



POLICY MANUAL

Adopted Tuesday, April 1, 2014

Mission Statement:

The Reed City Area District Library actively connects people of all ages and backgrounds in the Crossroads community to the world. We provide books, technology, programs and other resources for lifelong learning, professional development, recreation and leisure. We offer excellent service in a welcoming and pleasant environment.

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I. BOARD

A. Meetings

1. Regular meetings of the Library Board are held monthly on the last Monday of each month in the Library's Community Room. In the event regular meeting dates conflict with a holiday or major holiday week, the meeting will be held on an earlier Monday of the month, to be determined by the Board and posted at the Library.
2. Board attendance by board members and township representatives is encouraged at every meeting. If unable to attend, an excused absence with cause may be obtained by calling either the Board President or Library Director. Up to three absences per calendar year with cause will be acceptable. Extenuating circumstances for longer absences will be considered on a case-by-case basis by the Board.
3. Board attendance by the Director is required. The Director shall attend all regular and special meetings of the Board of Trustees whenever Library is to be discussed, unless excused by the Board President. Ex-officio board members have the right to attend all meetings and speak upon matters under discussion but shall not have the right to vote. The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Library Board.
4. Additional Library Board meetings may be called by the Board President as deemed necessary to conduct Library business.
5. All employees are invited to attend all regular and special meetings of the Library Board.
6. Public is invited to attend all Library meetings, save those which it must or may, under applicable law, consider in closed session. Persons in attendance shall be permitted to address the Library Board during Public Comments.
7. All meetings shall be governed by Robert's Rules of Order, revised in all cases not otherwise herein provided.

B. Trustees

1. Election of officers shall occur annually at the regular January board meeting.

2. Officers shall consist of a president, vice-president, secretary, treasurer, and such other officers as may be necessary for carrying out the duties of the Board.
3. Method of election: The offices of the president, vice-president, secretary and any other necessary positions shall be filled by open and public voting following nominations.
4. Quorum: Four members of the Library Board shall constitute a quorum for the transaction of business.

II. COLLECTION DEVELOPMENT POLICY

A. **The Collection Development Policy has four purposes:**

1. To state the principles of selection upon which staff choose materials.
2. To state the principles by which staff choose materials for de-selection.
3. To guide staff in acquiring a useful balanced collection based on community needs.
4. To set guidelines for dealing with challenges to collection materials from the public.

B. **Community Profile**

The Reed City Area District Library is a district library supported through penal fines and a district library millage at the rate of not less than 0.95 mill approved by the electors of the Reed City Area District Library District. In addition to the City of Reed City, Richmond Township (including the portion of the Village of Hersey within Richmond Township), and Lincoln Township; the Library contracts services for the following townships: Cedar, Green, Pinora, (including the portion of the Village of Hersey within Hersey Township). Its patrons are primarily rural residents holding high school diplomas or higher.

C. **Collection Goals and Selection Criteria**

1. The Library's first priority is to build a customer-centered collection that responds to the current needs and interests of our community, rather than building historical and rare material collections — except for the acquisition of materials of both past and current significance to the Reed City area. It must be acknowledged that collection development at the Reed City Area District Library faces two constraints, those of budget and space. For these reasons, RCPL must strive to get the maximum usage out of a minimum number of

materials and that all acquisitions must be considered in the light of these concerns.

2. The following guidelines apply to most selection decisions. Other factors may be taken into consideration and will be outlined further in this document. The importance or weight of a particular guideline will vary from one acquisition to another.
 - a) Community needs, interests and demands
 - b) Is in support of the Library's Mission Statement
 - c) Reputation and qualifications of the creator(s), publisher(s) or producer(s)
 - d) Literary, artistic and technical values
 - e) Significance of the author's work to the Reed City area
 - f) Availability for purchase
 - g) Availability through other sources such as area libraries and the Michigan Electronic Library
 - h) Format (appropriateness and durability)
 - i) Recommendations of reviews
 - j) Price
 - k) Suitability for intended users
 - l) Number and nature of requests from library patrons
3. The Reed City Area District Library values the input of its patrons. Any patron may suggest an item he or she would like to see added to the collection by submitting a *Patron Purchase Recommendation* form (Appendix # 1). They may make suggestions for any genre or format. The Director will evaluate each suggestion using the guidelines in the collection development policy to decide whether or not the item will be added to the collection. The patron will be informed of that decision if they provide their name and contact information on the request form. Additionally, if their recommendation is accepted the Patron will be offered first rights to check-out the item.
4. Specific collection concerns and priorities will be addressed by section.

D. Adult Fiction

1. Usage statistics show that adult fiction is used primarily for recreational reading and should reflect the tastes and desires of patrons. An attempt is made to purchase books representing virtually all categories of fiction. Particular attention is paid to keeping up to date on the recently published works of popular authors. The director

will maintain a list of popular authors, in all genres, whose works will automatically be purchased. This list will be evaluated and revised once a year. Because of the abundance of available fiction titles, the library uses various criteria including popular measures, published reviews, literary merit and author reputation for selecting titles.

2. The Library will work to complete fiction series as much as is possible within budget constraints. This means that if the first two books in a series are purchased and meet with popular approval as reflected in circulation statistics, the library promises to purchase the following volumes as well or remove the first two items from the collection.
3. The Library recognizes its role as a center for cultural life and as a supplement to the local public schools and colleges; therefore, an effort will be made to maintain classic works of literature as valuable pieces of our cultural heritage. Michigan and local authors will be given special consideration as well to help encourage the art of writing and to promote Michigan.
4. The Library also serves a large senior population and a certain portion of the monthly adult fiction budget will be allocated to the purchase of large-print items to ensure a steady supply of new items in this format.
5. Due to space and budgetary constraints, multiple copies of items will only be purchased when the demand prior to the publication of a certain item is particularly high.
6. Items that can be expected to have especially high or consistently high circulation over the course of their inclusion in the collection will be purchased as hard covers whenever possible. Items with popularity that is currently high, but not projected to remain so, will be purchased as paperbacks in anticipation of their short life in the collection. Buying less expensive paperbacks of certain items allows the library to buy a greater number of popular materials. Items will also occasionally be purchased in paperback when they are not available otherwise or when filling older gaps in fiction series.

E. Adult Non-Fiction

1. The Library recognizes its role in providing vital information to its patron population, as well as the need to supplement the collections of local schools. As such the library resolves to provide balanced and quality information about a broad range of topics to fulfill the information needs of its patrons. In this case, balanced will be defined

as supplying items that represent the opinions of all sides of a subject. Quality information is defined by the extent and scientific nature of the research that supports it and/or the common acceptance of the theories contained within those items by acknowledged experts. Non-fiction items will also be evaluated for their clarity and readability. The purchase of expensive and highly specialized materials is to be avoided. The Library may attempt to borrow such materials via interlibrary loan if so requested by a patron.

2. The Library will place special emphasis on providing up-to-date information about health, medical conditions and job skills, as well as Michigan law as it relates to everyday lives. These books often offer information of dire importance in the lives of our patrons. The Library will also strive to acquire materials on Reed City area history while providing materials about Michigan history and culture to give local materials context. Recognizing the popularity of cookbooks and craft books (as well as the reputation of the Library as a repository for a variety of cookbooks) the Library will continue to offer quality and up-to-date items on these subjects. The Library acknowledges the importance of continued professional development for library staff, individuals who home school and area teachers, and will attempt to purchase materials to further this goal as well.

F. Periodicals

1. Recognizing the availability of quality scholarly journals through the Michigan Electronic Library the Library purchases periodicals primarily for entertainment value or those that offer information for the average person. Periodicals chosen for their entertainment value will be selected on the quality of the format, writing and their popularity. Periodicals chosen to provide information will be selected by the quality of the format, writing, reliability of information and the demand for the subject matter. Due to space constraints, backlogs of magazines will not be kept past six months except in the case of *Consumer Reports*.
2. Because so much state, national and international news is available online as well as through television and other formats, the Reed City Area District Library purchases subscriptions to local newspapers to meet patron demands that cannot be filled by other means. Newspapers are chosen by their coverage of local events and relevance to the Reed City area. While the Library would like to keep backlogs of local newspapers, due to space constraints it is unable to store papers or afford the equipment and human resources required to convert them to other formats. Copies of *The Pioneer* are available

through the Big Rapids Library. Other newspapers may be accessed online or through other libraries.

G. Reference

1. Due to budget constraints and the availability of free, quality databases through the Michigan Electronic Library, the Reed City Area District Library maintains a minimal reference collection including dictionaries, thesauri, atlases, various reference volumes, and two sets of the *World Book Encyclopedia*. Volumes from the older set of encyclopedia are available for check out. The other, newer set is to remain in the Library so that any patron may consult it during library hours.
2. Special emphasis is placed on purchasing reference volumes designed to aid in test preparation for both educational and trade services tests such as General Educational Development and the Real Estate License exam.

H. Children's Collection

1. Juvenile Easy (JE)

- a) The Library recognizes the vital importance of encouraging early literary skills for success in later life and takes care to select children's materials of the highest quality. Picture books will be chosen for the quality of the writing and illustrations, the reputation of the author/illustrator, the value of the message, appeal to children and the relationship of the text to illustration. Chapter books serve an important bridge between picture books and more advanced reading. They will be selected using similar criteria as picture books. Because of the hard use and wear that is inevitable in any children's collection, JE items will be purchased as hard covers or other sturdier bindings whenever possible.
- b) High priority for purchase is given to books of use and value to parents, teachers and other people working with children. The Library pledges to purchase a copy of the Caldecott Medal Winner and Newberry Medal Winner books each year. Copies of the Caldecott and Newberry Honor Books will be purchased whenever they meet collection development standards and the budget allows.

2. Juvenile (J)

- a) J Fiction is evaluated with the aid of published reviews and the consideration of a number of factors including receipt of literary awards, literary quality, author reputation, theme and popular appeal. Every effort will be made to purchase titles in a variety of genres. The Library is very much aware of the importance of popular series to serve as a lure for reluctant readers and will often purchase fiction titles that are not notable for their literary quality or artistic merit, but have substantial popular appeal.
- b) Some items may be included that might not be considered appropriate by all adults for all children. While some books are too mature for one child, other children may be ready for them. Only each child and his or her parents can decide what material is suitable for that child to read.

3. Young Adult (YA)

- a) A Young Adult collection has been developed for the purpose of meeting the recreational reading and informational needs of the middle school and high school age population. Materials are chosen from published reviews, book lists from established sources and from the recommendations of young people and parents. The collection consists primarily of YA fiction from many genres. Some adult titles of special interest to young adults are also included. As with adult and other children's series, every effort is made to complete YA series once the library has committed to them.
- b) The young adult user of the Library has access to the entire collection. Limitations on the reading materials of young adults are left to the discretion of their parents.

4. Non-Fiction

- a) Elementary and high school libraries serve the curriculum needs of the students, but are under increasing strain. While not attempting to follow all the changes in curriculum, the Reed City Area District Library does recognize the need to provide a wide

variety of cultural and recreational reading matter that can aid students seeking to complete their assignments outside school hours and to aid home schooled students.

- b) Non-fiction resources will be chosen for the quality of information presented and the clarity of that presentation. Hardcover and other durable formats are to be preferred.

I. Audio/Visual

The Reed City Area District Library maintains a collection of recorded books both on tape and CD and recorded film in both VHS and DVD formats. The Library does not yet have a collection of recorded music. The primary purpose of these collections is to provide entertainment to our patrons.

J. Movies

1. Considering the vast array of genres and the wide variety of tastes in movies today, the Library cannot meet the needs of every patron and so the Library attempts to purchase quality items that are harder to find or in the greatest demand in three main categories:
 - a) Quality family films for entertainment
 - b) Documentaries for educational purposes
 - c) Appealing classic works
2. Quality, appeal and educational worthiness will be evaluated through the use of reviews taken from a variety of sources including those published for professionals and for consumers online.
3. As VHS tapes are falling out of use as a format, the Library will no longer purchase VHS items, instead focusing its efforts on purchasing quality DVD materials. VHS tapes given to the Library as gifts may still be added to the collection if they meet collection development standards.

K. Books on Tape or CD

1. Recorded books are a relatively expensive format and for this reason the utmost care is taken to purchase materials of the highest standards at the most economical price. Criteria used to evaluate recorded materials include literary quality, appeal and the skill of the narration. Professional reviews and consumer reviews available online will be used to help determine these qualities. In the past, the majority of items purchased were for adults, but the Library has

responded to the increasing popularity of the audio format with children and young adults by purchasing more items for these age groups.

2. Popular titles in printed materials are often purchased as recorded books on the premise that they have already proven their worth and will continue to circulate well in the different format. The majority of recorded books purchased are fiction works, although non-fiction works of great popularity or appeal may be added.
3. Purchasing through pre-selection plans from major vendors is helpful in providing quality, up-to-date items at a more economical cost. The Library may use such plans for these reasons despite the narrower choices available through pre-select plans. Those ordered through selection plans are books on CD.

L. Selection Responsibility

The Library recognizes the value of input from library employees who have firsthand contact with patrons. While final responsibility for the purchase of materials resides with the Director, the input of staff members is encouraged and sought to help defray the burden of the selection of the entire collection and to help provide a more balanced collection to patrons. This means that staff members may be asked to consult professional reviews and make recommendations for collection acquisitions.

M. Acquisitions

The Library welcomes gift books in good condition. Once accepted, the donated materials will be checked to see if they meet the Library's standards of selection. If donated items are not added to the Library's collection, the Library reserves the right to sell them at library book sales or to otherwise dispose of them. Arrangements can also be made to reimburse the Library for materials purchased and added on request. These titles are also subject to the same selection criteria as any other item. (Also see: Donations)

N. Collection Evaluation and Assessment

1. A responsive library collection is one that is regularly assessed by library staff so they may deal with changing usage patterns. This is done so that weaknesses — that is holes in the collection as well as areas with many underused items — may be located and resources allocated to deal with these issues.
2. The Reed City Area District Library assesses its collections using data from three categories:
 - a) AGE AND TIMELINESS OF MATERIALS:
 - (1) The median age of the materials in a particular collection or within non-fiction, the median age of materials on a particular topic
 - (2) The range of publication dates in a particular collection or within a subject matter
 - (3) Comparison of materials to those currently available
 - b) USE:

Circulation numbers in a particular collection or within a subject matter, including total number of check-outs and renewals, most recent check-out date, hold requests and interlibrary loan requests.
 - c) PERCENT OF STANDARD TITLES OR ITEMS:

This area is measured by consulting “best” lists and comparing them to titles in our collection. Different lists will be used for various areas.

O. Weeding

1. In a small library the constant evaluation of the collection is a necessity. As the Library continues to collect new items, our space needs will continue to be challenged. The most cost-effective way to stretch shelf space is through the removal of underused and outdated materials; leaving rarely used materials on the shelves decreases rather than increases patron satisfaction. Removing obsolete titles and materials in poor physical condition makes it easier for patrons to choose from the titles that remain. The staff continuously evaluates materials, replacing or repairing those that are worn or damaged and withdrawing items no longer current or in demand. The final decision for de-selection resides with the Director.
2. At least once a year, each area of the collection will be singled out so the materials contained within can be evaluated thoroughly and any

items missed in day-to-day weeding can be removed. Depending upon condition, materials withdrawn from the collections as part of the evaluation process may be offered for sale in the book sale.

3. Items considered for removal will be judged on the following criteria:
 - a) Popularity/usage of the item
 - b) Coverage of the topic within the collection
 - c) Quality of the information
 - d) Availability of the item for replacement
 - e) Cost or rarity of the item
 - f) Availability of newer materials on the topic

P. Reconsideration of Library Materials

1. The Reed City Area District Library is a public institution serving a range of individuals of differing backgrounds and beliefs. As such it is committed to retaining a similarly broad array of materials to serve our patrons. We support the Library Bill of Rights as presented by the American Library Association (ALA) (Appendix # 2) and the freedom of choice of all people.
2. We recognize, however, that some materials may be considered objectionable to some individuals. If a patron of our library or another community member has a concern about a material, they will be referred to the Library Director.
3. The Library Director will:
 - a) Provide a copy of the official Reed City Area District Library Collection Development Policy (Heading II of this document) and Citizen's Request for Reconsideration of Library Material form (Appendix # 3) to the concerned party.
 - b) Explain the process of the reconsideration of a library material as related in the Collection Development Policy.
 - c) Answer any questions relating to the policy or process.
 - d) Fill out a *Statement of Concern regarding Library Material* (Appendix # 4) and file this in the appropriate place.
4. If after the Collection Development Policy has been explained, the concerned party wishes to proceed with the reconsideration process,

the concerned party will be asked to fill out and return the *Citizen's Request for Reconsideration of Library Material* form (Appendix # 3). The purpose of this form is to record the necessary information relating to the concerned party's objection, including contact information and specific information about the nature of the objection. *Until this form has been completed and submitted to the Director the challenge process cannot proceed.* While an item is being reviewed it will remain on the shelf.

5. When the form has been completed and returned to the Library Director, he or she will take the written concerns into consideration and evaluate the item in relation to the Collection Development Policy. Is the inclusion of the item in line with the Library's Collection Development Policy? The Library Director will inform the concerned party of the decision, in writing, within one month of the submission of the *Citizen's Request for Reconsideration of Library Material* form. The Library Director will also inform the Reed City Area District Library Board and the American Library Association Office of Intellectual Freedom of the request for reconsideration.
6. If the concerned party is still not satisfied, he or she may request *in writing* a hearing for the Reconsideration of a Library Material. The hearing will be open to the public and will include the input of the Library Board of Trustees, the Director and the concerned party. The concerned party may relate their objections, the Library Director will respond, then any member of the public may speak, after which the Library Board of Trustees will debate the inclusion of the item in terms of the Collection Development Policy. Minutes will be taken throughout the hearing for public record. The final decision will be submitted in writing to the concerned party.
7. This process shall be documented by the Library Director and all written materials, including the *Statement of Concern*, the *Citizen's Request for Reconsideration of Library Material* form, a copy of the letter detailing the Director's decision, a copy of the hearing minutes, a copy of the final decision, and any other written material relating to the initial concern shall be retained in the Library's files.

III. COMMUNITY ROOM

A. Availability

1. The Community Room of the Library will be available for meetings of organizations, groups and individuals residing within the service area of the Library. These groups must be presenting programs, which are

educational or cultural in nature. A meeting in which an organization, group or individual seeks commercial benefit or applies associated fees is likewise not allowed. Meetings must be open to the general public. Library patrons not participating in the meeting should not be solicited into attendance or in any other manner. Though a group, organization or individual may be permitted to utilize the Library's Community Room for meeting space; it does not constitute the Library's endorsement of policies, practices or beliefs of that group, organization or individual.

B. Guidelines

1. A *Community Room Consent Form* is required to be completed prior to use of the community room (Appendix # 5).
2. The room has the capacity for 30 people. If the meeting is primarily for minors, there must be at least one adult present to supervise each seven (7) minors.
3. The Library Board and staff will not be responsible for the policies of the group or individual scheduling a meeting in the Community Room.
4. The meeting must be completed and the room returned to its normal condition during the hours in which the Library is normally open.
5. Food and drink should be restricted to light refreshments such as coffee and cookies. The kitchenette will be available for this purpose. There are no supplies or equipment available.
6. Alcoholic beverages are not allowed.
7. Smoking is prohibited.
8. The cost of any extra cleaning which may be necessary will be billed to the person who signed the *Community Room Consent Form*.
9. The Library will not be responsible for any items such as equipment, supplies, clothing, etc. which are brought to the meeting by the group or individual.
10. The Library Board and staff will assume no personal liability for the group or persons attending a meeting in the Library.

11. There is no fee charged for the use of the room. However, donations will be accepted. The library reserves the right to bill patrons for damage to the community room while in their use.
12. Organizations, groups or individuals may utilize the Community Room for meeting space up to five times in a month.

IV. CONFIDENTIALITY

A. Patron Records

1. Library patron records are privileged and confidential information. Disclosure of these records containing names, addresses, license numbers, telephone numbers and any other information provided on the patron's registration form would constitute an invasion of privacy, pursuant to the Freedom of Information Act MLC 15.243 (1)(a). Therefore, under this policy, persons requesting such information will be denied access to library records. This does not include representatives of the law who provide a court issued subpoena or search warrant and/or under the provisions of the USA Patriot Act. The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) became law on Oct. 26, 2001. Under provisions of the act, the Federal Bureau of Investigation (FBI) and law enforcement officials may seek court orders for library records for investigations relevant to national security or terrorism. Libraries or librarians served with these search warrants may not disclose, under penalty of law, the existence of the warrants or the fact that records were produced as a result of the warrants. Patrons cannot be told their records were given to law enforcement agencies or that they were the subjects of FBI investigations.
2. Records are protected by the Michigan Library Privacy Act (PA 455 of 1982) which provides that Library records may not be disclosed to third parties unless the library has received written permission from the patron or a properly obtained court order (MCL 397.603). A 'library record' is defined in the statute as 'a document, record, or other method of sorting information retained by a library that identifies a person as having requested or obtained specific materials from a library'. 'Library record' does not include non-identifying material such as circulation statistics.
3. Library cards are available to children under 16 if a parent or guardian signs for them, agreeing to take financial responsibility for any items lost or damaged. This means that Michigan law allows us to divulge

the circulation records (that is items checked out, when they were checked out, and the fines owed for them) to that parent or guardian.

4. A child (that is someone under 18) is allowed an adult card, if they are 16 and have a driver's license. The signature of a parent is not required to receive a card.
5. Patrons may authorize third party access to their records by completing a *Release of Records* Form (Appendix # 6).
6. Non-identifying statistical data may be released without written permission.
7. We do not give out information from the City Directory over the phone. It is our policy not to give out published or unpublished information on private individuals.
8. If information is legally requested (through subpoena or search warrant), staff should respond in the following manner:
 - a) Staff approached by a law enforcement officer or agent with a request or court order to examine or obtain records of any library patron will ask for identification and direct the officer or agent to the Library Director or other designated person in charge. The Library Director or other designated person in charge will review the request and an attorney may be consulted.
 - b) Search warrants signed by the court are immediately enforceable. Staff will request identification, a copy of the warrant and may request the agent or officer direct the inquiry to the Library Director or other designated staff in charge. The Library Director or designated staff in charge may request time to fax the warrant to an attorney for verification. If the officer or agent wishes to immediately enforce the search warrant, staff should not interfere, but proceed to notify the Library Director or designated person in charge of the search.

B. Library Records

1. Freedom Of Information Act (FOIA)
The Reed City Area District Library will comply with requests for library records, keeping with the Michigan Freedom of Information Act (FOIA) (PA 442 1976). All requirements will be processed according to the requirements of MCLA 15.231 et. Seq.

a) FOIA Coordinator

The Library's Freedom of Information Act Coordinator shall be considered the Library Director or staff authorized by the Director to respond to FOIA requests in accordance with FOIA provisions.

b) FOIA Requests

(1) FOIA requests should be in writing using the *FOIA Request / Response Form* (Appendix # 7) and be addressed to:

Library Director/FOIA Coordinator
Reed City Area Public Library
410 W. Upton Ave.
Reed City, MI 49677

(2) FOIA requests should be very specific, so the Library can identify the requested document(s). Further, the written FOIA request should include the following information: date, signature of requestor and timeframe in which the requestor would like to receive a response. It is also recommended that a phone number and/or e-mail address be included, so that the FOIA Coordinator may contact the requestor to clarify the request.

c) FOIA Responses

(1) FOIA responses shall be completed in accordance with Michigan law, with the requestor being sent a response not more than five (5) business days after receiving the request. That response will accomplish one of the following:

- (a) Provide the requested document(s)
- (b) Notify the requestor of an estimated fee to provide the requested information
- (c) Notify the requestor of a ten (10) day extension in response time
- (d) Deny the request, if the document(s) is exempted

(2) Fees will be charges as follows:

- (a) The first twenty (20) pages of a request are provided for free; if a request requires more than twenty (20) pages, the fee is .20 per page.
- (b) Actual mailing costs will be billed to the requestor.
- (c) Faxed copies are billed at .50 per page.
- (d) Labor costs will be charged for the cost of search, review, examination and the deletion and separation of exempt

and non-exempt information where the request results in unreasonably high costs due to the nature of the request. Labor costs shall not exceed that for the lowest paid Library employee capable of retrieving the information necessary to comply with the request.

- (3) If the cost to fulfill any request is estimated to exceed \$ 25.00, the FOIA Coordinator will attempt to contact the requestor and inform the requestor of estimated fees.
- (4) If a request is denied, the Library must provide the requestor with a full explanation of the reason for the denial and inform the requestor of their right to appeal. Further, the FOIA Coordinator will inform the Library Board of the denial.
- (5) The FOIA Coordinator will retain all written requests for public records for at least one year.

d) FOIA Appeals

- (1) An appeal to the Library Board for a denial of a request by the Library's FOIA Coordinator may be completed by forwarding a written appeal using the *FOIA Appeal / Response Form* (Appendix # 8), as well as the original request, to:

Library Board President
Reed City Area District Library
410 W. Upton Ave.
Reed City, MI 49677

- (2) The Library Board President will have ten (10) days to respond to the appeal.

V. DONATIONS

A. Gifts

1. The Library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection if they meet the same standards as purchased materials. Gift materials not meeting these standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format not suitable for library use, may be given to other organizations, sold at a book sale, or otherwise disposed of as the Library deems appropriate.
2. Gift items may be marked with an appropriate bookplate.

3. A statement for tax purposes may be given to the donor if requested at the time the donation is made, acknowledging the receipt of the gift. The Library will not determine a dollar amount for books or other in-kind donations. A certified appraiser must be contacted by the patron to determine the book value if the book is an antique.

B. Online/Internet

1. POLICY STATEMENT

For purposes of this policy; “account” refers to any supplemental bank account opened by or for the Library to receive electronic payments including but not limited to donations through Internet sources such as the Library’s web site; “Library” refers to the Reed City Area District Library; “Bank” refers to the financial institution where the account is located; “Board” refers to the Reed City Area District Library Board of Trustees; and “City” refers to the City of Reed City.

2. REASONS FOR THE POLICY

The purpose of this policy is to establish adequate control procedures over Library assets and minimize the Library’s risk of financial loss particularly with respect to connecting an account to an electronic donation opportunity such as receiving donations from Internet sources including but not limited to a secure donate button on the Library’s web site. This account is established for the benefit and support of the general operating expenses and capital improvements of the Reed City Area District Library in such manner as the majority vote of the Board determines to be most appropriate to assist in carrying out its duties as defined in ‘Article II’ of the ‘Reed City Area District Library Board of Trustees Bylaws’ (Appendix # 9).

3. REGULATION

- a) This Account shall be regulated, on behalf and direction of the Board, by the Board President, Board Treasurer, City Treasurer and City Clerk and all shall be signers on the signature card. This account will retain a minimum balance of five dollars (\$5.00) and funds shall be transferred to the Library Fund Asset 271-000.000-004.015 Cash – Building Account monthly or when this account reaches a minimum of one thousand dollars (\$1,000.00), not to exceed six (6) withdrawal transfers a month, and shall be used to pay for expenses incurred for the new library project at 829 South Chestnut Street, Reed City, Michigan 49677 through the existing

primary District Library Fund with the City as District Library contracted financial administrators.

- b) Upon completion of construction, renovation and the addition at 829 South Chestnut Street, Reed City, Michigan 49677 these funds will be used for the benefit and support of the general operating expenses and capital improvements of the Reed City Area District Library in such manner as the majority vote of the Board determines to be most appropriate to assist in carrying out its duties as defined in *'Article II'* of the *'Reed City Area District Library Board of Trustees Bylaws'*.
- c) As per Library policy the Office of the City Treasurer shall receive a copy of quarterly paper statements the Library receives from the bank holding this account; the Board President; Board Treasurer or Board appointed responsible party, such as the Treasurer of a Board appointed special committee; will be allowed access to more frequent updates either electronically or via a print out from the local branch of the banking institution; two signatures, one of which must be a Library Board representative on the signature card and the other signature must be either the City Treasurer or City Clerk, will be required to withdraw funds from this account with the intent to transfer the money to the more secure existing District Library Fund account with the City as District Library contracted financial administrators, unless an automatic electronic transfer can be established; and the banking institution in which this supplemental account is housed must have a signed agreement on file with the City Treasurer to comply with the City's Banking policy.

4. **CONTROL**

Once transferred to the regular Library Account with the City, the funds from this Account will be dispersed in a manner consistent with the Board's duties as defined in *'Articles II'* of the *'Reed City Area District Library Board of Trustees Bylaws'* and by the control granted through Legislation from the State of Michigan in section *'397.283 Powers of board'* of the *'DISTRICT LIBRARY FINANCING ACT; Act 265 of 1988'* (Appendix # 10).

VI. **DRUGS/ALCOHOL**

The possession, consumption, or sale of any illegal drug, alcoholic beverages, or legal drugs not prescribed for you while on Library grounds is strictly prohibited. The possession or consumption of over-the-counter medications for personal use, as directed, is permitted on Library grounds.

VII. E-READER POLICY

A. Lending Guidelines:

1. E-Readers are available to the residents of the City of Reed City or a contracting township, 18 years of age, in possession of a valid Library Card in good standing (no overdue items and a fine balance under \$2.50). Patrons ages 13 through 17 years of age, may check out E-Readers with a parent or legal guardian Co-signer. Both patron and co-signer need to have accounts in good standing and the E-Reader will be checked out on the co-signer's account.
2. Patrons must present a valid photo ID (Michigan Driver's License or Michigan ID) when checking out an E-Reader.
3. A patron may only complete a registration to have one E-reader at a time per family.
4. E-Readers may be borrowed for 14 days and are not renewable.
5. E-Readers must be picked up and returned to a staff person at the Library's circulation desk only. There are no drop box returns allowed or to an unattended circulation desk.
6. The patron is responsible for any damages to the E-Reader and accessories.
7. Patron's must complete an *E-Reader Borrower's Agreement* (Appendix # 11), beginning the form at least a half hour prior to Library closing.
8. Patrons may add their name to a waiting list for an E-Reader if they are all checked out.

B. Check Out Procedure

Library staff checking out E-Readers will complete the following steps:

1. Verify all information on a patron's account is correct, there are no overdue items and fines do not exceed \$ 2.50.
2. Complete the *E-Reader Borrower Agreement* (Appendix # 11) form with the patron, recording the patron and/or co-signer's driver's license/ID number and reviewing user guidelines with the patrons.
3. Verify and confirm condition of the E-Reader and circulating components.

4. Confirm that the unit is functional.
5. Make sure the parental controls are on.
6. Give the patron a basic orientation and/or assistance with using the E-Reader as needed.
7. Check the E-Reader out on the patron or applicable Co-signer's account.

C. Check In Procedure

Library staff checking out E-Readers will complete the following steps:

1. Confirm that the E-Reader is operational with the patron present.
2. If the E-Reader does not function properly or appears damaged, report the matter to the director as soon as possible, so fees may be assessed as appropriate.
3. Verify that both the E-Reader and components are accounted for before checking in a unit. If all components are accounted for and in working order, the check in will be completed.
4. Staff will charge the E-Reader.

D. Fines and Liabilities

1. Overdue fines will be assessed in the amount of \$ 5.00 per day.
2. Any E-Readers and/or components returned in a Library book drop or unattended circulation desk will incur a \$ 25.00 fee.
3. Damage will be assessed at the sole discretion of Library staff. If damage is assessed, the patron may be charged a replacement fee corresponding to the actual cost of the E-Reader or applicable component.

VIII. EMERGENCY PROCEDURES

A. Responsibility

1. The Library is a public service institution, and every effort is made to maintain regular hours for the public. The Library will be closed only when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g. furnace malfunction, no water, no electricity, etc.) or when there is a general emergency within the City of Reed City.

2. The Director is ultimately responsible for the decision to close or not to close the Library. If the Director is not present and unreachable, the decision to close falls to the most senior staff member on duty at the library *in consultation with a board member*, preferably the board president.

B. Closing in adverse weather:

1. Once the decision has been made, follow usual closing procedures, including check-in and recording daily tallies (books may be left on carts to shelve the next day).
2. Post a sign on the front door noting the library closure.
3. Notify City Hall and the appropriate radio stations.
4. In the case of tornado watches, business will proceed as usual. If a tornado warning is issued, the Library will close until an all-clear signal is received. Patrons in the building will be allowed to remain in the library until the all-clear signal is sounded. Unattended minors will be asked to stay until a guardian picks them up or until the all-clear signal is given.

C. Closing in event of power outage/vital equipment failure or major mechanicals:

1. If the Director is unavailable, call board president. If the board president is unavailable, contact the next board member down the list to inform them that you are implementing the Emergency Closing Procedures.
2. Lock the front door and post a sign stating the appropriate reason for closure.
3. Politely inform patrons of the problem and ask them to conclude their business bringing any items up to the front desk for check-out. Write down the items and patron information if the circulation system is unavailable.
4. Lock the gate and wait for 30 minutes.
5. If problem persists after 30 minutes, finish remaining closing procedures including shut-down of all computers, copy/fax machines, air conditioners, lights and cash registers.

6. If/when power returns, reboot all the machines AFTER you turn the server back on. (The server is the hard drive unit in the work room in the middle on the floor under the desk.)

IX. FINANCIAL

A. Credit Card

1. The purpose of the Credit Card Policy of the Reed City Area District Library is to facilitate purchases for the Library in an organized fashion.
2. The Library Director will be responsible for the issuance. Along with the Library Director the Financial Manager would also be responsible for account monitoring and generally overseeing compliance with the Credit Card Policy. A credit card will only be issued to the Library Director. The card has an authorized maximum spending limit of \$1,000. Purchases made via the credit card must comply with the District Library's financial policy and purchasing guidelines.
3. All credit card transactions can be performed in person, over the phone, through the mail or via the Internet. When the credit card is used the merchant should be informed that the transaction is a non-taxable purchase. Tax exempt status should be established by presenting the EIN number to the merchant. All receipts and credit card slips must be retained. The Library Director, Board Treasurer or authorized staff shall be allowed to utilize the card for Library purchases.
4. The credit card may be used for travel expenses, conference registration fees, Library materials, equipment, supplies, contracted services and operating expenses. The credit card may not be used for personal or non-library use. Typically prior Board approval is required for these purchases, however, operating expenses are harder to predict and may be made at the Library Directors discretion by authority given in section 7.2 of the Reed City Area District Library Bylaws.
5. Any benefits derived from the use of the credit card will be the property of the District Library.
6. A Credit Card Receipt Submission Form (Appendix # 12) must be submitted showing an itemized list of goods or services purchased with the card, the cost of purchase, date of purchase and official business for which the goods or services were purchased. The

original sales receipt and charge receipt must be attached to the form.

7. The balance dues shall be paid on or prior to the due date. All purchases will be presented for review with bills presented for approval at the regular Library Board meetings. The Financial Manager shall have the authority to issue payment on or prior to the credit card due date even if the balance comes due prior to Library Board review of purchases.
8. Only credit cards that have no annual or monthly fees will be used and preference will be given to those with a cash back reward system.
9. The credit card must be kept in a secure location within the District Library. The District Treasurer will keep a permanent record of the card number, issuing company's customer service emergency phone number, credit limit established, date issued, expiration date, and in the event the credit card is to be used by an authorized user off of District Library property the date released to the authorized user and the date returned to the Library Director. The Library Director is responsible for knowing the location of the credit card at all times and should share the in-house secure location with the District Library Board Treasurer and President.
10. If the credit card is lost or stolen, the District Treasurer is to be immediately notified.
11. Unauthorized use of the District Library credit card by any employee shall be cause for disciplinary action up to and including dismissal and prosecution. The offender will be held responsible for the payment of unauthorized purchases.
12. The credit card must be surrendered immediately upon termination.

B. Investment

1. It is the policy of the Reed City Area District Library to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the Library, and complying with all state statutes governing the investment of public funds.
2. This investment policy applies to all financial assets of the Reed City Area District Library. These funds are accounted for in an annual financial report and include all funds unless specifically exempted by the Board of Directors.

3. The objectives of the District Library investment policy are a) safety, b) liquidity, c) rate of return. Safety is the highest priority since the District Library wishes to safeguard against the loss of principal of all public funds. Liquidity must be considered due to the cyclical nature of tax revenues and irregular spending patterns common in a library setting. Maximizing return within the constraints of safety, liquidity and risk-free investments is a major objective. Idle funds should be invested as they become available to maximize the return.
4. The District Library Board (the “Board”) shall designate the depository or depositories for Library funds.
5. The District Library Board Treasurer (the “Treasurer”) and/or Financial Manager will be responsible, under the guidance of the Library Board, to decide which investments to purchase. The Library Director will report investment activities to the Board as statements of investments are received. The Library Director will establish internal controls for depositing Library monies and carrying out investment decisions and activities consistent with this policy. No person may engage in investment transactions except as provided under the terms of this policy.
6. The Reed City Area District Library is permitted to invest funds in instruments allowed by the State of Michigan Statutes and that meet the criteria of this policy. Examples of such investments, assuming they are fully secured, are:
 - a) Interest-bearing savings and checking accounts
 - b) Negotiable certificates of deposit
 - c) Non-negotiable certificates of deposit
 - d) Repurchase agreements
 - e) U.S. Treasury bills
 - f) Federal agency instruments
7. All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Reed City Area District Library shall be on a cash basis. Securities may be held by a third party custodian designed by the Treasurer and/or Financial Manager and evidenced by safekeeping receipts as determined by the Board.
8. The standard of prudence to be applied by the Treasurer and/or Financial Manager shall be the “prudent person rule.” Investments shall be made with judgment and care, considering prevailing circumstances, which persons of prudence, discretion, and intelligence exercise in the management of their own investments, weighing the

probable safety of capital as well as the probable revenue to be derived.

9. The Treasurer and all other persons involved in investment activities of the Reed City Area District Library shall refrain from personal business activity that could conflict with the investment program, or could impair their ability to make impartial investment decisions. These persons will disclose to the Board any material financial interests in financial institutions that could be related to performance of the Library’s portfolio.

10. The Library Director will have investments reviewed annually by the Library’s designated audit firm. This review will check for appropriate internal controls, compliance with policies and procedures and prevent any loss of public funds due to fraud, error, misrepresentation or illegal action. The results of the audit will be reported to the Board for appropriate corrective and filing action.

11. The Library Director, Treasurer and/or Financial Manager will complete an *Investment Report* (Appendix # 13) for reporting to the District Board when there are changes as to the type, rate and terms of the investments, total interest received, annual rate of returns, bank ratings, Federal Deposit Insurance Corporation (FDIC) limits and other related information which enables the governing body to monitor and mean the success of the investment portfolio.

X. HOURS

A. Operation

Public service hours will be reviewed and set by the Library Board as needed. Currently public service hours are as follows:

January to Memorial Day (Winter hours):

Monday	12:00 p.m. – 5:00 p.m.
Tuesday	11:00 a.m. – 7:00 p.m.
Wednesday	11:00 a.m. – 5:00 p.m.
Thursday	11:00 a.m. – 7:00 p.m.
Friday	11:00 a.m. – 5:00 p.m.
Saturday	11:00 a.m. – 2:00 p.m.

Memorial Day to Labor Day (Summer hours):

Summer hours will be the same as winter hours Monday through Friday. The Library will be closed on Saturdays except for special programs during the summer months, if it is within the budget constraints allowed and at the discretion of the Library Director.

B. Holiday

1. The Library will be closed on the day and evening preceding Christmas and New Year's, as well as the day of Christmas and New Year's.
2. The Library will be closed during the following holidays and/or when the City offices are closed.

Labor Day	Martin Luther King, Jr. Day
Thanksgiving Day/Weekend	(All) President's Day
Christmas Eve and Day	Good Friday/Easter (3 day weekend)
Independence Day	Memorial Day

3. In compliance with the City, the Library will follow this closing policy: when a holiday falls on a Saturday, the Library will be closed the Friday before; when a holiday falls on a Sunday, the Library will be closed the Monday after.

XI. INTERLOAN

Interloan charges will be \$ 2.00 per interloan, and the fee is due when the material is picked up. If your interloan material is not picked up, you will still be charged the \$2.00. No interloan charges will be assessed for MelCat interloan items.

XII. INTERNET

A. Acceptable Use

1. Users must pay close attention to the legal protection provided by copyright and license laws to programs and data.
2. Users shall not develop programs that harass other users, or cause harm to other computer systems. Examples of such programs are computer "viruses" and "worms."
3. Library computer workstations may not be used to view sexually explicit or violently explicit material. The library is obligated to comply with federal law regarding the use of computer resources in the prevention of exposure to certain explicit images and material. Therefore, any library staff member who observes a person viewing such material will:
 - a) Follow the **Violations Procedure** as noted below.
 - b) Note the incident and steps taken on the *Incident Report*.
(Appendix # 14)
 - c) Inform Director of incident.

4. The library staff will be the sole judge of these policies – patrons not following these rules may be restricted in their use of these machines by the library staff.
5. The Reed City Area District Library will review this policy as needed and reserves the right to modify this policy at any time.

B. Violations Procedure:

1. First Violation = Ask the patron to close the site and leave the computer. The patron will lose internet privilege for the day. A verbal warning informing the patron of the next violation will be given.
2. Second Violation = Ask patron to close the site and leave the computer. Notify the patron of a 6 month loss of internet privilege. A verbal warning will be given informing the patron of the next level of violation.
3. Third Violation = Ask patron to close the site and leave the computer. Notify the patron of a loss of internet privilege for one year.

C. Internet Use Disclaimer

1. The internet and its available resources contain a wide variety of material and opinions from varied points of view. Provision of access does not mean or imply endorsement or sanction by the library of any of the information, images or commentary found on the internet.
2. Users are responsible for the access points they reach. The internet is a global entity with a highly diverse user population and library patrons use it at their own risk. The library's policy prohibits access to inappropriate materials.
3. The Reed City Area District Library assumes no responsibility for any damages, direct or indirect, loss of data, damage to personal storage and other devices or loss of privacy arising from use of its internet connection. Security of credit card purchases made on the internet cannot be guaranteed and patron should use at their own risk.
4. The accuracy of information gained through this source is the responsibility of each originator/producer. Therefore, the Reed City Area District Library does not guarantee the accuracy of information obtained through the internet.
5. By using the internet at the Reed City Area District Library, patrons agree to abide by the Internet Acceptable Use Policies and the

Internet Use Disclaimer. **MISUSE OF THE COMPUTERS OR THE INTERNET WILL RESULT IN THE LOSS OF A PATRON'S INTERNET PRIVILEGES.**

XIII. LOAN POLICY

A. Time Period

1. Books and audio materials may be checked out for two (2) weeks plus one (1) week of grace before overdue fines are charged.
2. New Books are not renewable and are identified by red dots on the spine.
3. Videos are limited to two (2) per account for 7 days plus two (2) days of grace before overdue fines are charged. There is a \$.50 per day fee when overdue.
4. Magazines may be checked out for one (1) week plus two (2) days of grace before overdue fines are charged. If a magazine is lost, the cost of the magazine is charged to the patron.
5. Extended loan periods may be granted to a patron for a special need or to cover times they will be out of town. The Library will determine which books or materials it will lend for these periods.
6. Reference books do not circulate out of the Library, except at the discretion of the Director.

B. Fines

1. Fines are \$.20 per day excluding holidays and Sundays, except as otherwise noted.
2. All Fines are computer generated and all fine money is applied toward the purchase of new books. When patrons reach a total of \$ 2.50 in fines, they may no longer check out library materials.
3. Maximum Fine: The Library sets a limit of \$ 4.00 on any single item. If an item is lost/damaged and paid for by the patron, any fine that has accumulated on the item will be waived.

C. Replacement

1. Bill for Replacement: It is the responsibility of the patron to return materials in good condition. If an item is lost the patron must pay the replacement cost for the item. The replacement cost will be the actual cost of the item as indicated in the Library's computer

database. The Library will also accept an exact duplicate copy of the item that has been billed for replacement in lieu of payment when approved by the Librarian first.

2. Refund for Bill for Replacement: A patron who pays for a lost item may have the cost of the item refunded if the item is returned within 30 days and is in good condition. The proof of payment must accompany the material.
3. Damaged Materials: If an item is damaged to the extent that it can no longer circulate in the Collection, the patron is responsible to pay the replacement cost for the item. If there is minor damage to an item and it can still circulate (i.e. ink marks, torn pages, missing barcode, etc.), a charge will be assessed. Damaged book/cassette bags and /or cases will be assessed at Director's discretion. The Library may take legal action to retrieve long over-due materials or lost items.
4. Overdue/Bill for Replacement Notices: As a means to retrieve overdue materials, the Library may issue overdue notice(s) and a bill for replacement for library materials in compliance with the Michigan Library Privacy Act.
5. Claims Returned: When a patron claims an item has been returned, a search will follow. It is expected that the patron will continue to look for the book while the Library searches for it as well. Patrons will be allowed two (2) renewal periods to find lost items. At the discretion of the Director, patron can be billed for lost items.

XIV. PATRON

A. Code of Conduct

1. Purpose

One goal of the Reed City Area District Library is to provide a pleasant setting and appropriate atmosphere for the use of educational, reference and popular library materials—in essence, to read, study, do research, use the library equipment or attend library programs.

2. Responsibility

- a) It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons. In order to provide a positive experience at the library for all persons, the Library's Board of Trustees has adopted the following rules and regulations:
- (1) Patrons shall respect the rights of other patrons and of library employees.
 - (2) Patrons shall not harass or annoy others through any activity.
 - (3) Patrons shall not interfere with the use of the library by other patrons or interfere with library employees as they perform their duties.
 - (4) Patrons shall not damage or deface library property.
 - (5) Patrons shall not possess or be under the influence of alcohol or drugs.
 - (6) Patrons may not use tobacco products anywhere in the building.
 - (7) Patrons shall enter the library appropriately attired, including shirt and footwear.
 - (8) Patrons may not use the public restrooms for personal bathing.
 - (9) Patrons must be sure that all library materials removed from the library are checked out on a valid card.
 - (10) Patrons shall be responsible for any of their fees or other charges in accordance with the Library's standard schedules. Failure to pay these fees may result in the suspension of borrowing privileges.
 - (11) Patrons shall take responsibility for their own belongings. The Library is not responsible for patrons' personal property.
 - (12) Patrons shall not run or disturb others by such activities as loud behavior, talk or music. With the exception of patrons using adaptive technology devices, patrons shall use head phones with all audio equipment and at a volume which cannot ordinarily be overheard by others.
 - (13) Patrons may use cell phones only at the discretion of library staff.

- (14) Patrons shall not make any solicitations in the library or at the library's entrance.
- (15) Patrons may not use skateboards, scooters or rollerblades in the library or anywhere on library grounds.
- (16) Except for service animals, patrons shall not bring pets or animals into the Library, without prior authorization by the Library Director, or at the request of the Library Director or the Library's Board of Trustees.

3. Enforcement

- a) If patrons (including minors) violate these rules, the following steps will be taken in this successive order if the preceding step is not followed by the violator(s):
 - (1) The patron will be asked to comply.
 - (2) The patron will be asked to leave.
 - (3) Parents will be notified if minors.
 - (4) The Reed City police will be called.
 - (5) Incident will be documented in the *Incident Report* (Appendix # 14).

- b) These rules are enforced by library staff and the Reed City Police Department. Patron identification, including name, address, and telephone number may be requested for the purpose of documenting the incident. Any patron not abiding by these or other rules and regulations of the Library may be required to leave the Library premises and may forfeit their library privileges. Any patron may appeal to the Reed City Area District Library Board of Trustees in respect to any action taken under this Code of Conduct. Actions that violate local, state, or federal law will be prosecuted.

B. Eligibility

- 1. Non-Resident
A yearly non-residency fee of \$20.00 per household will be charged for all patrons outside the Library's designated service area of the City of Reed City and the contracted townships of Cedar, Green, Hersey/Hersey Twp., Lincoln, Pinora, and Richmond.

2. Library Cards

- a) Patrons entitled to free Library cards are permanent and part-time residents of the City of Reed City and all permanent and part-time residents of the contracted townships of Cedar, Green, Hersey/Hersey Twp., Lincoln, Pinora, and Richmond. In addition, teachers employed by the Reed City Public Schools and Reed City area private and Parochial schools are eligible when materials are for classroom use. In addition to residency, applicants for adult cards must also provide a valid government-issued picture I.D. such as a Driver's License or Passport and will be required to show such card when they wish to check-out materials if they do not have their library card with them.
- b) Replacement library cards are available for \$1.00.
- c) Families who share one card will be asked that the primary card-holder (that is the person whose name is on the card) inform a library clerk of the names of those who are authorized to use that card so a note can be made on their account. Authorized users over 16 will still be required to show I.D. when using the account.
- d) Patrons become eligible for a Juvenile Library Card when they turn eight (8) years old. Application for a child's card requires that the child reside within the patron area of the Reed City Area District Library, and the signature of that child's parent or guardian. Before the age of eight, children may borrow materials by using the card of their parent or guardian with that adults' permission.
- e) Patron's become eligible for an adult card at the age of 16 when they can present a valid Michigan picture Identification Card or Driver's License or at the age of 18.
- f) At the Library Director's discretion, cards can be issued to organizations in the contracted service area. A designated responsible adult representing the organization will be responsible for such account.

C. Safety

1. Purpose
 - a) This policy is written for safety and wellbeing of children and in order to provide for the general welfare of all persons using the Library. Even if the parents are not present, the parents are responsible for and liable for their children's behavior in the Library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.
2. Supervision of Children:
 - a) Children under the age of seven (7) must be accompanied by a caregiver (age 12 or older) at all times while in the library and never be left unattended at any time.
 - b) Patrons shall not leave minors on the library property before or after open hours. If minors 12 or under are left after hours, the Reed City Police Department/Central Dispatch will be contacted to help resolve the situation. Two library staff members or Trustees will stay with the child(ren) until the matter is resolved.
3. Unattended Children at Closing Time:
 - a) In the case of a child who is unattended at closing (including emergency), the library staff will try to notify the child's parent or adult caregiver. If the child's parent or adult caregiver cannot be located within 30 minutes, the police will be called.
 - b) Children will not be left alone in the library or on the library grounds. Two staff members will wait with the child until the child's parent, adult caregiver, the police, or a protective services worker arrives.
 - c) Library staff members will not take the child home or anywhere away from the library site.
4. Reporting
 - a) At the Director's discretion, documentation of any situation deemed unsafe or disorderly, will be logged into an *Incident Report* (Appendix # 14).

XV. PHOTOCOPY / FAX MACHINE

A. Regulation

1. All photocopier machines in the Library will have a warning label as required by the copyright law.

2. Violations of copyright are the responsibility of the copy machine user.
3. The Library is not responsible for the quality of copies and will refund money only in the event of severe malfunction of the machine.

B. Users

1. Users will find photocopying and faxing fees posted in a prominent place near the machine or circulation desk.
2. Employees and Board Members are allowed to use the office copier, fax or printer at ½ (half) the cost to the public.

XVI. SPECIAL SERVICES/ADA

No individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied the benefits of, the services, programs and materials or be subjected to discrimination by the library.

The Library will make every effort to provide assistance to individuals with disabilities upon request.

Appendix # 1: Patron Purchase Recommendation

Reed City Area District Library
Patron Purchase Recommendation



Book/ Movie/ CD/ Magazine title: _____

Author (If Known): _____

Have you read or watched this work? Yes _____ No _____

Is it a recent publication? Yes _____ No _____ Don't know _____

Patron Name: _____

Phone Number (If you would like to be contacted in event of purchase): _____

*****STAFF ONLY*****

PURCHASE DECISION: _____

Date: _____ Staff Initials: _____

Patron Contacted: _____

Appendix # 2: Library Bill of Rights



Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Appendix # 3: Citizen's Request for Reconsideration of Library Materials

Reed City Area District Library
Citizen's Request for Reconsideration of Library Materials



The Reed City Area District Library Board of Trustees in Reed City, Michigan, has delegated the responsibility for selection and evaluation of library/educational resources to the Library Director as laid out in the Reed City Area District Library Collection Development Policy and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of a library resource, please return the completed form to the Director of the Reed City Area District Library, 410 West Upton Ave., Reed City, MI 49677.

Your Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____ (Work) _____

Do you represent yourself? _____ Organization? _____
(Organization Name)

Resource on which you are commenting:

_____ Book _____ Textbook _____ Audio Recording _____ Display
_____ Video _____ Magazine _____ Newspaper _____ Library Program
_____ Electronic information/network (please specify) _____
_____ Other _____

Title _____

Author/Producer _____

1. What brought this resource to your attention? _____
2. Have you read/watched/listened to the entire resource? _____
3. What concerns you about the resource? (use other side or additional pages if necessary) _____

4. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

Received at Library _____ By _____
DATE RCADL REPRESENTATIVE SIGNATURE

Appendix # 4: Statement of Concern regarding Library Material

Reed City Area District Library
Statement of Concern regarding Library Material



Date: _____

Name of concerned party: _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____ (Work) _____

Item of concern: _____

Issue: _____

Directors' Action: _____

Director's Signature _____ Date _____

Appendix # 6: Release of Records Form

**Reed City Area District Library
Release of Records Form**



I, _____, give my permission to the
PLEASE PRINT NAME

Reed City Area District Library to release my patron record information including contact information and to divulge the circulation records (that is items checked out, when they were checked out, and the fines owed for them) to the following person or people until I give written notice terminating this authority.

NAME	RELATIONSHIP	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that the Reed City Area District Library may release these records upon the request of the person or people listed. Additionally, a Reed City Area District Library representative may contact the person or people listed in the case of an emergency or as an additional means to contact me if necessary.

E-mail

Phone #

Signature

Date

Appendix # 7: FOIA Request / Response Form

Reed City Area District Library
FOIA Request / Response Form



Date: _____

Name of Requestor: _____

PLEASE PRINT

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____ (Work) _____

E-mail: _____

Specific Documents Requested: _____

Documents requested by (See Policy Manual): _____

I understand that the FOIA Coordinator will contact me if clarification is needed and/or the estimated fee will exceed \$25.00. That I will be billed according to Library Policy and payment is due upon receipt of the documents.

Signature of Requestor: _____

Address request to: Library Director/FOIA Coordinator
Reed City Area District Library
410 W. Upton Ave.
Reed City, MI 49677

FOIA Coordinators' Actions: _____

FOIA Coordinator's Signature _____ Date _____

CC: Library FOIA Request File and, If Denied, Library Board

Appendix # 8: FOIA Appeal / Response Form

Reed City Area District Library
FOIA Appeal / Response Form



REQUIRED: ATTACH ORIGINAL REQUEST AND RESPONSE.

Date: _____

Name of Requestor: _____

PLEASE PRINT

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____ (Work) _____

E-mail: _____

Reason for Appeal: _____

Signature of Requestor: _____

Address Appeal to: Library Board President
Reed City Area District Library
410 W. Upton Ave.
Reed City, MI 49677

Library Board Presidents' Decision:

Appeal Approved

Appeal Denied

Notes (if applicable): _____

Library Presidents' Signature _____ Date _____

CC: FOIA Coordinator, Library Director and Library Board

Appendix # 9: Excerpt: Trustee Bylaws

Excerpt: Reed City Area District Library Board of Trustees Bylaws



ARTICLE II

POWERS AND DUTIES; FISCAL MATTERS

2.1 Powers and Duties. The Board of Trustees shall have the power and authority to do and perform the following acts, tasks and functions as described in Sec. 12 of the Act, MCLA 397.182:

- a) Establish, maintain, and operate a public library for the District;
- b) Exclusively control the expenditure of money deposited into the District Library Fund;
- c) Appoint and remove officers from among its members;
- d) Appoint and remove a Library Director and fix his or her compensation;
- e) Purchase, sell, convey, lease or otherwise acquire or dispose of real or personal property including, but not limited to, land contracts and installment purchase contracts;
- f) Erect buildings;
- g) Supervise and control Reed City Area District Library property;
- h) Enter into a contract to receive library-related service from or give library-related service to a library or a municipality within or without the District (MCLA 397.182 sect 12(1));
- i) Adopt bylaws and regulations, not inconsistent with the Act, governing the Board of Trustees and the Reed City Area District Library;
- j) Propose and levy upon approval of the electors as provided in the Act, a tax for support of the Reed City Area District Library;
- k) Borrow money pursuant to the District Library Financing Act (1988 P.A. 265, MCLA 397.281 to 397.290);
- l) Issue bonds pursuant to 1988 P.A. 265, MCLA 397.281 to 397.290;
- m) Accept gifts and grants for the Reed City Area District Library; and
- n) Do any other thing necessary for conducting the Reed City Area District Library service, the cost of which shall be charged against the Reed City Area District Library Fund; and
- o) Perform any other acts authorized by law.

2.2 Fiscal Authority. Money for the Reed City Area District Library shall be paid to the Board of Trustees and deposited in a fund designated as the Reed City Area District Library fund. The Board of Trustees shall have exclusive control of the expenditure of money deposited in the Reed City Area District Library fund, including the authority to prepare budgets and final authority as to the expenditure of such funds. The Board of Trustees shall prepare and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended. The Board of Trustees shall be responsible for establishing the approval process for all financial expenditures.

2.3 Fiscal Year. The fiscal year for the Reed City Area District Library shall be the annual period commencing July 1 and ending the following June 30 of each year.

Appendix # 10: Excerpt: State of Michigan Legislation



Excerpt: State of Michigan Legislation

DISTRICT LIBRARY FINANCING ACT

Act 265 of 1988

397.283 Powers of board.

Sec. 3. A board may do 1 or more of the following:

(a) Acquire real or personal property for use for library purposes by purchase, land contract, installment

purchase contract, lease with or without option to purchase, or title retaining contract.

(b) Borrow money and issue its negotiable bonds or notes to finance the acquisition, construction, and

furnishing of buildings or portions of buildings for use for library purposes, the acquisition of the necessary sites

for library buildings, or the acquisition and installation of equipment necessary for the operation of the library buildings.

(c) Submit to the electors of the district a question proposing the issuance of bonds for the purposes described in this act.

(d) Borrow money and issue its negotiable bonds and notes for the purpose of refunding outstanding debt

obligations of the district issued for the purposes described in this act.

History: 1988, Act 265, Imd. Eff. July 15, 1988.

Appendix # 11: E-Reader Borrower's Agreement

**Reed City Area District Library
E-Reader Borrower's Agreement**



Note-The E-Reader checkout process is lengthy. You must begin 30 minutes prior to Library closing.*

Date: _____

Patron Name (Please print): _____

Parent/Legal Guardian CO-SIGNER, If applicable (Please print): _____

Michigan Driver's License or ID#: _____

Address: _____

Phone Number: _____

E-mail: _____

Please initial by each statement after you have reviewed it. If a parent or legal guardian is a co-signer on this agreement, both patron and parent/legal guardian co-signer need to initial by each statement:

*E-Readers are available to residents of the City of Reed City or a contracting township, 18 years of age, in possession of a valid library card in good standing (no overdue items and no fines over \$ 2.50). Patrons must show a valid photo ID (Michigan Driver's License or Michigan ID) when checking out the E-Reader. *Patrons 13 through 17 years of age may check out E-Readers with a parent or legal guardian co-signer on the co-signer's account. Both patron and co-signer must possess an account in good standing as related above. A patron may only have one E-Reader checked out at any given time. _____ **Patron** _____ **CO-SIGNER**, If applicable

*Patrons eligible to check out E-readers must be a resident of the City of Reed City or a township contracting with the Reed City Area District Library. _____ **Patron** _____ **CO-SIGNER**, If applicable

*E-Readers may be borrowed for 14 days and are NOT RENEWABLE. Overdue fines will be assessed in the amount of \$ 5.00 per day. _____ **Patron** _____ **CO-SIGNER**, If applicable

*E-Readers must be picked up and returned to a staff at the Library's circulation desk. Any items returned in a Library book drop or unattended desk will incur a \$ 25.00 fee. _____ **Patron** _____ **CO-SIGNER**, If applicable

*The patron is responsible for any damages to the E-reader and accessories. Damage will be assessed at the sole discretion of Library staff. If damage is assessed you may be charged a replacement fee as follows:

Kindle Fire Replacement Costs:

E-reader: \$ 168.54

Case: \$ 26.50

Charger/Cord: \$ 21.19

_____ **Patron** _____ **CO-SIGNER**, If applicable

**Reed City Area District Library
E-Reader Borrower's Agreement**



*E-readers are loaded by Library staff with freely available classics. Borrowers may not add or delete any pre-loaded titles. If this occurs, a charge will be assessed of no less than \$ 5.00 for each change.

_____ Patron _____ CO-SIGNER, If applicable

*As with all Library materials, we request that you return this item in as good of condition as when received. I agree to keep this E-reader free of dirt and spills and also to keep it away from extreme temperatures.

_____ Patron _____ CO-SIGNER, If applicable

I am aware that this E-Reader represents a large investment of funds. I have read each section of this E-Reader's Borrower's Agreement and will abide with all requirements. I further understand that if I damage the E-Reader or do not adhere to the requirements as outlined, I may not be eligible to borrow an E-Reader again.

Patron Signature: _____

CO-SIGNER signature (if applicable): _____

STAFF AREA (Staff to complete-initial after completion):

Checkout Procedure:

- _____ Verify all information on patron's account is correct, there are no overdue items and fees not over \$ 2.50
- _____ Complete the *E-Reader Borrower Agreement* Form-Record the patron's driver license/ID #number, review user guidelines and have patron initial and/or sign where appropriate.
- _____ Verify and confirm condition of E-Reader, the case and charger/cord
- _____ Confirm the unit is functional
- _____ Verify parental controls are on before checkout
- _____ Give patron a basic orientation and/or assistance with using the E-Reader as needed
- _____ Check the E-Reader out to the patron.

Check-In Procedure:

- _____ While the patron is present, turn on the unit and confirm that it operates.
- _____ If the E-Reader does not function properly or appears damaged, report the matter to the Director as soon as possible, so fees may be assessed as appropriate.
- _____ Verify that the E-Reader, case and charger/cord are accounted for and in good condition-if E-reader or any component is missing, do not check in
- _____ If the E-Reader appears in proper working order, please check in.
- _____ Perform staff maintenance
- _____ -Charge the E-Reader

Appendix # 12: Credit Card Receipt Submission Form

**REED CITY AREA DISTRICT LIBRARY
CREDIT CARD RECEIPT SUBMISSION FORM**



Date Of Purchase: _____

Reason For Purchase: _____

Vender / Supplier: _____

Item(s) Purchased: _____

Amount Of Purchase: \$ _____

Amount Charged: \$ _____

Last four (4) digits of credit card account number charged: _____

ATTACH ORIGINAL SALES AND CHARGE RECEIPTS TO THE BACK OF THIS REQUEST.

Charged by: _____

PRINT NAME

Signature: _____

To be completed by Library Director:

Library Account Line Item #: _____

Appendix # 13: Investment Report

**Reed City Area District Library
Investment Report**



Date: _____

Quarter:

First (Jan.– Mar.) Second (Apr.– Jun.) Third (Jul.– Sep.) Fourth (Oct.– Dec.)

Investment Name: _____

Account #: _____

Location: _____

Change In:

Type: _____

Rate: _____

Terms of Investment: _____

Interest Received (This Quarter): _____ (Year-to-Date): _____

Annual Rate of Return: _____

Bank/Investment Company Ratings: _____

Federal Deposit Insurance Corporation (FDIC) limits: _____

Other Related Information: _____

Prepared By: _____

PRINT NAME

AS THE RCADL: LIBRARY DIRECTOR TREASURER FINANCIAL MANAGER

Signature: _____

Appendix # 14: Incident Report

**Reed City Area District Library
INCIDENT REPORT**



Patron Name (Print) _____

Patron Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____ (Work) _____

Date and Time of Incident _____

Location of Incident _____

Detailed description of what happened (use back of form if necessary):

Did you seek medical attention? (if applicable) Yes No

Patron Signature

Date