



# **BUCHANAN DISTRICT LIBRARY POLICIES**

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# **BUCHANAN DISTRICT LIBRARY**

## **MISSION STATEMENT**

Our mission is to provide quality material, superior programming and exceptional services delivered with care and integrity to meet the needs of our diverse community.

## **VISION STATEMENT**

The Buchanan District Library is at the forefront of engaging our community and enriching, empowering and enhancing lives.

## **POINTS OF PRIDE**

- Exceptional customer service
- Support literacy-print and technology
- Staff development
- Local history preservation
- Community partnerships
- Hub of the community
- Offering traditional and innovative technology

# **BUCHANAN DISTRICT LIBRARY BOARD OF TRUSTEE BY-LAWS**

## **ARTICLE I. LEGAL AUTHORITY**

- 1.1 The Buchanan District Library is a legally established District Library, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.) as approved by the Library of Michigan on October 10, 2000 and the District Library Agreement signed by the City of Buchanan and the Buchanan Community Schools. The district of the Buchanan District Library consists of all that territory which is currently located within the jurisdictional limits of the City of Buchanan and all that territory which is currently located within the jurisdictional limits of the of Buchanan Township and all that territory which is currently located within the jurisdictional limits of the Buchanan Community Schools school district, with the exception of Oronoko Township.

## **ARTICLE 2. LIBRARY BOARD**

- 2.1 The District Library Board is a seven member appointed board. Four members of the Board are selected by the Board of Education of Buchanan community Schools and three members are selected by the City Commission of the City of Buchanan. Each member after the establishment of the first Board shall serve for a full term of four (4) years, beginning with the first day of the July next following his or her respective appointment. Board members shall be selected on or before the 15<sup>th</sup> day of June of each year that a term of office expires.
- 2.15 The Library Director or designate will notify the Buchanan City Manager and the Buchanan Community School Superintendent of the expiration of the terms of any appointee to the Library Board on or before May 1<sup>st</sup>.
- 2.2 Board members shall be qualified electors of the participating municipality that appoints the member(s) to the Board and shall be residents of the District Library area.
- 2.25 Upon appointment each Board member shall receive a copy of the Library policies and the personnel policies; receive training materials on the Open Meetings Act, Library Law and the Michigan Public Library Trustee Manual; take a tour of the library.
- 2.26 The Board constitutes the official body responsible for the operation of the library including, but not limited to:
- a) Planning for the library by developing long and short term plans.
  - b) Policymaking by formally adopting by resolution appropriate written policies for Library operations; considering policies needed to advance the Library's plan; annually reviewing and revising policies.
  - c) Budget oversight and officially approving the budget request.
  - d) Advocating to insure adequate funding for Library operations with local, state and federal officials.
  - e) Hiring the Library Director.
  - f) Approving final building plans and construction contracts.
  - g) Accepting large in-kind donations or donations with specific restrictive conditions.
  - h) Public relations links between the Library and the community.

- 2.27 The basic duties of the members of the Board shall include:
- a) Attending all Board meetings; if a Board member is unable to attend a meeting, that member shall notify the President, who will determine if there is a quorum for conducting business; this absence will be noted in the official minutes as “excused.”
  - b) Participating in discussions and decision-making.
  - c) Respecting and supporting the role of the Library Director by establishing policy but delegating to the director the management of Library operations.
  - d) Seeing that the Library’s services are extended to as many people within its area as possible and that the types of services provided are expanded as rapidly as local interest and resources permit.
- 2.3 The officers of the Board shall be as follows: President, Vice-President, Secretary and Treasurer.
- 2.4 Officers shall be elected at the last regular meeting of the library year by a majority vote of the Board.
- 2.5 Officer’s duties are as follows:
- 2.51 The President’s duties will include:
- a) Communicating with the Library Director between meetings.
  - b) Presiding at meetings and expediting the conduct of business.
  - c) Providing leadership to the Board in the performance of his/her duties.
- 2.52 The Vice President’s duties will include:
- a)Assisting the President in carrying out the functions of the office.
  - b) Presiding in the absence of the President.
- 2.53 The Secretary’s duties will include:
- a)Taking accurate minutes of all actions taken at meetings.
  - b) Providing a copy of the minutes to the Library Director within eight (8) business days following any Board meeting for public access in accordance with the Open Meetings Act.
- 2.54 The Treasurer’s duties will include:
- a)Reviewing the financial reports as requested by the Board.
  - b) Supervising the Library Director’s handling of the Library’s finances.
- 2.6 Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees shall be necessary to an election.
- 2.7 No one speaks of the Board unless the Board is in session or unless specifically authorized by the Board for such an occasion.
- 2.8 The use of a Recording Secretary is at the Board’s discretion. The role shall be instated by a majority vote at a regular meeting.
- 2.9 Trustee Email Policy:
- a) Current trustees will use library specific email addresses to communicate with each other between meetings.
  - b) The emails will only be informative of topics to be discussed at upcoming regular board meetings.
  - c) The purpose and content of emails between trustees will not be for decision making or deliberation. Constructive quorums must be avoided.
  - d) The originator of a message may email all (or some) trustees collectively, but “reply-all” responses should not be sent. Responses should only be sent back to the originator of the message. The originator of the message may then redistribute new information to trustees.

- e) The passwords and security questions for the official library accounts are to be kept by individual trustees and the Assistant Director, who manages and protects all vital library passwords. The Assistant Director should be made promptly aware of any change in password or security question.

### **ARTICLE 3. MEETINGS**

- 3.1 Regular meetings shall be held each month with the date and time to be decided upon by the standing members and shall be open to the public as required by the Michigan Open Meetings Act. Any changes will be posted within 3 days of the meeting at which the change is made. Rescheduled meeting times will be posted with at least 18 hours' notice.
- 3.2 Special meetings shall be held at the call of the President or any three trustees. Special meeting times will be posted with at least 18 hours' notice.
- 3.3 A majority of the Board (at least five members) must be present to constitute a quorum.
- 3.4 The Board shall meet in the Community Room of the Library at 6:30.
- 3.5 Notice of meetings will be displayed on the main library bulletin board.
- 3.6 Meetings shall be held in full compliance with the Michigan Open Meetings Act.
- 3.7 Draft meeting minutes will be available to the public within 8 business days of the meeting. Final meeting minutes will be available within 5 business days of the meeting in which they are approved. Public copies are available for a fee posted at the front desk.
- 3.8 The order of business shall be as follows:
  - a) Call to Order
  - b) Adoption of Agenda
  - c) Recognition of Visitors
  - d) Community Concerns
  - e) Friends of the Library report (when group is active)
  - f) Routine Business
    - 1) Correspondence
    - 2) Approval of previous meeting's minutes
    - 3) Financial Reports and Approval of Expenditures
  - g) Committee Reports
    - 1) Public Relations
    - 2) Library Policy
    - 3) Personnel
    - 4) Building
    - 5) Budget and Finance
    - 6) Technology
    - 7) Fundraising
  - h) Director's Report
  - i) Unfinished Business
  - j) New Business
  - k) Questions and Comments from Board Members
  - l) Adjournment
- 3.9 The annual budget for the fiscal year will be approved at the June meeting of each year.

### **ARTICLE 4. COMMUNITY CONCERNS**

- 4.1 Any member of the community may attend any Board meeting.

- 4.2 Any member of the community may address the Board at the time designated in the agenda. Those addressing the Board must state their name prior to giving their comments.

#### **ARTICLE 5. COMMITTEES**

- 5.1 The following will be standing committees: Public Relations, Library Policy, Technology, Personnel, Building, Budget and Finance. The Board may appoint any committee as deemed necessary. The President of the Board shall appoint all committee members.
- 5.2 Ad hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to committees to bring special capabilities for the resolution of problems confronting the Committee.
- 5.3 All committee actions are subject to approval by a majority of the Board.

#### **ARTICLE 6. AMENDMENTS**

- 6.1 These By-laws may be repealed, amended or added to by a two-thirds majority of the members of the Board who are present at the meeting where the amendment is being considered. Such action may be taken, however, only after the substance of the proposed repeal, amendment or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

#### **ARTICLE 7. LIBRARY DIRECTOR**

- 7.1 The Board shall appoint a library director who shall be the executive and administrative officer of the library.
- 7.2 The Library Director's duties will include:
- a) Implementing all policies approved by the Library Board.
  - b) Submitting regular reports to the Library Board.
  - c) Making recommendations to the Library Board respecting the By-laws, policies, programs, and procedures required to provide efficient, effective, and economical library services.
  - d) Attending all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director will have the right to speak on all matters under discussion at board meetings, but shall not have the right to vote thereon.
  - e) Hiring the staff necessary for the operation of the Library.
  - f) Specifying duties, supervising, disciplining, and (if necessary) terminating the employment of members of the staff.
  - g) Providing proper maintenance and supervision of the Library building.
  - h) Providing proper care and maintenance of Library equipment and property, including the print and non-print collections.
  - i) Establishing and maintaining an appropriate schedule of hours open for use by the public.
  - j) Establishing appropriate procedures for the operations of the building and the delivery of public series.
  - k) Providing for the selection, acquisition, organization and preservation of books and other Library materials.
  - l) Preparing and administering an annual budget for all library operations.
  - m) Supervising the maintenance of all appropriate financial records.
  - n) Preparing an annual report of Library activities.

- o) Maintaining good public relations with our patrons and the community.
- p) Assisting in the preparation of the annual audit.
- q) Assisting legal counsel as necessary.
- r) Maintaining proper relations with the City, Township(s), State and Federal officials.
- s) Participating in regional, state and national library organizations.
- t) Performing any other administrative duties as required by the Board or that may be appropriate to the position of Library Director.

#### **ARTICLE 8. PARLIAMENTARY AUTHORITY**

- 8.1 The rules contained in Robert's Rules of Order, latest revised edition, shall be the parliamentary authority on all matters not covered by these By-Laws or statutes applicable to the Board.

## **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 and circulation transactions. 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 of 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 service area of the Buchanan District Library is the Buchanan School District, which includes the entire city of Buchanan, parts of Buchanan Township, Niles Township and Bertrand Township, and with the exception of Oronoko Township. By virtue of a contracted service agreement, all residents of Buchanan Township and Bertrand Township outside the school district boundaries may also choose to apply for a Buchanan District Library card free of charge. 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 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 service, is a participating Apollo library or has entered into a reciprocal borrowing agreement with the Buchanan District Library.
2. Teachers - All teachers in the Buchanan Public School System, 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 \$50.00 per year. Each member of the household may receive a card. 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 and email address when available. 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 need to verify current address, phone number and email address (if applicable) in order to check out or renew materials. There will be a charge of \$2.00 to replace a lost/damaged card.

**All resources are available for use on site without a library card.**

## **COLLECTIONS**

1. Circulating Items
  - a. Books
  - b. Audio Books
  - c. VHS/DVDs
  - d. Periodicals
  - e. Video Games
  - f. littleBits Kits/Wii Video Game System/Playaway Launchpad Tablets
  - g. 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/VHS
  - a. These materials are loaned for three weeks. Some bestsellers may be designated a two week loan with no renewals based on demand. *(Revised 8/2010)*
  - b. Items may be renewed ONE time if there are no reserves placed on those titles or they are not designated two week loans. *(Revised 8/2010)*
  - d. Renewals may be made on or before the due date either on site or via the telephone.
  - e. MeLCat materials are due the date indicated by the lending library. Patrons must renew through the MeLCat website or contact the library for renewal BEFORE the due date.
2. Periodicals
  - a. Current periodicals circulate for one week and may be renewed one time.

3. DVDs/Videogames/littleBits Kits/Wii Video Game System/Playaway Launchpad Tablets
  - a. These materials circulate for one week and MAY NOT be renewed.

### **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.
2. Special items: Items of special interest may be limited as necessitated.
3. DVD/Video Games: There is a limit of 5 DVD checkouts at any time. There is a limit of 3 Video Game checkouts at any time.
4. littleBits Kits/Wii Video Game System/Playaway Launchpad Tablets: Kits, Wii, and Launchpads are to be checked out by adult patrons only. There is a limit of one Kit, one Wii, and one Launchpad checked out at any time per patron family.

### **OVERDUE, NON-RETURNED, LOST 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).

### **REMINDER SCHEDULE**

<b>BOOKS &amp; AUDIOBOOKS</b>	
<b>1 DAY LATE</b>	Courtesy notice
<b>3 DAYS LATE</b>	First overdue notice
<b>7 DAYS LATE</b>	Second overdue notice
<b>15 DAYS LATE</b>	Item marked as lost (no other checkouts allowed until paid, or lost item is returned)
<b>21 DAYS LATE</b>	If balance for lost 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.

DVD, GAMES, NEW BESTSELLERS	
1 DAY LATE	First overdue notice
3 DAYS LATE	Second overdue notice
7 DAYS LATE	Item marked as lost (no other checkouts allowed until paid or lost item is returned)
21 DAYS LATE	If balance for lost 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.

PLAYAWAY, LITTLEBITS KITS, GAME SYSTEMS, WONDERBOOKS	
1 DAY LATE	First overdue notice
3 DAYS LATE	Item marked as lost (no other checkouts allowed until paid or lost item is returned)
21 DAYS LATE	If balance for lost 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.

**Lost or Non-repairable items:** In the event an item is lost or so damaged as to need replacement the patron will be charged for the retail cost of the item as well as a \$5.00 reprocessing fee. Items lost or damaged will be replaced at the discretion of the Director. No refund will be given for items returned once they have been replaced.

## **SUSPENSION OF BORROWING PRIVILEGES**

When billed for a **Lost or Non-repairable** item, all borrowing and computer use 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 that item is located.

## **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 electronically. When reserved material becomes available, patrons will be notified by telephone or email. Upon contact either by telephone, voice messaging or by email, the patron will be informed that the reserved material

is available. These items will be held at the circulation desk for no more than 3 days from request. If items are not picked up by that date they will be reshelved.

Items currently available in the library may be requested for reserve via telephone or electronically. These items will be held at the circulation desk for no more than 3 days from request. If items are not picked up by that date they will be reshelved.

All reserves will be held at the circulation desk for patrons. Information on the reserved item may only be given to the borrower placing the reserve. Reserved items will only be checked out to the borrower placing the reserve. 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.

## **YOUTH ACCESS CARDS**

Buchanan Middle and High School students or juvenile residents age 10 to 17 years without a standard library card may be issued a Youth Access Card. The Youth Access Card grants the cardholder access to the library's digital media collection, including eBooks and audiobooks through Overdrive. It does not grant access to library computers or checking out circulating items.

Those wishing to apply for a Youth Access Card must present a Buchanan School ID, driver's license, or other ID.

# **TELEPHONE POLICY**

## **CELL PHONE USE**

A notice will be placed in the Library requesting cell phone ringers be silenced in the Library. The notice will also request that cell phone calls be kept as quiet as possible or moved to the entryway of the building.

## **CIRCULATION DESK PHONE**

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.

# **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/printer. 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; no reserves may be made for specific time periods. The library staff is available to give basic instruction on use but cannot conduct a search because of time constraints. If a patron is not able to effectively use the microfilm the patron may leave a detailed research request and contact information with the staff. Staff will conduct such research as time permits and forward the results to the patron.

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.

## **DISPLAY POLICY**

The Buchanan District Library supports article 6 of the ALA Library 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, as the direct 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.
- Priority in posting is given local community information. All literature is posted as space is available on the bulletin board and the community information shelves.
- All literature is guaranteed at least one week display. Time sensitive material will remain until event occurs when possible. Information concerning ongoing events will remain posted as long as space is available.
- All literature must be dated at receipt and 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 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. Reservations for use of the Community Room are made on a first come, first served basis and 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 arising from the use of any individual or organization shall be billed directly to the individual who secured use of the room. Food may be served in the Community Room. Individuals or groups using the Community Room are responsible for leaving the room in good condition. 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 judgment 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. The memorial gift will be recorded in the Library Memorial Book, which is on public display. 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 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. Acknowledgment of monetary gifts will be sent to all donors. Equipment purchases made possible by gift funds will be designated by a 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.

## **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.

## **GIFTS OF KNOWLEDGE DONOR RECOGNITION TREE**

Patrons and friends of the Buchanan District Library may acquire a leaf on the donor recognition tree with gifts of specific amounts for library purchases and improvements. The leaves are particularly suitable for recognizing memorial gifts. Each leaf can be engraved with as many as six (6) brief lines of text. Donor levels are as follows:

**Illuminator \$10,000+:** Acknowledged by a large plaque of the donor's choosing on our Gift of Knowledge Tree.

**Collector's Circle \$2,500-\$9,999+:**  
Acknowledged by a large leaf on our Gift of Knowledge tree.

**Book Lovers \$1,000-\$2,499:**  
Acknowledged by a small leaf on our Gift of Knowledge tree.

**Library Advocate \$500-\$999:**  
Acknowledged by a small leaf on our Gift of Knowledge tree.

**Contributor \$100-\$499:**  
Acknowledged by a small leaf on our Gift of Knowledge tree.

Leaves on the tree are to be bought with single gifts of money unless the Library is involved in a special fund raising effort which involves a pledge drive. Donors are invited to designate the area in which the money is to be spent, although the Library Director and the Library Board will reserve the right to final approval of the gift.

# **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, materials or equipment which can be furnished only by a single dealer, or which have a 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 service, 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 \$5001.00 is made, the Director shall submit to at least three (3) persons or 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, a request for quotation to give them opportunity to bid. All bids shall be sealed and opened in public at a designated time and place.

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; and 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 \$100.00 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 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.  
(Buchanan District Library: Revised 3/2011)
- **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 Board of Trustees. Items may be donated to community non-profit organizations or open to purchase by staff or the general public for a requested donation amount set the director. This 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, such as Food for Fines, may be allowed at the discretion 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**

The Buchanan District Library Board of Trustees delegates the selection of library materials to the Library Director and other members of the professional staff as decided by the Director. This material selection policy is designed to act as a guide to the professional staff responsible for selection activity.

Basic to the policy are the American Library Association Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. These statements are interpreted to pertain to all formats in which information is to be found, including video, audio, digital and electronic resources. The library assures open access to its holdings for all patrons. The Board of Trustees recognizes that while individuals are free to reject for themselves materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view within any guideline set forth by the Library Selection Criteria for Materials.

Each resource must be considered for its usefulness, its format and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational or educational interests of the community.

Librarians apply their judgment and experience in selecting materials according to the criteria listed below. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated portions. In considering individual titles in the selection process, librarians consult reviews, bibliographies and other evaluative sources. However, the library generally purchases best sellers, giving higher priority to demand than to reviews or other relevant criteria.

### **GENERAL SELECTION CRITERIA**

1. Suitability of physical form for library use
2. Suitability of subject and style for intended audience
3. Present and potential relevance to local interests and needs
4. Appropriateness and effectiveness of medium to content
5. Number and nature of requests from the library district public
6. Historical significance
7. Importance as a document of the times
8. Relation to existing collection, alternative formats and other material on the subject
9. Reputation and/or significance of the author/artist and publisher/producer
10. Attention of critics, reviewers, media, and/or the public

11. Comprehensiveness and depth of treatment
12. Clarity, accuracy, logic of presentation and/or ease of use
13. Artistic presentation and experimentation
14. Quality of illustrations
15. Originality, vitality, readability or ability to sustain interest
16. Value of resource in relation to its cost
17. Lack of availability elsewhere

## **LOCAL HISTORY SELECTION CRITERIA**

The Library maintains a collection of materials relating to the history of Buchanan, including businesses, institutions, buildings, and biographical, genealogical information and microfilm of the Berrien County Record. This collection has been established to preserve and make available books, documents, photographs and other materials highlighting the history of this community and the individuals whose activities have contributed to its development and character. The collection is available during posted hours or by appointment only. Other access must be requested at the circulation desk. Additions to the collection are accepted as space allows and as they are evaluated to complement the current collection and meet the general selection criteria. Materials from other areas in Michigan and from other regions in the U.S. will be considered for inclusion based on the materials' relevance to the Buchanan area.

## **WITHDRAWAL AND REPLACEMENT**

The library regularly withdraws outdated materials, items no longer of interest or in demand, unused duplicates, worn or mutilated copies, and selected periodicals, newspapers and serials for which there is insufficient space to house older issues. This procedure is an integral facet of collection development that ensures that the collections are up-to-date and in good physical condition. The library strives to use environmentally sound practices when disposing of withdrawn items. The library makes replacement decisions based on specific selection criteria and does not necessarily replace all lost, damaged, worn or obsolete items.

## **PATRON STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS**

Residents of the Buchanan District Library service area may make a statement of concern of any library material at any time. A form for this purpose is available at the front desk. Since opinions may differ in a democracy, the procedures in place to review such concerns will recognize those differences in an impartial and factual manner. Complete documentation is necessary to insure that there is no confusion regarding the material of concern. Such material will not be removed automatically from the collection, but will be reviewed in the light of the objections raised.

It is the responsibility of the Library to ensure that different points of view are represented by the materials and resources provided. Appearance of any resource does not mean that the Library advocates or endorses the ideas or statements found in that resource. The Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association. Article I of the Library Bill of Rights states that "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be

excluded because of the origin background, or views of those contributing to their creation." And Article 2 says that "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." The Library Director will review all formal concerns with the patron and then refer it to the Library Board. The Library Board will handle all requests for review at regularly scheduled meetings. The questioned material will be read and evaluated with specific objections and the library's selection policy in mind.

### **PROCEDURE FOR PATRON STATEMENT OF CONCERN**

In the event that a patron objects to the presence of any library material, the complaint will be subject to the following procedure:

1. A complaint made to a staff member shall be referred immediately to the Director who will then discuss the matter with the complainant.
2. If the patron would like to challenge the appropriateness of the material in question, the person will be supplied with the Materials Selection Policy and the Patron Statement of Concern Form. This form must be completed in its entirety. The form must be signed by the person or persons expressing the concern.
3. The Director will check reviews pertaining to the material in question and the library resource will then be evaluated with reference to the library's *Materials Selection Policy*. The Director will write a recommendation for the Board of Trustees on the material in question.
4. The Director will provide the complainant a copy of the written recommendation which is presented to the Board of Trustees on the material in question and indicate the date the Board will review this recommendation. The Director may also provide reviews or other information that explains how the challenged material relates to the standards of the *Materials Selection Policy*.
5. The Library Board of Trustees will review all patron concerns at the next regularly scheduled meeting for final review.
6. The Board will consider the concern, examine the material in question, and review the Director's recommendation. The Board will determine if the material in question meets the criteria of the *Library's Materials Selection Policy*.
7. As the Board does not act in a censorship role, the decision whether to retain the material in the collection shall not be based on the individual political, moral or aesthetic views of the Board members. The presence of a book or other material in the collection shall not constitute an approval or endorsement of the views contained in it. The library subscribes to the Library Bill of Rights, which states that the freedom to read is essential in a democracy and guaranteed by the First Amendment of the Constitution. It would therefore conflict with the public interest for the Board to impose its own views as a standard for determining what books should be made available to the public. The decision of the Board shall be final and shall be reported to the complainant as soon as possible.

## PATRON STATEMENT OF CONCERN FORM

Please fill this form out completely and use additional sheets as necessary.

Name \_\_\_\_\_ Date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Resource on which you are commenting is a:

Book       Audio-visual Resource  
 Magazine       Content of Library Program  
 Newspaper       Other

Title: \_\_\_\_\_

Author/Publisher or Producer/Date: \_\_\_\_\_

1. What brought this resource to your attention?
2. Have you examined the entire resource?
3. What concerns you about the resource? Please be specific:
4. What of value is there in this work?
5. Are you aware of the reviews of this work by critics?
6. What do you believe is the theme or purpose of this work?
7. What do you feel might be the result of reading, viewing, or listening to this work?

8. Are there other resources you suggest which might provide additional information and/or other viewpoints on this topic?

9. What action do you request the Library to take?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by the Director on \_\_\_\_\_ (Date)

**Recommendation of the Director:**

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Copy Sent to Complainant: \_\_\_\_\_ (Date)

Copy Sent to Board: \_\_\_\_\_ (Date)

Reviewed by Board: \_\_\_\_\_ (Date)

**Recommendation of the Board:**

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# COPYRIGHT LAWS

Patron 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 you find may be valuable, but not all Internet resources are reliable, current, or accurate. Please critically evaluate all information you find. 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 and Confidentiality** Security is technically difficult to achieve and the computers are located in a public area, therefore, the library cannot guarantee privacy or confidentiality. Electronic transactions of information and viewing screens are public.

**Staff Assistance** While library staff may be available to assist users in accessing the Internet, each user is responsible for his or her own search.

## **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. Flash drives are available for a fee at the front desk.
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:**

**(a) Knowingly permits a minor who is not accompanied by a parent or guardian to view that matter.**  
**(b) Displays that matter knowing its nature, unless the person does so in a restricted area.**

**(2) 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.**

**(3) 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.**

**(4) 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.**

(5) 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 Patron Guidelines Policy:

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 Library patrons in good standing are able to use a computer. Visitors may have a temporary guest pass to use a computer. All minor library patrons under 18 years of age must have the written permission of a parent or guardian to use the internet. 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. No reserves may be made for specific time periods. The library staff will determine order of use.
2. Only one person may use a computer at a time. Library staff may grant exceptions to this rule as long as all are quiet and do not disturb others. Each additional user must meet the accessibility requirements.

**Cost** There is no cost to use a computer. There is a posted charge for printing. The printer/coin-op for all computers is located near the computer stations. If you have questions about printing, please ask a staff member before attempting to print anything. You must log in with your library card or visitor pass to print.

**Time Limits** An individual is allowed at least one hour of uninterrupted use of a computer station. More time may be allowed if no other patrons are waiting. Computers in the children's area are shut down ½ hour prior to closing. All other computers are shut down 15 minutes prior to closing.

***I understand and accept this Computer Usage Policy and will follow the rules it establishes.***

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**Signature**

**Date**

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**Parent or Guardian Signature**

**Date**

# CODE OF CONDUCT

The Board of Trustees of the Buchanan District Library have adopted these Rules of Conduct to promote a safe and orderly atmosphere in the Library, to provide reasonable access to the facility for all persons, and to insure that all individuals will have fair and equal opportunities to use the Library's resources. The Library Board reserves the right to alter, establish and implement policies and procedures as needed.

## **Library users will:**

1. Wear appropriate clothing, including shirt and shoes.
2. Behave in a courteous manner so that all may use the Library and the staff may carry out their duties without interference or disruption.
3. Speak at a volume which is not disturbing to other patrons. Use headphones at a volume that is not disturbing to other patrons. Set cell phone ringers to vibrate when in the Library and use cell phones in the most discrete manner or step outside the Library to complete a call.
4. Adhere to any additional Library policies on the use of materials, facilities, computers and internet access.
5. Consume food and covered drinks at Library tables only and dispose of all garbage appropriately. Food and drink are never permitted at computers.
6. Parents/caregivers will supervise and remain with children age 6 and under at all times. The responsibility for children rests with parents/guardians, not the Library staff.
7. Use and reproduce Library materials in all formats in a manner which complies with copyright law.
8. Use materials in such a way as to cause no damage and will not damage the interior or the exterior of the physical building.
9. Refrain from smoking, drug or alcohol use and the possession of weapons of any kind (excluding with valid concealed carry permit) in the Library.
10. Refrain from loitering, soliciting, blocking access to the building or bike rack and harassing or intimidating staff or other Library users.
11. Refrain from violating any state or federal law or local ordinance. To do so will also be regarded as a violation of Library rules.

According to Michigan Statutes, the Library Board may exclude from use of the Library all persons who shall willfully violate such reasonable rules and regulations as the Library Board may adopt (MCL 397.206). Such exclusion from the Library shall occur on the orders of the Director or Director's designee. *Withholding of Library privileges* is defined to mean that an individual may not enter the Library property and may not enter or use the Library. The Library property is defined as the parking lot up to the alley on the south side of the building and the area up to the wall of the building to the west, including the shared parking lot on the west.

**First Offense:** Improper conduct will be discussed with patron. Actions taken will be recorded in Incident Book. Behavior may result in immediate removal from Library for the remainder of the day. **For Minors: a call will also be made to parent or guardian.**

**Second Offense:** Improper conduct will be discussed with patron. Actions taken will be recorded in Incident Book. Withholding of Library privileges for two days will occur. **For Minors: A call will also be made to parent or guardian.**

**Third Offense:** Improper conduct will be discussed with patron. Actions taken will be recorded in Incident Book. Withholding of Library privileges for 2 weeks will occur. **For Minors: A call will also be made to parent or guardian.**

**Fourth Offense:** Improper conduct will be discussed with patron. Actions taken will be recorded in Incident Book. Withholding of Library privileges will remain in effect until the patron attends a regularly scheduled monthly board meeting concerning these incidents. Future Library privileges will be determined by the Board of Trustees. **For Minors: A call will also be made to parent or guardian. Withholding of Library privileges will remain in effect until the minor and their parent/guardian attend a regularly scheduled monthly board meeting concerning minor's actions.**

Any person who refuses to leave the Library after being requested to do so, or who returns to the Library prior to the authorized time, may be subject to arrest and prosecution for trespassing. Before withholding Library privileges to any person, staff shall inform the person of the reason he or she is being denied access and give that person a reasonable opportunity to state his or her response to the proposed denial of access. All decisions on the withholding of privileges may be appealed to the Library Board at a regularly scheduled meeting. An appeal to the Library Board shall not stay the Director's denial to access. The Library Board of Trustees shall provide the person with an opportunity to be heard before deciding the appeal and may affirm, modify, or reverse the Director's denial. Minors (under 18) appealing withholding of Library privileges must be accompanied by a parent or legal guardian. This policy will be enforced without regard to a user's sex, race, age, creed, religion or sexual orientation.

## **POLICY ON UNATTENDED CHILDREN**

The Buchanan District Library encourages children to visit the Library and explore all the possibilities available to them. We hope to encourage children to be life-long Library users and to develop a love of reading. However the responsibility for the safety and behavior of children in the Library belongs to the parent or caregiver and not the Library staff. Parents and caregivers are reminded that the Library is a public building and common safety practices should be followed.

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 remain with the child at all times to adequately supervise the child in the Library.
- If a child is under the age of 10, a parent/guardian/caregiver must be present in the Library building to adequately 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 after hours. 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.

## **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 its Board of Trustees.

## **MELCAT 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 3 weeks and renew for 3 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.
- New patrons may not order MeLCat items until they are added to the database.
- Overdue fines on MeLCat items assessed to the library will be charged to the patron account and will be subject to the same regulations as internal overdue fines.
- 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 record. Repeated instances of not picking up requested items will result in the loss of MeLCat privileges for the patron.

# 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. If the issue is not controversial, the staff member in charge may give interviews or answer the reporter's questions as needed.
- **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.

# CONFIDENTIALITY POLICY

The Buchanan District Library supports the efforts of law enforcement officials to protect and secure the citizenry. The library also recognizes that confidentiality is a basic principle of librarianship. The board, administration and staff of the Buchanan District Library will protect patron's privacy concerning information sought, resources consulted and items borrowed in all formats. Confidential library records will not be released in any format to federal agents, local law enforcement or any other person unless a court order in proper form has been entered by a court of competent jurisdiction after showing good cause by those seeking the records.

- The board designates the library director, the Library Board President and the library's legal counsel as the persons responsible for handling law enforcement inquiries. It is lawful for staff to refer agents or officers of the law to the appointed library representative.
- Staff should ask for identification should they be approached by a law enforcement agent or officer and then immediately refer the agent or officer to the appointed library representative. Staff should NEVER disclose any information or respond to a request for information without consulting the appointed library representative.
- The appointed library representative should establish if the agent or officer possesses a compelling court order for the production of records. If no such court order exists the appointed library representative should refer the agent to the confidentiality policy.
- If such a court order exists, the appointed library representative should immediately contact the library's legal counsel. If the court order is in the form of a search warrant it is immediately executable once served to the appointed library representative. The appointed library representative may ask to have the library's legal counsel present for the search.
- If the court order is issued under the Patriot Act it also contains a gag order so no person can disclose that court order has been served or what records it requested. All staff must comply with this order. In the event the library appointed representative is not present the staff presented with the court order may not inform that library appointed representative. If the appointed library representative is present, they may still request the presence of the library's legal counsel for the search.
- The appointed library representative should be prepared to assist the designated library media representative in drafting a public statement if necessary.
- If the library has no legal counsel they may contact the ALA Office of Intellectual Freedom (OIF) at 1.800.545.2433, x4223 and an attorney from Jenner & Block will be directed to contact the library to offer legal assistance. No information concerning court orders should be given to the OIF staff.

# VOLUNTEER POLICY

## Statement of Purpose

The Buchanan District Library shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service. Volunteers aid the library in making the best use of its fiscal resources and contribute to sound working relationships with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers work together to meet the goals and mission of the organization.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

## Definition of a Volunteer

A volunteer shall be considered as any individual, 12 years of age or older, who contributes time, energy and talents directly or on behalf of Buchanan District Library and is not paid by Library funds.

All volunteers must be accepted by the library prior to performance of assigned tasks. (See “How to Become a Volunteer”)

## How to Become a Volunteer

- All volunteers are required to fill out a Volunteer Application Form.
- The Director will review the completed application form.
- Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.
- Volunteers under consideration may be subject to a background check.
- Volunteers under age eighteen must have the application signed by a parent or legal guardian.
- Acceptance of an application is at the library’s discretion

## Supervision

Each volunteer will have an on-site supervisor and is expected to follow the procedures established by that staff member. This supervisor is responsible for day-to-day management and guidance of a volunteer’s work and will be available for consultation and assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of their comings and goings in the library.

## Job Orientation and Training

Before beginning a volunteer assignment, the supervisor in charge will be responsible for the following:

- Take the volunteer on a tour of the building

- Introduce volunteer to library staff
- Review library and volunteer policies
- Review job duties and expectations
- Confirm work dates, times, and anticipated duration of the assignment
- Supply volunteer with a name tag and review sign-in and sign-out procedures
- Provide training on any new skills needed to perform assigned tasks
- Discuss procedures for obtaining, using, and caring for needed supplies
- Provide safety orientation
- Review locations of parking, restrooms, water fountains, first aid kits, and places for personal items such as purses/coats, etc.

### **Volunteer Opportunities**

Tasks that may be performed by volunteers are listed below, however not all opportunities are available at all times:

- Shelve books and other materials
- Dust books and shelves
- Shelf read
- Clean materials
- Assist with decorations and displays
- Help with programs and projects
- Process new materials
- Clerical tasks (photocopying, scanning)
- Assist with Local History Room projects
- Library maintenance (gardening, light cleaning)

### **Guidelines for Volunteer**

1. Volunteers work hours at the library when supervisors are readily available. The number of volunteers accepted is based on the amount of work and supervisory time available.
2. Volunteers should notify their supervisor as soon as possible if they know they will be late or absent.
3. Volunteers must sign in and sign out of the volunteer notebook.
4. Volunteers should always wear their name badges while working in the library.
5. Volunteers are ambassadors for the library and need to present a positive image to the public. It is expected that each volunteer's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment.
6. Volunteers should maintain a professional, friendly demeanor at all times and are asked to direct all questions to a staff member. Staff members are trained to deal with questions about the library's collection, services, policies and procedures.
7. Volunteers are responsible for updating personal data, such as change of address or telephone number, etc., with the Volunteer Coordinator.
8. Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.
9. All transactions between library users and staff or volunteers are strictly confidential. Volunteers are required to uphold this policy. This includes any information about materials a patron has looked at, asked about, requested or checked out, as well as reference questions asked by library users. Michigan Public Act 455 of 1982, the Library Privacy Act

(MCL 397.601-397.606) stipulates that public library circulation and registration records are confidential. Even law enforcement representatives must secure a court order before patron information is released.

10. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment.
11. Library owned equipment and supplies are for library use only and may not be used for personal business.
12. Volunteers are asked to be alert at all times to safety hazards and to report unsafe acts or conditions to their supervisor. Volunteers should also notify their supervisors of any assignment which causes physical discomfort or which could lead to personal injury. All injuries, whether minor or serious, must be reported directly to your supervisor.
13. Volunteers who are interested in paid employment with the library must apply for openings and will compete with all other applicants responding to notices for available positions.
14. Volunteers who fail to meet the requirements of the job descriptions, violate library policies, or violate city, local, state or federal law while working at the library, are subject to dismissal.
15. To end a volunteer commitment, please notify your supervisor of that decision and the effective date.
16. Use of alcohol or illegal drugs in the workplace is prohibited, as is the abuse of any drug or alcohol, or reporting for duty under the influence of drugs or alcohol.
17. All volunteers, employees, supervisors, and members of management, both male and female, are strictly prohibited from sexually harassing or making improper advances towards other volunteers, guests, employees, supervisors, or members of management. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of service or employment, is used as the basis of employment or advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment. Any sexual harassment needs to be reported immediately to the volunteer's supervisor.

## **DISCLOSURE AND AUTHORIZATION FOR CONSUMER REPORTS**

In connection with my employment or my application for employment (including contract or volunteer services) with Buchanan District Library, I understand consumer reports will be requested by you ("Company"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, education, accidents, drug/alcohol use, professional credentials, licensure, credit and bankruptcy proceedings, or any other information which may reflect upon my potential for employment or contract work gathered from any individual, organization, entity, agency, or other source which may have knowledge concerning any such items of information. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records. Such reports may also contain medical information from physicals relevant to process or effect the employment.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my

work performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

### **Authorization**

**I hereby authorize procurement of consumer report(s) (California/Colorado/Vermont require additional notice/consent for credit) and investigative consumer report(s) by Company. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.**

**This authorization is conditioned upon the following representations of my rights:**

I understand that I have the right to make a request to the consumer reporting agency: Integrated Screening Partners ("Agency"), 5316 Hwy. 290 West, Ste., 500, Austin, TX 78735, telephone number (800) 474-4420, upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on Company's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: [www.integratedscreening.com/privacy.asp](http://www.integratedscreening.com/privacy.asp)

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me. By checking the following box, I request Company to provide a copy of all such reports be sent to me. Check here:

As a California applicant, I understand that I have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (CTZ) Monday through Friday) to obtain all information in Agency's file for my review. I may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. I can have someone accompany me to the Agency's offices. Agency may require this third party to present reasonable identification. I may be required at the time of such visit to sign an authorization for the Agency to disclose to or discuss Agency's information with this third party; 2) By certified mail, if I have previously provided identification in a written request that my file be sent to me or to a third party identified by me; 3) By telephone, if I have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in my file to me and if the file contains any information that is coded, such will be explained to me.

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law \_\_\_\_\_ (initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5<sup>th</sup> Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the attached Summary of Rights.

Today's Date \_\_\_\_\_ Signature \_\_\_\_\_ Print your full name: \_\_\_\_\_

For identification purposes: Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State of Issuance \_\_\_\_\_ Expiration \_\_\_\_\_

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>I.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8<sup>th</sup> Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357



**BUCHANAN DISTRICT LIBRARY**

128 E. Front Street

Buchanan, MI 49107

269-695-3681

www.buchananlibrary.org

## **VOLUNTEER APPLICATION**

Name: \_\_\_\_\_ Grade (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Which position/program are you applying for?

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Briefly explain why you would like to volunteer at the library.

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What skills do you possess that would make you a good addition to the library?

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If applicant is under 18 years of age, signature of parent or guardian is required.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_