident, and if an evacuation is underway. Answer any questions, and not hang up the phone until the operator is finished.

General instruction for all Emergency Situations.

- **Get out of immediate danger and stay calm.**
- In the event of an active shooter, or if you feel the building's occupants are in danger:
 - Inform occupants that there is an active shooter in the building, tell them where the shooter is and to evacuate immediately **BEFORE** calling 9-1-1.
 - Call 9-1-1 and provide dispatch with the description of the shooter, type of weapon and where the victims are. Stay on the phone as long as you can unless you feel unsafe.
 - Evacuate the building immediately!
 - Refer to the **Building Map** section at the end of this document for additional evacuation information.

To report any police, fire, or medical emergency, call 9-9-1-1 from a desk phone

When calling 9-1-1:

- Stay on the line with the dispatcher.

- Identify yourself, your location, the location and type of incident, and if an evacuation is underway.
- Provide the address of the building involved and your exact location. This is especially important if you are calling from a cell phone.
- The Mitchell Public Library's address is listed below:
 - *221 N. Duff Street, Mitchell, SD*
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- When providing a description of an individual, describe from top (head) to bottom (feet)
- *Do not hang up until the dispatcher tells you to.*

BUILDING EVACUATION PROCEDURES

The following emergency evacuation procedures have been developed for this facility:

Building Name: *Mitchell Public Library*

Building Address: *221 N. Duff Street, Mitchell, SD 57301*

Prior to Exiting: After being notified to evacuate, stop all work activities and evacuate immediately. Close, but if possible do not lock the doors (locked doors can hamper rescue operations). Remember, you may not be allowed back into the building for an extended time.

Evacuation Routes/Exiting the Building: During an emergency evacuation, use the nearest door available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised. All city buildings have building evacuation signs posted for reference.

Assembly Area: After exiting the building, all staff and visitors should follow the evacuation route to the pre-arranged assembly area at least 300 feet from the incident scene. The assembly area is the initial location to complete an initial accounting of building occupants and to determine if another location is more appropriate.

The Building Coordinator should assign an Assembly Area Manager to each evacuation location. List all buildings in which department members are assigned space and the corresponding assembly areas and manager.

James Valley Community Center, East Building Entrance Jackie Hess or Sandra Spanos.

Public Safety, Main Lobby Jackie Hess or Sandra Spanos.

Notification of Emergencies: Occupants will be notified of emergencies by the sounding of the installed fire alarm system or occupants may receive verbal notification of an emergency.

Fire and Emergency Reporting: The preferred method of fire or emergency reporting is by dialing 911 from any phone (even if the fire is out). Alternatively, activation of any fire alarm.

Rescue and first aid: The City of Mitchell relies on Mitchell Public Fire/EMS to provide emergency medical response and rescue.

Additional Information: For additional information regarding this plan, please contact:

Building Coordinator: **Jackie Hess**

Assistant Building Coordinator: **Sandra Spanos.**

ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- **CALL 911 WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

- 1. Evacuate.** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe

- 2. Hide out.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view

- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bullet proof vests, Kevlar Helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety.

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers

- ❑ Keep hands visible at all times
- ❑ Avoid making quick movements toward officers such as holding on to them for safety
- ❑ Avoid pointing, screaming and/or yelling
- ❑ Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.