

Library Databases and Electronic Resources Policy

Library cardholders have access to a wide variety of electronic databases through the Rawlins Library website (<https://rawlinslibrary.org/>). The Library's website features links to the South Dakota State Library databases, Libby, and Universal Class. Cardholders are able to access all databases except Ancestry and ABC Mouse remotely. Ancestry and ABC Mouse are in library use only databases.

- To logon to any database, patrons will need to enter their library card number, without any spaces, as the username.
- Patrons will then need to enter their last name, all lower case without any spaces, as the password.

Currently Rawlins Library, in conjunction with the South Dakota State Library, offers over 70 databases to patrons. The databases offered are continually updated in order to offer the best educational information possible. Databases can be added or deleted based upon usage, cost, and educational value. All databases and electronic resources offered are free of charge to library patrons.

Staff training on databases is provided at least once per calendar year. Rawlins Municipal Library is able to offer staff database training through the South Dakota State Library. All new staff are trained on databases as part of the onboarding training.

If patrons need assistance using a database, they are encouraged to Book a Librarian for a one-on-one appointment. During the Book a Librarian session, a trained staff member will assist patrons with any questions they may have.

Adopted by the Rawlins Library Board of Trustees September 26, 2023