

BYLAWS OF THE DESIGN DIGITAL LIBRARY BOARD OF Members

Adopted: April, 2025

Approved by: Board of Members

ARTICLE I – NAME AND PURPOSE

Section 1. Name

The name of this organization shall be the Design Studies Institute Library (“Library”).

Section 2. Purpose

The purpose of the Library is to promote equitable access to digital learning resources in art and design and to foster a vibrant community of students, educators, and practitioners through curated collections, outreach, and scholarly support.

ARTICLE II – BOARD OF MEMBERS

Section 1. General Powers

The business and affairs of the Library shall be managed by its Board of Members (“Board”).

Section 2. Number, Terms, and Qualifications

The number of members constituting the Board shall be at least three and not more than twenty-five, as may be fixed or changed from time to time by the Board. Each member shall be elected for a three-year term and shall continue to serve until a successor is elected and qualifies. The Board shall be divided into three classes with staggered terms, with each class as nearly equal in number as possible. Approximately one-third of the members’ terms shall expire each year. Members may serve consecutive three-year terms. Any person elected to replace a member whose term has expired shall serve a full three-year term. A person elected to replace a member who dies, resigns, or is removed shall serve for the remainder of such member’s unexpired term and shall also be eligible to serve additional consecutive terms. Members need not be residents of the State of New York.

Section 3. Election of Members

Members shall be elected by the vote of the members then in office. Those candidates receiving the highest number of votes at a meeting where a quorum is present shall be deemed elected. If any member requests, the election shall be conducted by ballot.

Section 4. Removal

Any member may be removed at any time, with or without cause, by a majority vote of the members present at a meeting at which a quorum is present. Any member who fails to attend at least fifty percent (50%) of Board meetings in a fiscal year shall be removed unless a majority of members present at a meeting at which a quorum is present votes to permit that member to complete their term.

Section 5. Vacancies

Any vacancy on the Board may be filled by a majority vote of the remaining members, even if the number of remaining members is less than a quorum. A member elected to fill a vacancy shall serve the unexpired term of their predecessor.

Section 6. Chair of the Board

There may be a Chair of the Board elected from among the members at any Board meeting. The Chair shall serve a one-year term and preside at all Board meetings.

Section 7. Vice Chair of the Board

There may be a Vice Chair of the Board elected from among the members. The Vice Chair shall also serve a one-year term and perform duties as directed by the Chair or the Board.

Section 8. Ex Officio Members

The Board may, at its discretion, include ex official members. Ex official members may participate in Board meetings but have no voting rights. They shall not count toward the minimum or maximum number of members outlined in Section 2 and are otherwise subject to the provisions of these Bylaws.

Section 9. Compensation

Members shall not be compensated for their service but may be reimbursed for expenses incurred in attending Board meetings or carrying out authorized duties

ARTICLE III – OFFICERS

Section 1. Titles and Duties

The officers of the Board shall include a Chair, Vice Chair, Secretary, and Treasurer. Additional officers may be appointed as needed.

- **Chair:** Presides over meetings, provides leadership to the Board, and represents the Library in public forums.
- **Vice Chair:** Assists the Chair and acts in their absence.
- **Secretary:** Maintains meeting minutes and Board records.
- **Treasurer:** Oversees the financial affairs of the Library, including reports, audits, and budget presentations.

Section 2. Election and Terms

Officers shall be elected by the Board at the Annual Meeting and serve one-year terms. Officers may be reelected but may not serve more than three consecutive years in the same role.

ARTICLE IV – AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) majority vote of the full Board, provided written notice of the proposed amendment is given at least ten (10) days prior to the meeting at which it is to be considered.

Effective Date: April 22, 2025

Approved by the Design Digital Library Board of Members

LIBRARY POLICY AND PROCEDURE MANUAL
SECTION A
MEMBERSHIP, CODE OF CONDUCT, AND COLLECTION DEVELOPMENT
ISSUED: April 2025
Approving Authority: Board of Members

ARTICLE I – PURPOSE

The purpose of this policy is to establish clear, comprehensive guidelines for how the Design Studies Institute’s Digital Library is accessed, maintained, and used. These policies set forth the standards for user eligibility, ethical conduct, and the acquisition and curation of digital materials. The aim is to ensure that the library remains a safe, inclusive, and intellectually stimulating resource that upholds the principles of academic integrity, equity, and lifelong learning.

ARTICLE II – SCOPE

This policy applies to all individuals who interact with the Library’s digital resources. This includes students, faculty, independent researchers, and members of the general public who seek membership. The policy also guides internal Library staff responsible for the management of user services and digital collection development.

ARTICLE III – MEMBERSHIP & BORROWING POLICIES

Section 1. Membership in the Design Studies Institute’s Digital Library is intended to provide fair and structured access to our curated digital collection. In order to maintain accountability and security across our digital platform, certain eligibility criteria and borrowing rules are essential.

Section 2. Membership is open to all individuals aged 16 or older who can provide valid identification and an active email address. For student-specific access—which may include specialized resources, extended borrowing limits, or institutional privileges—applicants must furnish proof of enrollment, such as a current student ID or an official letter of registration from their academic institution. This process ensures that access privileges are appropriately allocated to those actively engaged in academic pursuits.

Section 3. Upon approval, members will receive a secure login credential to access the Library’s digital catalog. These credentials are unique to each user and must not be shared. Members may borrow up to five digital assets at any given time, with a standard borrowing period of twenty-one (21) days. Each item is eligible for a single renewal period of fourteen (14) days, provided there are no pending reservations on that item.

Section 4. All members are expected to take full responsibility for any item they borrow. Borrowers must ensure that items are accessed ethically and within the permitted time frame. This includes maintaining digital security, avoiding unauthorized redistribution, and reporting any technical difficulties in accessing or returning digital materials. Borrowing privileges are a shared trust between the user and the Library, and the failure to adhere to usage guidelines may jeopardize future access.

Section 5. To ensure equitable access, digital items will automatically expire after the due date. In the event of overdue access—such as bypassing expiration through local file copies or extensions—users may receive a warning. Repeated misuse may lead to temporary or permanent account suspension. Although digital resources do not incur physical deterioration, the Library enforces a virtual late fee model to encourage responsible usage. Each overdue item that remains unreturned (i.e., unexpired or unlawfully retained) beyond seven days will incur a nominal late penalty of \$2 per item, which must be cleared before further borrowing.

Section 6. Reserved materials, particularly those in high demand, are held in queue and will remain available to the next user for seventy-two (72) hours before release. This ensures a fair and efficient system for distributing digital assets.

ARTICLE IV – CODE OF CONDUCT FOR PATRONS

Section 1. The Library is committed to providing a respectful, inclusive, and secure environment for all patrons. This code of conduct is designed to promote ethical behavior and to protect the rights of our users and the integrity of the platform.

Section 2. Users are expected to interact with the platform and its associated community tools (such as discussion boards, feedback forms, and forums) in a respectful and constructive manner. Discrimination, harassment, or any form of abusive behavior—including the use of inappropriate language—will not be tolerated. Such behavior may result in content being removed and accounts being suspended or terminated.

Section 3. Access to the Library’s resources is contingent on responsible usage. Accounts are granted to individuals and must not be shared with others. The unauthorized redistribution or commercial use of borrowed digital content is strictly prohibited. All materials are governed by intellectual property rights, and any infringement jeopardizes both the Library’s legal standing and its partnerships with publishers and content creators.

Section 4. Patrons are expected to use the Library’s digital platform securely and responsibly. This includes refraining from attempting to bypass digital rights management protocols, engaging in hacking activities, or disrupting access for others. The Library reserves the right to investigate and take action against violations, which may include temporary suspension or permanent revocation of access rights.

ARTICLE V – COLLECTION DEVELOPMENT POLICY

Section 1. The Design Studies Institute's Digital Library curates a collection that reflects its mission to support innovation, scholarship, and creativity in the fields of art and design. This policy outlines the criteria and procedures used to select, acquire, and manage digital content, ensuring that the collection remains relevant, inclusive, and pedagogically valuable.

Section 2. Materials are selected based on multiple criteria, including subject relevance, academic quality, diversity of perspectives, and accessibility. The Library seeks to support emerging and established voices, with an emphasis on interdisciplinary content that enriches both practical design knowledge and critical theory. Special attention is given to ensuring representation from underrepresented communities and global traditions in design.

Section 3. Acquisition of materials may occur through purchase, licensing agreements, or partnerships with academic publishers and open-access repositories. Donations of digital content are welcomed, provided they align with the Library's scope and legal obligations. All submissions are reviewed for format compatibility, educational merit, and copyright compliance.

Section 4. To maintain an effective collection, regular assessments are conducted to identify outdated, redundant, or rarely accessed materials. These resources may be archived or removed based on technical and pedagogical relevance. New acquisitions are prioritized to fill identified gaps and to respond to feedback from faculty, students, and practitioners.

Section 5. The Library adheres to the principles of intellectual freedom as outlined in the American Library Association's Library Bill of Rights. Content is not excluded based on the origin, background, or views of the creators. In cases of controversial materials, the Library's approach is to provide context rather than censorship, supporting open inquiry and critical thinking.

ARTICLE VI – SYSTEM & TECHNOLOGY USE

Section 1. The Design Studies Institute’s Digital Library prioritizes secure, equitable, and reliable access to its digital resources through responsible use of public and personal computing systems. The following policies govern users' interaction with Library-provided technology and services.

Section 2. Access to the Library's digital resources may be provided through designated public computing stations located in affiliated spaces or via remote internet access. Patrons using public computers or remote computers must log in using their assigned credentials and are required to log out after each session to maintain account security. Use of the Library's systems is strictly limited to educational, informational, and creative research activities that align with the Library's mission.

Section 3. The Library may employ automated content filtering protocols on its network and public systems to ensure a safe browsing experience. These filters are designed to prevent access to harmful, illegal, or inappropriate material, while avoiding unnecessary limitations on scholarly research. Exceptions to filtering may be reviewed on a case-by-case basis by Library staff.

Section 4. To protect user privacy, the Library enforces rigorous cybersecurity protocols. All user data, including login credentials and activity logs, are stored in compliance with data protection regulations. The Library does not share or sell user data and only accesses individual usage records in the case of technical troubleshooting or suspected violations of policy. Users are advised not to store sensitive information on public systems and to avoid using unsecured networks when accessing Library content remotely.

Section 5. Violations of the system and technology policy, including attempts to disable security software, access restricted content, or misuse computing privileges, may result in disciplinary action up to and including revocation of Library access.

ARTICLE VI – REVISION & APPROVAL

This policy shall be reviewed by the Library’s administrative staff and presented to the Board for revisions and formal approval. Any amendments will be documented and made publicly available on the Library’s digital platform.