



# **BUCHANAN DISTRICT LIBRARY POLICY MANUAL**

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## MISSION STATEMENT

Enriching your life. Empowering our community.

## VISION STATEMENT

The Buchanan District Library connects people with unbiased access to information to enhance our diverse community.

## BELIEFS & CORE VALUES

- We believe the Library exists to **connect** all members of our community to information, resources, services, and one another.
- We are committed to the rights of all individuals to **access** library resources and services, and the **right to read and access information** without restriction.
- We are committed to providing services in a manner that is **unbiased** and **respectful**, promoting **equitable** access to all.
- We believe that our Library **enhances** our community through the principles of **unity, respect, inclusion, optimism, and curiosity**.
- We remain committed to **maintaining** and **improving** our collections and public spaces to benefit all members of our community.
- We believe the Library **belongs to**, and is **supported by**, all members of the Buchanan District Library community.

# BUCHANAN DISTRICT LIBRARY BOARD OF TRUSTEES BY-LAWS

## ARTICLE I - Establishment and Purpose of Bylaws.

Section 1. Establishment. The Buchanan District Library ("Library") was established in accordance with 1989 PA 24, the District Library Establishment Act, ("DLEA").

Section 2. Bylaws; Annual Review. These Bylaws are rules governing the internal affairs of the Library. The Bylaws should be reviewed annually.

## ARTICLE II - Membership

Section 1. Board Members. Pursuant to the DLEA, the Library Board of the Library ("Library Board") shall consist of seven (7) members to be appointed as provided in the Buchanan District Library Agreement ("Agreement"), as amended. As set forth in the Agreement, Board Members shall serve terms of four (4) years. One (1) non-voting student representative may also serve on the Library Board. The student must attend Buchanan High School and will be appointed by the Buchanan Community School Board annually. The student representative may serve as long as they attend Buchanan High School.

Section 2. Removal. In accordance with Section 8(2) of the DLEA, the Governor of the State of Michigan shall have the power to remove a member pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 3. Vacancy. The office of Board Member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the Governor, ceases to be a resident of the Library District or ceases to be a resident of the Participating Municipality that appointed the Board Member. In the event of a vacancy, the Participating Municipality that appointed the Board Member whose position has become vacant shall appoint a replacement for the remainder of the unexpired term. An appointment to fill a vacancy shall be made by the Participating Municipality within 30 days of such vacancy or as soon thereafter as the Participating Municipality can complete the process.

Section 4. Attendance. Board Members have a fiduciary obligation to attend Library Board meetings.

## ARTICLE III - Powers of the Board

Section 1. Powers and Authority. The Library Board may exercise any and all of the powers granted to it by the DLEA, the District Library Financing Act, federal and Michigan law, and the Agreement. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. Fiscal Year. The fiscal year of the Library shall be the annual period commencing July 1 and ending the following June 30.

Section 3. Budget and Audit. The Library Board shall have the exclusive control of the budget of the Library. The Library Board shall prepare and make available an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Library Board, all in accordance with Michigan law.

#### **ARTICLE IV - Officers**

Section 1. Officers. Officers of the Library Board shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Terms. The officers shall be elected for a one (1) year term at the regular meeting in June and whose terms shall begin at the July meeting. Each officer shall serve until the appointment of a successor.

Section 3. Vacancies. Vacancies in office shall be filled by the Library Board at the next regular meeting of the Library Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the remainder of the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

#### **ARTICLE V - Duties of the Officers**

Section 1. President. The President of the Library Board shall preside at all meetings, appoint committees, authorize calls for any special meetings, assist with the creation of any agenda, execute any document authorized by the Library Board (unless otherwise provided by the authorization) and generally perform the duties of a presiding officer.

Section 2. Vice-President. In the absence of the President, the Vice-President of the Library Board shall perform the duties of the President. In the case of the resignation, disability or death of the President, the Vice-President shall assume the office for the remaining term.

Section 3. Secretary. The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other Library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Library Board. With the approval of a majority of the Library Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director. The Secretary shall also have the authority to execute any document authorized by the Library Board (unless otherwise provided in the authorization).

Section 4. Treasurer. The Treasurer of the Library Board shall have charge of the funds of the Library, providing for their safe custody and investment as directed by the Library Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the Library Fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Library Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director.

## **ARTICLE VI - Meetings**

Section 1. Regular Meetings. The regular meeting of the Library Board shall be held each month, the dates, times, and places to be set by the Library Board at its annual meeting. Within ten (10) days following the annual meeting, a notice shall be posted in a public place at the Library setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings

Section 2. Annual Meeting. The Annual Meeting of the Library Board shall be the third Thursday in June each year, and shall be for such organizational matters as may be required.

Section 3. Special Meetings. Special meetings may be called by the President or upon written request of two (2) Board Members, provided eighteen (18) hours of notice, in the format and manner as provided by the Michigan Open Meetings Act, is given of the date, time, place and purpose for which such meeting is called. Board Members not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 4. Agenda. The proposed agenda shall be distributed by the Secretary to all Board Members at least three (3) days before the meeting.

Section 5. Order of Agenda. The following items will constitute the agenda for regular meetings:

- A. Call to Order
- B. Approval of Agenda
- C. Public Comment
- D. Routine Business
  - 1) Correspondence
  - 2) Approval of previous meeting's minutes
  - 3) Financial Reports and Approval of Expenditures

- E. Committee Reports
  - 1) Public Relations & Fundraising
  - 2) Library Policy
  - 3) Personnel
  - 4) Building
  - 5) Budget and Finance
  - 6) Technology
  - 8) Strategic Plan
- F. Director's Report
- G. Unfinished Business
- H. New Business
- I. Questions and Comments from Board Members
- J. Adjournment

Section 6. Quorum. A quorum for the transaction of business shall consist of the majority of Library Board Members appointed and serving.

Section 7. Board Action. Any Library Board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

## **ARTICLE VII - Committees**

Section 1. Appointment. All committees of the Library shall be appointed by the Library Board President. The President may decide to appoint himself or herself an ex-officio member of any committee. As directed by the Library Board, the Library Director may serve as resource person to any committee.

Section 2. Committees. The Library may have committees as follows:

- A. *Ad Hoc Committees*. Ad hoc committees of the Library shall exist until their specified purpose is completed or unless otherwise disbanded by the President. The President shall provide specific purposes and duties of the ad hoc committee.
- B. *Standing Committees*. The standing committees of the Library Board shall consist of less than a quorum of the Library Board. Committees shall convene on the call of the Committee Chair or Library Director and, when ready or requested by the President, report their findings at a Library Board meeting. The following standing committees shall have the powers and responsibilities prescribed:
  - 1. Budget Committee and Finance: The committee shall review the budgets and accounts and make recommendations to the Library Board with respect thereto.



2. Policy Committee: The committee shall review existing policies, recommend new policies and make recommendations to the Board with respect to policy issues. Proposed changes in policy will be brought to the attention of the Library Director and to the Policy Committee for consideration. However, the Library Board has final approval of all Library policies.
3. Personnel Committee. The committee shall review and discuss personnel issues as determined by the Library Board and/or Library Director.
4. Building Committee. The committee shall review and discuss issues pertaining to the building and make recommendations to the Library Board with respect thereto.
5. Technology. The committee shall review and discuss the library's technology assets and make recommendations to the Library Board with respect thereto.
6. Public Relations & Fundraising. The committee shall review and discuss the library's fundraising goals and public relations strategies and make recommendations to the Library Board with respect thereto.
7. Strategic Plan. The committee shall review and discuss the library's strategic plan and engage actively in goal-setting and review of the library's strategic plan. One year before the library's current strategic plan expires the committee will present a recommendation to the board for the development of a new strategic plan.

#### **ARTICLE VIII - Library Director**

Section 1. Appointment. The Library Director shall be appointed by the Library Board and shall be considered the executive officer of the Library.

Section 2. Duties. The Library Director shall be in charge of the administration of the Library under the direction and review of the Library Board. The Library Director shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development, and direction of the staff;

- C. The Library's service to the community;
- D. The annual preparation of a budget proposal in conjunction with the Budget Committee;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Library Board;
- F. The submission of the proposed budget to the Library Board by its regular May meeting;
- G. The written annual report of the Library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Section 3. Attendance at Board Meetings. The Library Director or the Library Director's representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library Board President.

#### **ARTICLE IX - Amendments**

These Bylaws may be amended at any regular meeting of the Library Board by a two thirds majority of the Board Members qualified and serving, provided the amendment was presented in writing at the previous regular meeting.

#### **POLICY FOR PUBLIC COMMENTS AT MEETINGS**

##### **I. Purpose**

The Buchanan District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

##### **II. Public Comment Period; Meeting Agendas**

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules

apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public (“Public Comment”).

- B. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

### **III. Rules of Public Comment**

The Library Board adopts the following procedures to receive Public Comments:

- A. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President’s duties under this policy.
- B. The President will ask persons wishing to speak to raise their hands to be recognized by the President. The President will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.
- C. Public Comments must be addressed to the Library Board, not to other members of the audience.
- D. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.
- E. In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.
- F. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
- G. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.

- H. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual's behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.
- I. The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.
- J. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.
- K. Members of the public must remain seated, stand in the back of the room or along the sides of the room, or approach the podium during public comment or if invited by the Board Chair (including standing in line to speak). Members of the public may not stand in the area in front the first row of chairs and the wall behind the table where Board Members are seated unless permitted by the Chair of the Board.
- L. All signs are prohibited in the Board meetings.

#### **IV. Recording of Rules**

These rules will be recorded in the minutes and kept on file with the Library Secretary.

## GENERAL OPERATING POLICIES

### I. Fees

Patrons shall be responsible for any of their fees or other charges in accordance with the Library's standard schedules. Such schedules shall be adopted by Resolution of the Library Board and may be changed from time to time. Failure to pay these may result in the suspension of borrowing privileges. The fines and fees associated with the circulation of material are found in the Circulation Policy. The other current fees and fines are as follows:

#### A. Copier & Computer Print Out Fees:

8 ½ x 11 copy	\$0.20 per copy
	\$0.40 per color copy
8 ½ x 14 copy	\$0.40 per copy
	\$0.80 per color copy
11 x 17 copy	\$0.40 per copy
	\$0.80 per color copy

If a page is printed double sided, each side counts as one copy.

#### C. Fax Machine:

1. *Outgoing Faxes.* Faxing of documents will be done by the Library staff. A confirmation page is given with each fax that is sent to indicate the success or failure of the fax.
2. *Incoming Faxes.* The Library will receive incoming faxes if contacted and informed of when to expect the transmission, who the incoming fax is addressed to and who will be paying for it. However, you must be present to pick up the incoming fax. The Library will attempt to contact the recipient if the contact information is available, but is not required to do so. The Library reserves the right to discard any fax, particularly if the fax is not picked up within 48 hours after receipt.
3. *Errors.* The Library is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems.

4. *Charges.* The cost of sending and receiving a fax is as follows:

Each page faxed in the US	\$1
Each page faxed outside the US	\$1
Each page received	\$1
Maximum charge	\$10

5. Free printing is available under the following guidelines:

- **To current students:** Up to \$2 in free printing (e.g. 10 pages in black & white, 5 in color) for school related materials.
- **To job seekers:** Up to \$2 in free printing for job search related materials (e.g. resumes, cover letters, applications).
- **For those printing state or federal tax forms:** Up to \$2 in free printing.
- **For those printing forms for state or federal aid programs:** Up to \$2 in free printing.

Free printing is available no more than once per day.

Free faxing is available under the following guidelines:

- **To those faxing forms for state or federal aid programs:** Up to 10 pages in free faxing services per day.

## II. School Use of Library

At the discretion of the Library Director and/or staff, a class can use the Library as a research facility if their teacher is present.

## III. Library Hours

Tuesday through Friday	9:00 a.m. to 7:00 p.m.
Saturday	10:00 a.m. to 4:00 p.m.
Sunday and Monday	Closed

## IV. Closing for Holidays

The Library will be closed on the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

If the holiday falls on a day the library is normally closed (Sunday or Monday) the Board of Trustees and the Library Director will consider closing on an adjacent day in observance of the holiday.

**V. Library Closing**

The Library Director, or a designated person, will close the Library when conditions are such that remaining open can be harmful to the staff and/or the patrons, for example due to inclement weather or natural disaster. The staff will be dismissed at the discretion of the Library Director.

**VI. Designated Newspaper**

For any notice that requires publication by newspaper, the Library shall publish such notice in the Herald Palladium.

**VIII. Returned Checks**

- A. Patrons whose personal checks have been returned shall be notified by phone and by mail.
- B. Patrons will be given seven (7) days from the date the notification was sent by mail to reimburse the amount of the original check.
- C. Patrons will be assessed a \$15.00 service charge on all returned checks.

### **IX. Circulation Desk/Library Owned Telephone Policy**

Circulation desk phone use by patrons will be at the discretion of the library staff for urgent calls. Should a patron be allowed to use the desk phone staff will dial the outgoing number. Calls should be limited to one per patron per day.

### **X. Microfilm Policy.**

The microfilm and microfilm reader are available to all library patrons during regular library hours. There is no charge to use the microform reader. Patrons may make copies for the same cost as a photocopy per sheet. A patron is guaranteed at least one hour to use the microform reader/printer. If no one is waiting that time may be extended. The use of the microform reader/printer is on a first-come, first-served basis. The library staff is available to give basic instruction on use but cannot conduct a search because of time constraints.

As with other library materials, any patron misusing the microfilm or microfilm reader will lose the privilege of use and any damage to the microfilm or reader will be charged to the patron to cover costs for the repair or replacement of the equipment. Notices of violations and appeals will be handled pursuant to the violations section of the Patron Behavior Policy.

## **CIRCULATION POLICY**

The Buchanan District Library complies with the guidelines set forth by PA455 of 1982 Michigan Compiled Laws 397.601-397.605: The Library Privacy Act, regarding confidentiality of patron records. Only the Library Director and designated staff members are to have access to patron information as it pertains to library business.

Residents and property owners in the Library service area are issued a library card at **no charge**. Library cards will be issued only to minors under 18 years of age whose parent/guardian also has a current library card. The signature of a parent or legal guardian will be required for all borrowers under the age of 18 in recognition of the financial liability the parent assumes for dependent children. The library card holder must be present when checking out materials.

The services area of the Buchanan District Library includes the City of Buchanan, Buchanan Township, the parts of Bertrand Township not located within the Galien Township Library service area, and the parts of Niles Charter Township and Oronoko Charter Township that fall within the Buchanan Community Schools boundaries. Others may be granted borrowing privileges if they meet the following criteria:



1. **Reciprocal Borrowing Privileges:** Buchanan District Library card holders, in good standing, will have reciprocal privileges at all libraries participating in the MeL Visiting Patron service, all participating Apollo libraries and any library which has entered into a reciprocal borrowing agreement with the Buchanan District Library. Library patrons residing outside the Buchanan District Library district and in good standing at their home library will have borrowing privileges at the Buchanan District Library if their home library participates in the MeL Visiting Patron services, is a participating Apollo library, or has entered into a reciprocal borrowing agreement with the Buchanan District Library.
2. **Buchanan Community Schools:** All staff members of Buchanan Community Schools, regardless of residency, will be eligible for a free library card. All rules and regulations governing the Buchanan District Library will apply.
3. **Non-residents:** All those residing outside the service area may purchase a library card for \$25.00 per year. Students attending Buchanan Community Schools through school of choice and their families are exempt from this charge. All rules and regulations governing the Buchanan District Library will apply.

### **REGISTRATION**

To qualify for borrowing library materials, a person is required to fill out a registration card. The following information is required: Name, address, contact telephone number. The addition of an email address is optional. A verification of residency must be provided; residency may be confirmed with any of the following:

1. Michigan driver's license with current address
2. State identification card with current address
3. Statement from a major company or utility mailed to current address
4. Lease or rent receipt or bill showing current address

Library cards are issued for one year. On or after the renewal date, Library staff will ask patrons to verify current address, phone, and email address (if applicable) in order to check out or renew materials. There will be a charge of \$2.00 to replace a missing/damaged card. **All resources are available for use on site without a library card.**

### **COLLECTIONS**

1. Circulating Items
  - a. Books
  - b. Audio Books
  - c. DVDs
  - d. Music CDs

- e. Periodicals
  - f. Video Games
  - g. Library of Things
  - h. Passes
  - i. Professional Collection (with permission of the Director only)
2. Non-Circulating Items
    - a. Reference Material
    - b. Local History Collection
    - c. Newspapers

### **LOAN PERIODS**

1. Books/Audiobooks/Music CDs
  - a. These materials are loaned for three weeks. Some bestsellers may be designated a two-week loan with no renewals based on demand.
  - b. Items may be renewed ONE time if there are no reserves placed on those titles or they are not designated two-week loans.
  - c. Renewals may be made on or before the due date on site, via phone, or by the patron through online access to their library account.
2. Periodicals
  - a. Current periodicals circulate for one week and may be renewed one time.
3. DVDs/Video games
  - a. These materials circulate for one week and MAY NOT be renewed.
4. Library of Things
  - a. Checkout periods vary depending on the Thing—most Things checkout for one week. Things may be renewed ONE time, unless another patron has a hold on the Thing.
5. Passes
  - a. Passes check out for 3 days and MAY NOT be renewed.

Checkout periods may be adjusted due to seasonal or other demand.

### **PATRON CIRCULATION LIMITS**

The Library reserves the right to limit the number of items a person may borrow as follows:

1. New Patrons: There is a limit of 3 items for the first loan period for any new patron. New Library of Things patrons may only check out one LOT item during their first loan period as an LOT patron.
2. Wonderbooks: Wonderbooks may only be checked out by an adult patron and are limited to 3 per card at any time.

3. DVD/Video Games: There is a limit of 5 DVDs and 3 Video Games checked out per card at any time.
4. Music CDs: There is a limit of 5 Music CDs per card at any time.
5. Library of Things: Approved LOT Patrons may checkout 2 Things per card and a total of 2 Things per linked household at any time. New LOT patrons may only check out 1 item on their first checkout. Exceptions may be made at the discretion of staff.
6. Passes: Passes may only be checked out by adult patrons with a limit of one per card and 1 per linked household. Visiting and reciprocal patrons may not check out passes.

### **OVERDUE, MISSING, OR DAMAGED ITEMS**

The Buchanan District Library believes in free and equal access for all. Access for everyone is to everyone's advantage—we all benefit from a curious and engaged community. For this reason, we choose not to charge late fines to our patrons. We want to do our part to make it as easy and enjoyable as possible for everyone to use the library.

In return, we ask everyone to do their part to be responsible library users. Patrons should make a habit of returning items on or before the due date. It's not just the right thing to do—it's how libraries work. If an item is overdue, the following reminder schedule will be implemented, using text messages, emails, and/or mailings (depending on how late an item is and the patron's preferences).

Please note that while the library does not charge overdue fines, if an item is not returned within a certain amount of time it will be marked as missing and you will be charged a replacement cost, which may include a processing fee. The same applies if an item is returned damaged. A \$10 charge will be added to cover costs for referring to a collections agency (if necessary). **If you owe the library for a missing or damaged item, please be sure to communicate with library staff about it as soon as possible to avoid referral to collections.**

<b>BOOKS, AUDIOBOOKS, &amp; MUSIC CDS</b>	
1 DAY LATE	Courtesy notice
3 DAYS LATE	First overdue notice
7 DAYS LATE	Second overdue notice
15 DAYS LATE	Item marked as missing (no other checkouts allowed until paid below \$5 or missing item is returned).
21 DAYS MISSING	If balance for missing item(s) exceeds \$25, the account will be turned over to a collections agency. An additional \$10 charge will be applied to cover fees associated with collections. Once turned over to collections, the \$10 fee applies even if the item is returned.

<b>DVDS, VIDEO GAMES, &amp; NEW BESTSELLERS</b>	
1 DAY LATE	First overdue notice
3 DAYS LATE	Second overdue notice
7 DAYS LATE	Item marked as missing (no other checkouts allowed until paid below \$5 or missing item is returned).
21 DAYS MISSING	If balance for missing item(s) exceeds \$25, the account will be turned over to a collections agency. An additional \$10 charge will be applied to cover fees associated with collections. Once turned over to collections, the \$10 fee applies even if the item is returned.

<b>LIBRARY OF THINGS &amp; WONDERBOOKS</b>	
1 DAY LATE	First overdue notice
3 DAYS LATE	Item marked as missing (no other checkouts allowed until paid below \$5 or missing item is returned).
21 DAYS MISSING	If balance for missing item(s) exceeds \$25, the account will be turned over to a collections agency. An additional \$10 charge will be applied to cover fees associated with collections. Once turned over to collections, the \$10 fee applies even if the item is returned.

**Missing or Non-Repairable Items:** In the event an item is missing or so damaged as to need replacement, the patron will be charged for the retail cost of the item as well as a \$5 processing fee. Items missing or damaged will be replaced at the discretion of the Director. No refund will be given for items returned once they have been replaced.

### **MELCAT (INTERLIBRARY LOAN) POLICIES**

Local MeLCat requesting privileges are available only to ADULT (18 years and older) Buchanan District Library card holders in good standing. The system routes requests according to your home library card number.

- Items may be renewed 1 time and renewals must be submitted before the due date. In general print items circulate for 4 weeks and renew for 4 more weeks; A/V materials circulate for 1 week and do not renew.
- Locally owned items should not be ordered through MeLCat. There are some exceptions; such as to accommodate book clubs or when the locally owned item is lost or missing.
- Replacement/repair costs assessed to the library will be charged to the patron account. Non-payment for lost or damaged MeLCat items are subject to the same regulations as internal non-payment and will result in the loss of local and MeLCat borrowing privileges.

- Items ordered by patrons but not picked up will be noted in the patron’s account. Five or more repeated instances of not picking up requested items may result in the loss of MeLCat privileges for the patron.

## **LIBRARY OF THINGS LENDING GUIDELINES AND AGREEMENT**

### **Guidelines for Borrowing and Use**

- New Library of Things patrons may only check out one LOT item during their first loan period as an LOT patron.
- Library of Things items **MUST** be checked out at the circulation desk, not a the self-checkout station.
- Items **MUST** be returned to a staffed circulation station. Patron **MUST** wait while item is checked in by a library staff member. If Library of Things items are returned in the book drop or left somewhere outside or inside the library, future LOT borrowing privileges may be suspended.
- A valid Buchanan District Library card and no outstanding fees over \$5 is required to borrow a Thing. **Borrowers must be 18 years or older.**
- Due to the high demand for LOT items, if a patron returns LOT items late on three or more occasions, LOT borrowing privileges may be suspended. LOT privileges may be immediately suspended should a patron be referred to collections for any LOT item. A patron will be referred to collections when an item has been missing for 21 days.
- A valid government issued ID with picture and current address must be presented at checkout **EVERY TIME** a patron checks out an LOT item. The address on the ID and in the library records must match.
- Borrowers must understand and sign the agreement at the circulation desk in the presence of library staff every time they checkout an item from the Library of Things.
- Once LOT privileges have been suspended, patrons may appeal to the Library Board to request reinstatement as an LOT patron.

### **Checkout Limits**

Checkout periods vary depending on the Thing—most Things checkout for one week. Things may be renewed **ONE** time, unless another patron has a hold on the Thing. **Patrons may only checkout 2 Things at a time per linked household.** Exceptions may be made at the discretion of staff.

Checkout periods may be adjusted due to seasonal or other demand.

### **Fees and Liability**

- If an item has been missing for 21 days or more and the balance for missing items exceeds \$25, the account will be turned over to a collections agency. An additional \$10 charge will be applied to cover fees associated with collections. Once turned over to collections the \$10 fee applies even if the item is returned. If a missing item is returned in good condition before a replacement is purchased, the bill will be removed from the borrower's record.
- The Borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with damage or loss of a Thing and/or peripherals as a result of neglect or abuse.
- Replacement costs for Library of Things items are listed on the online catalog found on the library's website. The replacement cost of a Thing may change depending on availability, and will include a processing fee.
- It is the borrower's responsibility to protect the Thing against loss or damage.
- The Buchanan District Library is not responsible for loss or damage while using this equipment.
- Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provide that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny and be prosecuted for a misdemeanor. *Initial here.* \_\_\_\_\_

### **Care and Operation**

- The Thing may only be used and operated in compliance with Buchanan District Library's policies and manufacturer's guidelines.
- Borrower shall not make any modifications or alterations to the Thing.
- Borrower shall return the Thing in the condition it was when checked out, ready for the next patron to use. If the Thing is in need of cleaning, restaging, or recharging, the patron may be asked to keep the Thing and return it when it is in checkout condition or forfeit the LOT privileges. The Thing will remain on the patron's account until it is returned in checkout condition.

## BUCHANAN DISTRICT LIBRARY | LIBRARY OF THINGS AGREEMENT

### Lending Agreement

- To abide by Buchanan District Library lending guidelines as stated above.
- To pay all fees as stated above.
- To pay entire replacement costs should the Thing or its components be missing, damaged, or not returned.

In being permitted to borrow the Thing I hereby voluntarily waive, release, and discharge and covenant not to sue the Buchanan District Library, its respective successors, assignees, officers, agents, employees, and volunteers (hereafter referred to as "Releasees") from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the Thing.

This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, "Release"), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns.

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PATRON NAME

---

SIGNATURE

---

DATE (MM/DD/YYYY)

---

STAFF INITIALS

A Buchanan District Library representative and I have reviewed contents of the Thing and agree that all parts are present and appear to be in working order at checkout. I am aware of the replacement cost of the Thing and agree to pay the cost (plus a processing fee) if the Thing is lost or damaged. I understand the replacement cost of the Thing may change depending on availability.

Date \_\_\_\_\_ Patron please initial here X \_\_\_\_\_ BDL Staff please initial here \_\_\_\_\_

### **SUSPENSION OF BORROWING PRIVILEGES**

When billed for a Lost or Non-repairable item, all borrowing privileges are suspended for that patron and patrons linked to that account. The suspension remains in effect until items are returned or charges are paid below \$5.00. If the patron states that the item(s) was returned or was not borrowed, a search will be initiated; charges stand until the item is located.

### **SUSPENSION OF PRIVILEGES FOR HEALTH & SAFETY REASONS**

It is the responsibility of the Buchanan District Library to maintain a healthy and clean environment for all Library users and to protect the citizens' investment in Library collections, equipment, and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections, and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials or that can result in pest infestations in library facilities, such as bed bugs, roaches, and silverfish.

Examples of situations where access to Library facilities may be suspended include, but are not limited to:

- Evidence is found in the Library that indicates a patron or patron's possessions contain pests such as fleas, lice, or bed bugs.
- Patrons who enter the Library with clothing that is stained with bodily fluids or other hazardous materials.

Should it become necessary to suspend Library privileges of a patron in order to protect Library collections, facilities, or other users, a decision and path to reinstatement will be determined by the Director and Board of Trustees, and notification of the suspension will be made by the Director.

### **RESERVES**

Library material currently checked out may be placed on reserve by any library cardholder in good standing. All circulating materials may be placed on reserve. Reserves may be placed by patrons either in person, by telephone, or by the patron through their online account. When the reserved material becomes available, the patron will be notified. These items will be held at the circulation desk for at least 3 days from notification.



Information on the reserved item may only be given to the borrower placing the reserve or a member of their linked household, if permission is given. Another party may be designated to pick up items for the borrower if that designation is made in person or in writing by the borrower. There is no limit on the number of items a patron may place on reserve. Library users are responsible for notifying the Library if they no longer need a requested item and wish to be removed from the waiting list.

### **DIGITAL ACCESS CARDS**

Digital Access Cards provide access to the library's digital media collection and other online resources, but do not grant access to library computers or the physical collection. Patrons may request a Digital Access Card on the library's website. If the patron resides in the Library's service area, a Digital Access Card will be issued. If they patron wishes to convert the Digital Access Card to a regular library card, they must come to the library and provide verification of residency.

Digital Access Cards may be issued without a linked guardian account to youth ages 10 to 17 years old residing in the library district or attending Buchanan Community Schools. Digital Access Cards may be issued directly to the youth upon presentation of a school or other official ID or via a Buchanan Community Schools teacher or administrator in partnership with the Buchanan District Library.

## **DISPLAY POLICY**

The Buchanan District Library supports article 6 of the American Library Association (ALA) Bill of Rights concerning public display: "Libraries should make exhibit spaces available to the public they serve and should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The utilization of exhibit or display space or posting or distribution of literature by any group or individual shall not imply endorsement or approval by the Buchanan District Library. The Library welcomes exhibits and displays of material which inform, enlighten, or entertain the general public. The Library Director, as the district agent of the Library Board, reserves the right to reject any item, display, or literature which is deemed illegal, offensive, or interferes with normal library operations.

### **DISPLAY CASE**

- At the owner's discretion, displays may include contact information.
- Purely commercial exhibit or display is prohibited.

- Requests for use of display space may be requested up to 12 months in advance. Bookings are made on a first come, first served basis. Display space will be available for at least 30 days. Longer periods may be negotiated.
- The owner will be responsible for the delivery, display, and removal of all items displayed. All materials must be removed by the owner by the date agreed upon at the time the space is booked. If the owner does not remove all items by the agreed upon date, Library staff may remove and store them for a period no longer than 6 months. At that time, disposal of items will be at the discretion of the Director.

### **COMMUNITY INFORMATION DISPLAYS**

- Posting of purely commercial literature is prohibited.
- Political materials will not be displayed, but informational materials regarding elections or ballot initiatives are permissible.
- Priority in posting is given to local community information. All literature is posted as space is available on the Community Board in the library's south entrance vestibule.
- All literature must be approved by the Director before posting or displaying.
- As items are removed, they will be discarded unless specific arrangements are made when submitted. Items posted without consent will be discarded.

## **COMMUNITY ROOM POLICY**

The Community Room is available for public use during regular library hours of operation. Priority of use is given to regularly scheduled library board meetings and library programming. The Community Room may be used at no charge for personal use or by civic groups, clubs, organizations and other nonprofit groups on a first come, first served basis. Businesses or other for-profit groups or individuals may use the room for a fee of \$10 an hour or \$25 for 3 hours. Use of the library's virtual meeting technology is included. Reservations may not be made more than 3 months in advance. All minors using the room must be under supervision by an adult 18 years of age or older in attendance at all times. Any damage to the room or contents of the room arising from the use of an individual or organization shall be billed directly to the individual who secured the use of the room. Food and non-alcoholic beverages may be served in the Community Room. Individuals or groups using the Community Room are responsible for leaving the room in good condition and disposing of all trash. The use of the Community Room does not constitute Library endorsement of the viewpoints expressed by the participants in the programs. No advertisement or announcement implying such endorsement will be permitted.

No organization meeting at the Library shall use the Library as its official address. Storage of goods by organizations using the Community Room will not be allowed.

## **DONATION POLICY**

The Buchanan District Library is grateful for the many gifts and contributions it receives, and believes that private giving plays an important role in extending and enriching the services of the Library. Such donations may qualify for a charitable deduction, however the responsibility and cost for such assessment lies with the donor.

### **MATERIAL DONATIONS**

Material donations are accepted with the understanding that they may be added to the collection if they comply with the Collection Development Policy applied to purchased materials and they are subject to the same criteria applied to other materials with regard to addition or deletion from the collection. Donated materials added to the collection shall become part of the Library's circulating collection and will be available to all library patrons. The Library reserves the right to dispose of any gift without notification to the donor, if in the judgement of the Library Director such item no longer serves the purposes of the library. The Library will not automatically replace worn or lost gift items. The Library reserves the right to distribute, donate, sell, or discard donated materials which do not comply with the Collection Development Policy. The Library is unable to appraise or estimate the value of gift donations. Those making material donations may choose to receive a receipt for their material donations.

### **MONETARY DONATIONS**

Monetary donations made for the purchase of items to be added to the collection are accepted by the Library. Individuals may specify in broad terms the use of their gift, however donors do not have the right of approval before purchase. Acknowledgment of memorial gifts will be sent to all donors and to the family of the person for whom the memorial was given. Items purchased as a memorial will be designated with a bookplate, format permitting.

Monetary donations for programs, services, or equipment will be accepted at the discretion of the Director and/or the Board of Trustees. Individuals may specify in broad terms the use of their gift, however donors do not have the right of approval before purchase.

Acknowledgement of monetary gifts will be sent to all donors. Equipment purchases made possible by gift funds will be designated by name plaque. Programs, services, and equipment purchases made possible by gift funds will include recognition of such benefactors in public

relations vehicles customarily used by the Library unless anonymity is specifically requested by the donor.

Monetary donations are also accepted for general operations. Special campaigns, such as campaigns for new construction or special collections, may include special recognition for donors, which will be outlined in campaign materials.

### **RESTRICTED MONETARY DONATIONS**

Restricted monetary donations will be accepted on condition that the specific use requested is consistent with the mission, goals, and objectives of the Library. Monetary donations received from a will or bequest will be used as directed by the donor, subject to library policies, or if received without conditions, may be used as approved by the Board.

## **PURCHASE POLICY**

### **OBJECTIVE**

The primary objective of the Buchanan District Library Purchasing Policy is to ensure that all goods and services are procured through the use of appropriate contracts, in the best interest of the Library, have funds appropriated for their acquisition within a board approved budget, and include terms and conditions to protect both the buyer and the seller.

Acquisitions will be conducted on an open and competitive basis in order to obtain the best value, giving preference to local suppliers, especially those within the library district, when an equivalent product or service that meets required criteria is available. Although price shall normally be a major consideration in all purchases, the Library reserves the right to take such factors as durability, timeliness, availability, vendor past performance quality, environmental impact and operating cost into consideration.

The following may be purchased without competitive bidding:

- Supplies, material, or equipment which can be furnished only by a single dealer, or which have uniform price whenever bought.
- Supplies, materials, or equipment purchased from another unit of government at a price deemed below that obtainable from private dealers.
- Services (gas, electricity, telephone, etc.) purchased from a public utility at a price or rate determined by a state commission or government authority.
- Services of a professional nature, such as engineering, architectural, legal, medical, insurance, and a certified public accountant.

- Books, other collection items, and binding, which are purchased at the best discount available consistent with serve, date of delivery, and other pertinent factors shall be exempt from competitive bid.
- Where proposed equipment and/or services vary, to the extent that sealed bids are not practical, detailed proposals may be accepted in lieu of such bids.

Supplies, materials or equipment costing not more than \$2500.00 may be purchased on the basis of informal, verbal or telephone bids or quotations when it is determined by the Director that such procedures are in the best interest of the Library.

Prior Board approval is required on written quotes for materials from \$2,501–\$5,000. Before any purchase of, or contract for, supplies, materials or equipment costing more than \$5,001.00 is made, the Director shall submit to at least three (3) persons, firms, or corporations dealing in and able to supply the same, or to a smaller number if there are not three (3) dealing in and able to supply the same product or service.

The Director may reject all bids and again submit to the same or other persons, firms, or corporations dealing in the same. Purchase shall be made from the bidder whose bid is most advantageous to the Library, considering price, quality, date of delivery and other pertinent factors. In the event of a tie bid, purchase may be from one of those tying, always accepting the bid which is most advantageous to the Library.

### **CONFLICT OF INTEREST**

A business entity in which an employee or board member has an economic interest represents a conflict of interest if the employee has any involvement in the selection of that entity as a library vendor. Engaging a relative as an independent contractor is also a conflict of interest for an employee. Such conflict and the arrangement to avoid it must be documented and available for internal review. Library employees may not accept anything of significant monetary value from anyone who (1) has or is seeking to obtain Library business; (2) has interests that may be substantially affected by the performance or nonperformance of the employee's official duties. This policy does not prohibit the purchase of any item \$100 or less from any firm or enterprise in which an individual defined in 1 & 2 above is employed or owns stock but has less than a controlling interest.

### **AUTHORITY AND RESPONSIBILITY**

The Buchanan District Library has determined purchasing and contracting decisions for some supplies, materials, furniture, equipment, or services may be made more effectively by a variety of personnel. Authority and responsibility for certain aspects of purchasing and contracting processes have been delegated to employees throughout the organization. This approach

requires employees involved at every stage of the purchasing process to take responsibility for understanding library policies and procedures regarding purchasing and vendor relations.

Only authorized employees may commit the library's resources to a purchase. Ultimate approval authority rests with the approved budget in place. Allocation of that budget is delegated to the Director.

- **Authority to Establish a Credit Card Account:** The Director has given authority to establish a credit card account to use in making such purchases where use of a credit card is more convenient, such as on-line purchases. The director may authorize one additional employee to make use of the library's credit card account. The credit limit on such accounts is not to exceed \$5000. Upon termination of employment cards will be surrendered to the bookkeeper and those accounts will be terminated.
- **Authority to Establish a Petty Cash Fund:** The Director has the authority to establish a petty cash fund for incidental purchases. Library employees who make purchases greater than \$25.00 must have prior approval of the Director.

## INVESTMENT POLICY

### PURPOSE

It is the purpose of the Buchanan District Library to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Buchanan District Library and complying with the state statutes governing the investment of public funds. The Buchanan District Library participates in an independent annual audit. The results of the audit are available to the public as are the recommendations of the auditor and the library's compliance with those recommendations.

### SCOPE

This investment policy applies to all financial assets of the Buchanan District Library.

### OBJECTIVES

The primary objectives, in priority order, of the Buchanan District Library's investment activities shall be:

- **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

- **Diversification:** The investments will be diversified by security type in order that potential losses do not exceed income generated from the remainder of the portfolio.
- **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- **Return on Investment:** The investment portfolio shall be designated with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

### **DELEGATION OF AUTHORITY TO MAKE INVESTMENTS**

Authority to manage the investment program is derived from MCL 397.182. Management responsibility for an investment program is hereby delegated to the Finance Committee of the Board of Trustees of the Buchanan District Library, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/ depository agreements and banking service contracts and delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the Finance Committee of the Board of Trustees of the Buchanan District Library.

### **LIST OF AUTHORIZED INVESTMENTS**

The Buchanan District Library is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:

- a) In bonds, securities, and other obligations of the United States, or an agency instrumentality of the United States in which the principal interest is fully guaranteed by the United States.
- b) In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCLA 129.91 (4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Michigan or the United States.
- c) In commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase;
- d) In the United States government or federal agency obligation repurchase agreements;

- e) In bankers' acceptance of United States banks.
- f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- g) Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789. 15 USC 80a-1 to 80a-3, and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. Investments in mutual funds shall be limited to securities whose intention is to maintain a net asset of value of \$1.00 per share. A securities net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
  - (i) The purchase of securities on a when-issued or delayed delivery basis.
  - (ii) The ability to lend securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, MCL 124.501 to Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- i) Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

### **SAFEKEEPING AND CUSTODY**

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Finance Committee shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Finance Committee and evidenced by safekeeping receipts as determined by the Finance Committee (or designee of the Finance Committee).

### **STANDARD OF PRUDENCE**

The Finance Committee shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The

Standard of Prudence to be used shall be the "fiduciary" standard and shall be applied in context of managing an overall portfolio.



### **STATEMENT OF ETHICS**

The Finance Committee shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the Finance Committee's ability to make impartial investment decisions.

## **DISPOSAL OF PROPERTY**

As items purchased by the library become obsolete or unnecessary they may be disposed of at the discretion of the Director. Items may be donated to community nonprofit organizations or open to purchase by staff or the general public for a requested donation amount set by the Director. The amount will be set based on current fair market value.

## **CHARITABLE CONTRIBUTION POLICY**

The Library may cooperate and participate with other groups and agencies for furthering its own advertising and marketing goals for the promotion of library services. However, the Library may not use public funding for charitable donations. This includes, but is not limited to, requests from associations, religious organizations, political parties, clubs, student groups, or individuals to further personal, community, or charitable goals and purposes. Programs that directly model charitable giving to the community with no direct use of monies derived from tax dollars may be allowed at the discretion of the Library Board.

This proscription includes but is not limited to:

- Annual fund drives of any sort
- Camp or academic scholarships
- Religious missions or outreach
- Service projects
- Promotions for other groups or individuals
- Promotional ads in calendars, yearbooks, annuals, etc. which support a group or association other than the Library.

## MATERIALS SELECTION POLICY

### I. Purpose.

The purpose of the Buchanan District Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Buchanan District Library ("Library") to maintain a well-balanced and broad collection of materials.

### II. Definitions:

The term "Library Materials" means books, magazines, DVDs, CDs, items in the Library of Things, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

### III. Goals of Materials Selection.

- A. To meet the individuals' needs for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- B. To help individuals attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

#### **IV. Responsibility for Selection.**

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

#### **V. General Principles.**

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious views, or sexual orientation or gender identity of the writer.

- B. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.
- E. Materials are evaluated as complete works and not on the basis of a particular passage or passages.

## **VI. Specific Principles for Selection.**

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Suitability of subject, style, and reading level for intended audience.
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority and reputation of author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material
- Positive review in one or more appropriate professional journals, inclusion in popular (celebrity) book clubs, and/or coverage in popular media

**VIII. Gifts.**

Acceptance of gifts of Library Materials shall be governed by the same principles and criteria applied to the selection of items for purchase. The review, approval and acceptance of gifts will be processed pursuant to the Library's Gift Policy.

**VIII. Maintenance of the Collection.**

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

**IX. Challenges to Materials.**

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will

review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.

- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

**X. Revision of this Policy.**

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

## **COPYRIGHT LAWS**

Patrons should be aware that unauthorized photocopying or electronic copying of copyright protected material in print, audio, video or electronic formats is illegal under the copyright law of the United States, Title 17. U.S. Code.

Section 107 of this code outlines the doctrine of “fair use”, which is designed to allow limited use of copyrighted materials without the specific consent of the author. Teachers, scholars, librarians and the general public are allowed to reproduce parts of texts, periodicals and musical works for educational or non-profit purposes. The following four points are to be considered when reproducing copyrighted materials:

1. **The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes.** Photocopying for purposes of criticism, comment, news reporting, teaching, (including multiple copies for each pupil in classroom use,) scholarship, research, and even parody is not an infringement of copyright.
2. **The nature of the copyrighted work.** Illustrations, cartoons, poems and shorter works are also protected by copyright laws. A single copy may be made if it is to be used for educational purposes only. Virtually everything published today is protected by copyright.
3. **The amount and substantiality of the portion used in relation to the copyrighted work as a whole.** A single article of a periodical, one segment of a book, or one movement of a larger piece of music may be reproduced for education purposes listed above. It is illegal to copy an entire book, magazine or musical work without the formal consent of the author.
4. **The effect of the use upon the potential market for or value of the copyrighted work.** Authors and composers are entitled to the income generated by the sale of their works.

Photocopying more than a small portion of the work would compromise those rights, thereby creating a copyright infringement.

Patrons should be aware that material posted on internet websites is often copyrighted; it is also possible that some of the information posted may be appearing without consent of the author. Be sure to check for copyright notices on any material (printed, recorded or otherwise) that is being replicated. Library staff may refuse copy requests which, in their opinion, would violate copyright law.

## **COMPUTER USAGE POLICY**

### **GENERAL INFORMATION**

In keeping with its mission, the Buchanan District Library is committed to providing its patrons access to information technology.

### **QUALITY OF INFORMATION**

Much of the information found on the internet may be valuable, but not all internet resources are reliable, current, or accurate. Patrons are encouraged to critically evaluate all information. The Internet and its available resources may also contain material of a controversial nature. The Library cannot censor access to material nor always protect users from offensive information. The Library will monitor the computers at set intervals in a good-faith effort to protect minors from offensive material. The Library provides filtering but this should not be interpreted as a failsafe protection. Parents of children under 18 years of age must assume responsibility for their children's use of the Internet through the Library's connection.

### **PRIVACY & CONFIDENTIALITY**

Security is technically difficult to achieve and the library cannot guarantee privacy or confidentiality. Electronic transactions of information and viewing screens are public. Computer accounts, passwords and other types of authorization that are assigned to individual users should not be shared with others. Users should be aware of computer viruses and other destructive programs, and take steps to avoid being a victim or unwitting distributor. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy.

### **STAFF ASSISTANCE**

While Library staff may be available to assist users in accessing technology, each user is responsible for their own actions.

**PROHIBITED BEHAVIORS**

1. The public and staff may only use computing resources for legal purposes. The user agrees to take proper care of all hardware, software, documentation, and all other equipment that are the property of the Buchanan District Library. At no time will the user change the software settings, Windows setups or move, add or delete icons. When there is any problem with any equipment or software, the user must immediately report the problem to a staff member.
2. Users are not permitted to install software programs onto library computers. Users may save files to media of their own.
3. Library computer workstations MAY NOT BE USED TO DISPLAY OR DISSEMINATE SEXUALLY EXPLICIT OR SEXUALLY SUGGESTIVE MATERIAL. Be advised that under Michigan law (MLC Act 33 sec. 722.677) if you are viewing explicit material and this material is also viewed by a child patron YOU COULD BE CHARGED WITH A CRIME. [MLC Act 33 sec. 722.677 Displaying sexually explicit matter to minor; misdemeanor; penalty. Sec. 7.
  - 1) A person is guilty of displaying sexually explicit matter to a minor if that person possesses managerial responsibility for a business enterprise selling sexually explicit visual material that visually depicts sexual intercourse or sadomasochistic abuse and is harmful to minors, and that person does either of the following:
    - i. Knowingly permits a minor who is not accompanied by a parent or guardian to view that matter.
    - ii. Displays that matter knowing its nature, unless the person does so in a restricted area.
    - iii. A person knowingly permits a minor to view visual matter that depicts sexual intercourse or sadomasochistic abuse and is harmful to minors if the person knows both the nature of the matter and the status of the minor permitted to examine the matter.
    - iv. A person knows the nature of the matter if the person either is aware of its character and content or recklessly disregards circumstances suggesting its character and content.
    - v. A person knows the status of a minor if the person either is aware that the person who is permitted to view the matter is under 18 years of age or recklessly disregards a substantial risk that the person who is permitted to view the matter is under 18 years.
    - vi. A person who violates subsection (1) is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$5,000.00, or both.



History: 1978, Act 33, Eff. June 1, 1978; Am. 1999, Act 33, Eff. Aug. 1, 1999; Am. 2003, Act 192, Eff. Jan. 1, 2004. Constitutionality: 1999 PA 33 violates the First Amendment and the Dormant Commerce Clause of the U.S. Constitution. Defendants are permanently restrained and enjoined from enforcing any provisions of 1999 PA 33. *Cyberspace Communications, Inc. v.Engler*, 142 F. Supp. 2d 827 (E.D. Mich 2001).]

## **ENFORCEMENT**

Violators will be removed from the library and will have his/her computer privileges revoked according to the following guidelines:

**Step 1 – First offense:** Privileges will be revoked for 2 weeks.

**Step 2 – Second offense:** Loss of privileges for 6 months.

**Step 3 – Third offense:** Loss of privileges for 1 year with possibility of renewed privileges upon petition to the Director and the Library Board.

Offenses will be accrued over a three (3) year period. After three (3) years, an offense will be dropped from the violator's record. If a Fourth offense is committed during the 3 year period, the violator will have his/her privileges revoked for five (5) years, with the possibility of privileges being renewed upon petition to the Director and the Library Board.

All disciplinary actions may be appealed at the regularly scheduled Library Board of Trustee meetings.

## **ACCESSIBILITY**

All adult Library patrons and visitors are able to use the public computers. All minor library patrons under 18 years of age must have the written permission of a parent or guardian to use the public computers. All visiting minors must have an adult present to use the computers.

## **USE**

1. The use of computers is on a first come, first served basis.
2. Only one person may use a computer at a time. Library staff may grant exceptions to this rule as long as other patrons are not disturbed.

## **COST**

There is no cost to use a computer. There is a posted charge for printing. If patrons have questions about printing they should consult with a staff member before attempting to print.

## **TIME LIMITS**

All individuals are allowed at least one hour of uninterrupted use of a computer station. More time may be allowed if no other patrons are waiting. All computers automatically shut down 15 minutes before the Library closes.

# **PATRON BEHAVIOR POLICY**

## **I. Introduction.**

The Buchanan District Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library Property”) and to all persons entering in or on the premises, unless otherwise specified.

## **II. Rules for a Safe Environment.**

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any

controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment (including toys that can be ridden or wagons) is not allowed in the Library or on Library Property. Strollers are permitted so long as they do not block other patrons' access to library materials or programs, or important areas of the building, such as entries, exits, and restrooms. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- G. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- H. Staff Only Areas. Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director.
- I. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

### **III. Rules for Personal Behavior.**

- A. Personal Property. Personal property brought into the Library is subject to the following:
  - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
  - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.

3. The Library does not guarantee storage for personal property.
  4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and beverages are only permitted in designated areas.
- C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library's parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Considerate Use. The following behavior is prohibited in the Library or on Library Property:
1. Spitting;
  2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
  3. Climbing on furniture;
  4. Using obscene or threatening language or gestures;
  5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
- F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an

inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

- H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:
1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
  2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
    - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
    - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
    - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
    - d. No person shall block ingress or egress from the Library building.
    - e. Permitted times will be limited to the operating hours of the Library.
    - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual

activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.

- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.
  
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.  
  
Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.
  
- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from for items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
  
- O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons, outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
  
- P. Library Policies. Patrons must adhere to all Library Policies.
  
- Q. Identification; Masks. Patrons must provide identification to Library staff when requested. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is

prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs. Face coverings are permitted for health reasons.

- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.
- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property. Visible or damp swimming suits left uncovered are not considered to be appropriate attire. No bras or sports bra tops allowed without a proper full shirt over the top. No one with uncovered undergarments will be permitted on library property.

#### **IV. Rules for the Use and Preservation of Library Materials and Property.**

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
- E. Use of Computers. Only one (1) person may use a computer at a time.

#### **V. Violations and Appeal.**

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations Enforcement Policy.

## Violations Policy

### I. Purpose.

The purpose of this policy is to provide a process for addressing violations of Buchanan District Library policies. This Library Violations Enforcement Policy will set forth the process and procedure for violations of all Library policies, including but not limited to the Patron Behavior, Internet Use, and Laptop Use policies.

### II. Library Director/Designee's Right to Suspend Privileges.

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library Property with immediate dismissal of the patron from the Library Property, by suspending the patron's access to Library Property for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a suspension of Library privileges.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
  1. *Initial Violation*: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the Library Property for the day. If they refuse, the police may be called.
  2. *Subsequent Violations*: The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical



harassment, sexual misconduct, or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
  2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The patron whose privileges have been limited or suspended (and the patron's parent or guardian if the patron is a minor) shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

#### **VII. Right of Appeal.**

Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

## **POLICY ON UNATTENDED CHILDREN**

The Buchanan District Library encourages children to visit the Library and to be life-long Library users. However, the responsibility for the safety and behavior of children in the Library belongs to the parent or caregiver and not the Library staff.

The Library Trustees, out of concern for the safety and general welfare of children and the benefit of all people using the Library, have adopted the following policy:

- If a child is age 6 or under, a parent/guardian/caregiver must be present and supervise and remain with the child at all times in the Library.
- If a child is under the ages 7–10, a parent/guardian/caregiver must be present in the Library building to supervise the child in the Library.
- Children age 10 and older may use the Library unattended subject to the Rules of Conduct and other pertinent policies of the Buchanan District Library.
  - Parents/guardians/caregivers are responsible for their children’s safety and behavior while in the Library or on Library property and will be responsible for damage to Library property caused by their children. If it is determined by Library staff that a child is left unattended, a staff person shall try to locate the parent/guardian/caregiver.

The Library assumes no responsibility for children left unattended at the Library. Unattended children under 12 years of age present at the library 15 minutes before the Library closes will be asked to phone a parent/guardian/caregiver. If the child has not been picked up within 15 minutes of closing, the Library staff will call the Buchanan Police to come pick up the child.

## **SECURITY CAMERA POLICY**

### **I. Purpose**

The purpose of security cameras is to enhance the safety and security of the Buchanan District Library (“Library”) residents, staff, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its residents and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library’s Patron Behavior Policy.

### **II. Signs**

Signs will be posted at the Library entrances, informing the public that security cameras are in use.

### **III. Data Captured**

The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

#### **IV. Security Camera Locations**

Security cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

#### **V. Security**

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

#### **VI. Surveillance Footage**

Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a Library are not considered a "Library Record" and may be disclosed. The Library Director or his/her designee will determine whether the images can be disclosed without a court order or written consent, including whether to require a Freedom of Information Act Request. The surveillance videos shall be kept according to the Library's Record Retention Policy.

## **PROGRAMMING POLICY**

The Buchanan District Library ("Library") supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples' lives, and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library's mission to provide for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

## **I. Program Determination**

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of Buchanan District Library Board ("Library Board"). The Library Director, in turn, delegates the authority for approved program management to the Assistant Director/Program Coordinator, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

## **II. Criteria for Programs**

Library staff plans and develops programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform, or entertain and otherwise further the Library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

## **III. Co-Sponsorship of Programs**

The Library may co-sponsor programs with other persons, agencies, organizations, and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library's Assistant Director/Program Coordinator. No co-sponsor may use the Library's name in any marketing material without prior approval of the Library Director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

## **IV. Non-discrimination**

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

**V. Program Attendance**

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some fundraising events may require a ticket to be purchased.

**VI. Library Staff**

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

**VII. Programming Concerns**

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Material Selection Policy.

**VIII. Guidelines for Selling Books, Recordings, Art, or Other Items at Library Programs**

Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following Library programs upon prior approval by the Library Director.

## **SOCIAL MEDIA POLICY**

The Buchanan District Library has established a social media presence in order to inform the community about programs, events and materials available at the library. Libraries are considered limited public forums. The library's social media sites are by extension also considered limited public forums. Postings which the authorized library staff deem inconsistent with this policy, may be removed in whole or in part without prior notice. The Library reserves

the right to terminate accounts, ban or block users who have posted in violation of this policy. Users may report violations of this social media policy to the Library Director.

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this policy. By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends when you delete your posting. The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and postings do not reflect the opinions of the Buchanan District Library, its employees, or the Board of Trustees.

## **PUBLIC RELATIONS/MEDIA RELATIONS POLICY**

The purpose of this policy is to ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, both directly and through the media.

- **Release of Information:** The Library Director has primary responsibility for ensuring that information released both to the public and to the media is accurate and distributed in a timely manner. The Director is responsible for coordinating responses to media inquiries and promoting library services and programs through the media. The Director may designate certain staff to release information on programs they are overseeing and to be listed as contacts on press releases for those programs.
- **Library Spokespersons:** The Director and the Library Board President are the official spokespersons for the Buchanan District Library.
- **Media Interviews:** The Director and/or Board President should be notified of all media requests for interviews as soon as possible. The request shall be evaluated and a staff member shall be authorized to do the interview. All requests for interviews will be handled on a timely basis. In the case of an unscheduled interview, the Director and/or Board President shall be contacted for advice and support.
- **Emergency Situations:** In an emergency situation, every effort should be made to have the Library Director or Board President respond to the media.
- **Handling of Complaints:** Any complaints or suggestions for improvements from patrons should be handled in a timely and confidential manner. If the concern cannot be addressed immediately, the patron should be notified of when they can expect a response. If the patron is not satisfied with the resolution, they should be notified of further steps they can take, including attending the next Board meeting. The Director

and/or Board President shall be notified of all serious complaints and these shall be discussed at the next Board Meeting.

- **Promotional Library Materials:** Materials designated to be disseminated to the public will meet a high standard of quality. The Director and/or Board President are responsible to ensure that such promotional and informational materials meet those standards.
- **Record Keeping:** Library related stories in print and electronic formats (if available) and copies of news releases will be kept on file in the Local History Room.

## CONFIDENTIALITY POLICY: DISCLOSURE OF LIBRARY RECORDS

### I. Policy; Library Records

It is the policy of the Buchanan District Library ("Library") to preserve the confidentiality and privacy of Library Records ("Library Records" or "Library Record") to the fullest extent permitted by law.

### II. Definitions of Library Record

A. *Agent or Employee.* An agent or employee includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

B. *Crime.* A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5

C. *Law Enforcement Officer.* A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

D. *Library Record.*

1. Definition. As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

“a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.”

For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition. The following are specifically excluded from the definition of Library Record.

a. *Non-Identifying Material.* Library Record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

b. *Certain Video Surveillance.* A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

3. Library Director Determination of “Library Record.” The Library Director, or his/her designee, shall be responsible for determining whether a particular document meets the definition of Library Record or whether the video surveillance footage contains any images that would require it to be considered a “library record.”

### **III. Disclosure of Library Records**

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron’s privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

A. *Freedom of Information Act Requests.* All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act (“FOIA”) and the Library’s FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.



B. *Subpoenas, Court Orders or other Legal Process.* Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director, or his/her designee. If neither is available, the Library Board President shall be contacted.

1. Consultation with Attorney. The Library Director, his/her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.

2. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director, his/her designee, or the Board President shall take appropriate action to respond.

3. Opportunity to be Heard. Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.

4. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his/her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

C. *Consent.* In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a Library Record may provide written consent for the release of that Library Record. Further, a parent or legal guardian who signs to accept legal responsibility for return of his/her child's (under the age of 18) library materials and accepts financial liability for that child's library fines and other charges, may authorize the disclosure of the minor's Library Records by signing the disclosure and release statement granting consent on behalf of the minor.

D. *Voluntary Disclosure without Court Order and Consent.* A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency. The Library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
2. Interlibrary Loan. The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

**IV. Disclosures Regarding Alleged Crimes in this Library.** The Library Privacy Act does not prohibit an employee or agent of the Library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

## **ELECTRONIC COMMUNICATIONS POLICY**

### **1. Purpose**

The Open Meetings Act (“OMA”) requires that all decisions of a public body shall be made at a meeting open to the public. Further, all deliberations must be made at an open meeting unless otherwise permitted under the OMA. With advancements in technology and the availability of the Internet, Buchanan District Library desires to ensure all electronic communications comply with existing law. Further, the Freedom of Information Act governs “public records,” which may include e-mails. Therefore, the Library has a health, safety, and welfare interest in making sure public records are properly retained.

### **2. Procedure – Library Board Members or Members of Other Public Body**

- A. Members of the Library Board or other “public body” as defined by the OMA shall not discuss, deliberate towards, or render a decision on a public policy with a quorum of the public body to which they are members by e-mail, text, skype, chat rooms or other electronic means.

- B. Only the President or the Director is authorized to contact a quorum of the public body by e-mail. Such e-mails shall only be for the purpose of distributing information to other members of the public body. The Library President or Director shall designate such e-mails as "For Distribution Only."
- C. Upon receipt of information designated "For Distribution Only," the members of the public body shall not "reply to all" or reply to a quorum of other members of that public body. Any questions or comments shall be directed towards the President or Director who sent the e-mail.

### **3. Regulations Relating to all Library Officials and Employees**

- A. Officials or employees may be provided by the Library with a "Library" e-mail account. If so, then the official or employee shall use only that account for any Library business. If the Library has provided a Library official or employee with a "Library" e-mail account, the official or employee shall provide full access to that account upon leaving office or employment with the Library and shall no longer have access to the account after leaving office or employment with the Library.
- B. E-mails sent and received by public officials may be subject to the Freedom of Information Act ("FOIA"). Each member official or employee should provide a copy of the electronic communication to the Director that is a public record, as defined by the FOIA, and required to be retained by the Library pursuant to the Library's record retention policy, regardless of what e-mail account was used to send or receive the public record.
- C. Any employee or official should keep in mind that e-mails may be disclosed pursuant to the FOIA, and employees and officials should not place any information in an e-mail that he or she would not include in other forms of written correspondence.

## VOLUNTEER POLICY

### I. Purpose.

The Buchanan District Library ("Library") recognizes the need for and welcomes community volunteers. Volunteers are individuals who give their time and talents to the Library without compensation.

### II. Rules for Volunteers.

A. *Approval.* The Library Director shall have the authority to approve the use of volunteers. Volunteers will be recruited without regard to any individual's age, race, creed, color, national origin, religion, disability, genetic information, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

B. *Minor Volunteers.* Volunteers under the age of 18 must have parental approval and cannot work more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of 14.

C. *Expectations; Training.* Volunteers will work under the direction of the Library Director or staff person designated by the Library Director and will follow all Library policies and standards, including the policies and laws regarding privacy of Library records. Training and information will be provided for the assigned tasks. A background check may be required for volunteers depending on the scope of their work at the library.

D. *Prohibited Activities.* Volunteers may not:

1. Perform activities that could reveal confidential patron information
2. Use the Integrated Library System (ILS) without the supervision of a library staff member.

### III. Release from Duties.

Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.