

I. MISSION STATEMENT

The mission of the Leland Township Public Library is to provide library materials¹ and services for the enjoyment, education and enrichment of township residents and visitors of all ages.



LIBRARY HOURS OF OPERATION

Monday June – August 10 am to 5 pm

Sept. – May 1 to 5 pm

Tuesday 1 pm to 5 pm

Wednesday 10 am to 6 pm

Thursday 1 to 5 pm

Friday 10 am to 5 pm

Saturday 10 am to 4 pm



Severability Policy

The sections of these policies are declared to be severable, and if any section hereof is declared to be illegal or void for any reason, it shall not affect the remaining provisions of any of these policies.

(Revised 10-22-07)

II. MATERIALS SELECTION

The Library Board of Trustees (from here on referred to as the Library Board) and staff of the Leland Township Public Library (from here on referred to as the Library) believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The purpose of this policy is to guide and assist Library staff in the maintenance of the collection as reflected in the Library's mission and goals.

Selection of books and other materials purchased for the Library rests with the Director who may delegate some responsibilities to other staff members. Suggestions from the public are welcome but must meet selection criteria. The Library also pays close attention to the professional, commercial, industrial, cultural and civic enterprises of the community. Circulation statistics and counts of in-house use of materials will be maintained to assist in decision-making. Objections to items in the collection should be made in writing to the Director (see policy in Section V.)

Materials in various media will be selected in an attempt to satisfy educational, informational, cultural and recreational needs of people of all ages in our communities. Selections will include both basic books of permanent value and timely materials of fiction and non-fiction including materials on current issues and problems which reflect the specific interests and needs of the community. The Library also maintains a permanent Michigan Collection and encourages its use by residents and visitors alike.

Other criteria which apply are: reputation and significance of the author, importance of subject matter to the collection, scarcity of material on the subject, availability of material elsewhere in the area, timeliness or permanence of the material, reputation and standards of the publisher, price. Special efforts are made to purchase materials by local authors and artists.

Children's materials are selected to provide pleasurable reading for reading's sake, and to provide informational sources in fields of knowledge which are of interest to children of varying ages and reading ability. Criteria for selection include literary and artistic worth, accuracy, suitability of content and vocabulary to the age of the readers, contribution to the balance of the total collection, and price.

Materials under consideration for purchase are examined and read when possible. The recognized selection tools published for the use of librarians, including reviews in newspapers and magazines, will also be utilized. These include but are not limited to: Publisher's Weekly, Library Journal, Booklist, Kirkus, New York Times Book Review, and reviews in regional papers such as the Detroit Free Press and the Chicago Tribune.

The selection of any particular material is not equivalent to Library endorsement of the viewpoint expressed in the material. Material is not excluded because of the race, nationality, gender, sexual orientation or the political or religious views of the writer.

III. GIFTS

The Library encourages and welcomes the interest and involvement of citizens and organizations through contributions of new and used book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts, or donations of monetary value or other assets for Library purposes.

1. **Monetary gifts** may be unrestricted or designated as memorials or tributes. Donors may suggest specific subjects or titles of collection materials to be acquired, or they may suggest specific furniture, equipment or artwork. However, the Director has the right of final selection in order to meet the criteria of the Materials Selection Policy, or space, utilization and design requirements of the Library.
2. **Donations of books and other circulation materials** are subject to meeting the criteria of the Materials Selection Policy and will be handled as any other material belonging to the Library in regard to classification, placement, and availability to patrons. Bookplates may be affixed to those books accepted or chosen to satisfy a donor's request. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market values or obtain expert assistance in establishing any value. The Director will acknowledge receipt of donated items but is unable to set fair market or appraisal values.
3. **The Friends of the Library**, a separate non-profit organization with its own Board of Directors, has an annual gift-giving program. Paid memberships are solicited once a year. Member contributions are used to help defray some of the Library's operational costs. Friends' Board members are invited to the Library Board meetings.
4. **Gifts of tangible property**, such as furniture, real estate, stock, equipment or artwork, must meet space, utilization, compatibility and design requirements of the Library. This determination will be made by the Library Board and Director and will reflect, among other things, the Library's ability to cover insurance and maintenance costs associated with the donation. The Library will not appraise or otherwise put a value on gifts of tangible property.
5. The Library will not accept gifts with conditions or restrictions placed on them.
6. Accepted gifts become the sole property of the Library. The Library Board and Director retain the right to make the final decision on the disposition of any gift.
7. The permanence of gifts cannot be guaranteed. The Library is not obligated to keep donated materials for any specified period of time, and they may be sold, recycled or discarded in whatever manner is of greatest value to the Library.

(Revised 8-22-05)

IV. WITHDRAWAL OF MATERIALS (DESELECTION)

Materials will be withdrawn from the collection as necessary to maintain the collection in accordance with our materials selection policy and available space. Among the reasons for withdrawing materials are physical damage or wear, obsolete information, unnecessary duplication, and lack of popularity. Decisions will be based on accepted professional practice and the judgement of the Director. When necessary, local specialists will be consulted to determine the continued relevance and reliability of materials.

Withdrawn materials may be offered to other libraries, organizations or institutions that can make use of them. They may be discarded, sold in used book sales, or otherwise disposed of.

Materials are not automatically withdrawn because of complaint or controversy, but patron comments are welcome and will be formally considered. Individuals having serious concern about the appropriateness of any Library material may request reconsideration of the item (**see Section V**).

V. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS – PROCEDURES:

A Library user who has serious concern about the appropriateness of any Library material may request reconsideration of the item in writing to the Director.

After the request is received, the following procedures will be initiated:

1. A review committee composed of the Director and two Library Board members will meet within a month of receiving the letter and will review, in full, the material under consideration.
2. The committee's recommendation will be sent to the Library Board in writing.
2. The Library Board will consider the request for reconsideration and the recommendation from the committee at their next regular meeting. They will make a decision on action to be taken and will notify the petitioner of this decision by letter within one week of the meeting. The decision of the Library Board is final.

VI. REFERENCE SERVICES

The Library endeavors to provide accurate information and materials in response to requests from Library users in an efficient, courteous, and timely manner. Patrons will be assisted without regard to religion, race, color, national origin, age, sex, or physical disability.

Staff will provide guidance in locating materials for patrons who appear in person or request information by telephone or through correspondence. Questions will generally be answered in the order received, with priority given to questions asked by patrons in the Library. Information may be obtained from any resources possessed by the Library, referral to other libraries or reference centers, and the Internet. Resources used will be those judged most expedient for each individual request.

Information in the form of short answers to specific questions will also be provided. Information given must be factual, and staff will refrain from interpreting information. Questions that remain unanswered should be passed onto the Director or other staff member.

Staff may consult resource agencies by telephone for patrons when appropriate and may refer patrons to other libraries or agencies for assistance. Long distance toll phone calls will not be made by staff to or for patrons for their reference questions.

Staff will assist patrons of all ages in the use of the Library and may teach use of the Library when appropriate. All requests for reference information are confidential.

VII. CIRCULATION

The Library has the responsibility to protect the taxpayers' investment in the collection of the Library. Therefore, in order to be eligible for borrowing privileges, each Library patron shall have a current signed registration card on file in the Library. All information provided on the registration card is protected by rules and laws pertaining to confidentiality of records and privacy.

Each registrant is required to provide a current mailing address. General delivery is not a sufficient address.

The signing party, by act of signature, accepts full responsibility, including damage, loss, or non-return, for all materials borrowed from or through the Library.

In the case of a minor, any restrictions placed on the use of the collection are the responsibility of the parent or guardian of such minor.

No registration fees shall be charged.

PROCEDURES:

The Library establishes standard loan periods for the various materials in the collection. These loan periods are as follows:

Books – 7 days to 3 weeks

Videos/DVD's – 4 days to 7 days

CD's – 7 days

There is no limit to the number of times that an item may be renewed, as long as there is no reserve on it. An item that has a reserve on it will not be renewed.

Except in the case of duplicate copies, only back issues of periodicals are loaned. One copy of the latest edition received by the Library is kept on the shelf for in-house use.

Patrons may reserve items on a first-come, first-served basis by contacting a staff member or volunteer on duty. They may also put their name on a waiting list for a particular item. Reserved materials will be held up to five (5) days from date of patron notification.

A patron may have on request or loan up to three (3) Interloan items at a time. Interloan materials are granted a standard loan period from the date of their reception by the Library unless stipulated otherwise by the lending library. Interloan materials are not renewable.

VIII. **FEE COLLECTION FOR OVERDUE, DAMAGED, AND LOST MATERIALS**

The signing party, by act of signature, accepts full responsibility for all materials loaned including damage, loss, or non-return. A maximum of \$1.00 per item will be charged for overdues. Fees will be listed at the main desk in the Library.

Patrons will be charged the replacement cost for any lost materials or materials that are damaged beyond repair. Amounts to be charged will be determined by staff.

Theft or non-return or willful damage of Library materials is a misdemeanor, an offense punishable by law (Michigan Penal Code, Act 328 of 1931). Legal action may be taken if due notice is given and ignored.

Revised 5-22-06

VIII. CONFIDENTIALITY OF LIBRARY RECORDS

A. Patron Registration Information

The governmental or private use of patron registration information constitutes an unwarranted invasion of personal privacy under the Freedom of Information Act. The privacy of patron registration records will be preserved to the fullest extent permitted by law. To this end, the registration records of the library shall be released or disclosed only as provided for herein.

1. Registration records - Personal information (name, address, age, etc.) provided to the library staff will be treated as private and confidential.
2. Notification of Director - Any staff member or volunteer who receives a request or who is served with a subpoena, court order, or other legal process to release or disclose any registration record shall promptly notify the Director.
3. Action by the Director - The Director shall, in a timely manner, review all requests and orders, seek legal assistance as necessary and respond in an appropriate manner to each such request and order in accordance with this policy, the Michigan Freedom of Information Act (Act No. 442 of P.A. of 1976, MCLA 15.231 to 15.246) and the Michigan Library Privacy Act (Act No. 455, P.A. 1982, MCLA 397.601 to 397.605, as amended by HB 4146 of 1998).
3. Replies to requests - The Director shall deny, in writing, all requests for the release or disclosure of registration records as defined above unless the party requesting the information can establish clearly a "need to know", or has in his/her possession the written consent to such release or disclosure of the person or persons identified in the confidential record(s) requested and the Director is satisfied as to the authenticity of the consent.
5. Court order - The Director shall comply fully with any subpoena or other court order to release or disclose registration records as defined above.
6. Any questions or problems relating to the subject of privacy of Library registration records or their possible release or disclosure, not specifically covered by this policy shall be referred to the Director who shall handle them as deemed appropriate, consistent with the spirit of this policy.
7. Requests for non-identifying records - Release of non-identifying information, such as the number of Library patrons in each of our service areas for census purposes is acceptable.

B. Library Circulation Records

The confidentiality of Library circulation records will be preserved to the fullest extent permitted by law. To that end, the circulation records of the Library shall be released or disclosed only as provided for herein.

1. Confidential records - Any document, record, or other method of storing information retained by the Library that identifies a person as having requested or obtained specific materials from the Library is a confidential record which shall not be released or disclosed to any person without the written consent of the person identified in the confidential record, unless a court orders such release or disclosure.
2. Non-identifying records - Any other record or data pertaining to the circulation of Library materials in general which does not identify a person may be released or disclosed to the extent and in the manner provided in the Michigan Freedom of Information Act (Act No. 442 of P.A. of 1976, MCLA 15.231 to 15.246), and the Michigan Library Privacy Act (PA 455 of 1982, MCLA 397.601 to 397.605, as amended by HB 4146 of 1998).
3. Notification of Director - Any employee or volunteer who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any Library circulation record or material shall promptly notify the Director.
4. Action by Director - The Director, in a timely manner, shall review all requests and orders, consult with legal counsel as necessary, and respond in an appropriate manner to each such request and order in accordance with this policy.
5. Requests for confidential records - The Director shall deny, in writing, all requests for the release or disclosure of confidential records as defined above unless he or she has in his or her possession the written consent to such release or disclosure of the person identified in the confidential record requested and the Director is satisfied as to the authenticity of the consent. The Director may either require the person making the request to secure the written consent of the person identified in that record or may obtain that consent directly from the person identified.
6. Court order for confidential records - The Director shall comply fully with any subpoena or other court order to release or disclose confidential records as defined above.
7. Any questions or problems relating to the subject of privacy of circulation records or their possible release or disclosure, not specifically covered by this policy shall be referred to the Director who shall handle them as deemed appropriate, consistent with the spirit of this policy.

8. Requests for non-identifying records - Release of non-identifying information, as defined above, may be released or disclosed by the Director.

Reviewed 6-22-06

X. USE OF THE LIBRARY

Individuals have the right to undisturbed contemplation or study of Library materials without interference by other patrons in the Library. To guarantee these rights for all persons, all those on library premises must conduct themselves in a manner appropriate for a library.

A. Shoes are required wear in the Library.

No food or drink is allowed in unauthorized areas.

Animals are not allowed inside the Library except for leader dogs or as part of a special program.

Cellular phones are not allowed, as they interfere with the library computer system.

B. Laptops may not be connected in any way to the public computers or the system.

If laptops are used with audio, headphones must be used.

Laptops may not be used in the reading room.

C. Use of the Library or its services may be denied for due cause, such as failure to pay penalties, stealing of Library property, willful destruction of Library property, illegal conduct on Library premises, or conduct which interferes with normal operation of the Library.

Revised 7-27-06

XI. CHILDREN LEFT UNATTENDED IN LIBRARY

The Library is a public facility and has the responsibility to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. Children and young people are expected to adhere to the same standards of patron conduct expected of adults. Parents, guardians, or assigned chaperones are responsible for the behavior of their children while in the Library.

Children under the age of seven should never be left in the Library unattended. Parental supervision of this age group in the Library is expected at all times.

If it is determined that a child is lost or unattended, a staff person shall try to locate the parent or guardian. When the parent or guardian is located, the staff will inform him or her of Library policy.

If the parent or guardian cannot be located within an hour after the child has been determined to be unattended, or if the Library is closing, a staff member may call the police or other appropriate authority.

Older children who are disruptive will be asked to leave the Library. If the child cannot safely leave the Library to return home on his or her own, staff or volunteers will permit the child to call a parent or guardian.

XII. USE OF LIBRARY EQUIPMENT

Patrons may use the Library telephone for local calls in case of an emergency.

A typewriter, 3 public computers and a computer printer are available for patron use in the Library at the discretion of Library staff.

The copier and FAX machine are available under staff supervision to anyone in the community. Patrons will not be phoned when incoming faxes are received due to privacy issues. It is the responsibility of the person receiving a fax to ask at the circulation desk if their fax has been received. Incoming faxes will be held for 14 days before discarded.

Violations of copyright are the responsibility of the user. A warning concerning copyright restrictions will be posted at the copier.

Patrons are charged 10 cents per copy (copy machine and computer printer) and \$1.00 per FAX page sending, \$.50 per FAX page receiving, no charge for cover.

XIII. COMPUTER USE: RULES AND PROCEDURES

In order to maximize public computer availability and insure fair accessibility, the following rules and procedures have been adopted:

1. The Library computers are intended to be used for word processing, personal business applications and research. They may be used for e-mail using your private account. Parents are responsible for their own children's use of e-mail.
2. Library computers may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:
 - Harassment of other users or Library staff
 - Libeling or slandering other users
 - Destruction of or damage to equipment, software or data belonging to the Library or other users
 - Disruption or unauthorized monitoring of electronic communications
 - Unauthorized copying of copyright-protected material.
 - Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
3. Computer monitors will be visually monitored by staff. Misuse may result in loss of computer privileges.
4. There is a one-half (½) hour limit on using a computer when others are waiting. Times may not be reserved in advance – use is on first come, first served basis.
*****(There is no time limit on use of personal laptops in the library.)**
5. The Library reserves the right to limit computer use to two people at a time at each computer.
6. You may not use your own software programs on the computer. This will help prevent computer viruses that are common on public computers.
*****(NA to personal laptops.)**
7. No files are to be saved on the computer's hard disk. The Library is not responsible for any loss or damage to personal disks when downloading.
*****(NA to personal laptops.)**
8. A black & white printer is available. Copies are 10 cents per page. Please pay for copies at the circulation desk.
*****(Not available to personal laptops.)**
9. To use a computer, you must have a general understanding of computers and Windows applications. The Library staff does not have time or expertise to train you in using these

programs. There are tutorials for most of the software loaded in the computer. Guides are available for some programs. Because of Library scheduling, Internet trained staff may not always be available.

10. When signing to use a computer, patrons are agreeing to read and abide by these policies and rules. Failure to follow these guidelines may result in the loss of their computer privileges.
10. **LAPTOP USE:** All of the above policies are applicable to use of personal laptops in the library with the exceptions noted above with ***.

REVISED 11-07-06

XIV. INTERNET USE POLICY

In response to advances in technology and the changing needs of the community, the Library endeavors to develop collections, resources and services that meet the informational, individual and educational needs of a diverse community. It is within this context that the Library offers access to the Internet.

The Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and Library patrons may encounter material that is inaccurate or that they consider offensive. The Library is not responsible for the accuracy or offensive nature of information found on the Internet.

The Library is mindful and respectful of the rights of patrons, particularly children, not to be inadvertently exposed to material and images they or their parents may find personally unsuitable. Therefore, staff members will request that a patron remove such an image or text from an Internet workstation screen if, in the staff member's judgment, the image or text is displayed in such a way that other patrons, particularly children, cannot avoid viewing it in the course of carrying out their business in the Library.

All Internet resources accessible through the Library are provided equally to all adult Library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children.

Parents are advised to supervise their children's Internet sessions and are responsible for their own children's use of e-mail and chat rooms.

The State of Michigan requires (Public Act 212, effective October 1, 2000) that the Library must restrict information available to minors (individuals who have not attained the age of 18) "to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors." To comply with this law, the Library will restrict the Internet use of children under age 18 who are not accompanied by an adult 18 years of age or older. This includes, but is not limited to, the viewing of explicit materials by minors and participation in chat rooms by minors. Adults that choose to view explicit material will also be subject to restrictions if minors are present in the computer area.

This policy also applies to Wireless Internet use at the Library.

Ref: PA 212

Ref: Children's Internet Protection Act (CIPA) signed 12-21-2000, effective 7-1-2001 (Minors = age 17 and under)

Ref: Neighborhood Children's Internet Protection Act (NCIPA)

Revised January 22, 2007

XV. DISPLAY

The Library bulletin boards are available as a public service. Materials and exhibits presented do not represent the views of the Library Board. In the event of controversial issues all views may be presented.

The Library encourages the display of informational bulletins, brochures and posters regarding area educational, cultural and civic events of interest to the community.

The Director or Assistant Director must approve posting all items **PRIOR TO BEING POSTED.**

Materials to be displayed
must meet the following
guidelines:

1. Items should be of a reasonable size in the opinion of the Director.
2. Acceptable materials include fund raising events for the benefit of non-profit organizations, entertainment, and educational courses.
Unacceptable materials include advertisements or notices of merchandise for sale, rental announcements, notices of sales, auctions or related events, and personal services for which there is a charge.
3. Notices having no specific end date may be displayed for a time determined by the Library.
4. Library-related notices and information have priority at all times.

XVI. USE OF THE MUNNECKE MEETING ROOM

As the Library is a public institution dedicated to the access to ideas representing various points of view, the Library's meeting room (the Wilbur C. Munnecke Room) is available for lawful use by all educational, cultural, civic, and governmental groups (and the general public) to conduct non-profit meetings and conferences regardless of their beliefs or affiliations within the following conditions:

1. No fees or donations may be charged or solicited by the user. The Library Board will review extended use of the meeting room and a fee may be charged.
2. Programs or exhibits may not disrupt the use of the Library or the Leelanau Historical Society.
3. Persons attending any meetings or gatherings are subject to all Library rules and regulations, and are expected to conduct themselves in an orderly manner.
4. Facilities, including the restrooms, will be left in a clean and orderly condition. The meeting room will be returned to its original state at the end of the session.
5. Users will pay the cost for repair of any damage to the facilities.
6. No smoking or cooking will be allowed in the complex. Simple food and drink will be allowed.
7. Booking will be on a first-come, first-served basis and will be made with the Director or Assistant Librarian during Library business hours.
8. Permanent changes to the meeting room may not be made without permission of the Library Board. Potential users may call the Library to check on availability of the room.
9. Granting of permission to use the Munnecke Room does not imply endorsement by the Library or the Leelanau Historical Society of the user or the user's beliefs.
10. The Library and the Leelanau Historical Society will not be responsible for personal injury or property damage.
11. No pictures, displays or posters may be fastened to the walls.
12. Library and Historical Society Boards and committees have first priority on scheduling the room.

Revised 3-26-07

XVII. DISASTERS: NOTE: LIST OF ALL EMERGENCY CONTACT PHONE NUMBERS IS LOCATED NEXT TO EACH PHONE IN THE BUILDING

A. FIRE

The Library has a smoke detector system installed building-wide that is monitored and maintained through contract with Engineered Protection Systems, Inc. (EPS). Should smoke or heat be detected by the system, an audible alarm will sound, and EPS will contact our local Fire Department.

In case of smoke or fire alarm OR visible smoke or fire, the following procedures should be followed:

1. Staff and/or volunteers should calmly direct patrons out the nearest exit that takes them away from the most smoke. Assure that evacuees are congregated away from the driveway or parking area of the library (so as not to impede Emergency Personnel access). Have someone call 911 while evacuation is taking place if possible. If not, once in a safe location, **call 911** immediately and account for all staff, volunteers, and patrons.
2. If a meeting is in progress in the Munnecke Room, staff/volunteers should calmly ask patrons to exit the building in an orderly manner. **Call 911** immediately.
3. Once the building is evacuated and 911 has been called, only a staff or board member should determine if it is safe enough to re-enter the building and/or use a fire extinguisher.

Staff should familiarize themselves with the locations of fire extinguishers in the building. We have four (4): in the furnace room, under the counter at the circulation desk, at the back (north) exit, and in the Munnecke Room by the entrance.

B. HEALTH EMERGENCIES

A first aid kit is located behind the circulation desk (below the telephone). Staff members and volunteers should exercise caution when administering first aid of even a minor nature because of liability issues. Only assist to the level at which you have been trained and certified. Those untrained can still assist by offering comfort and reassurance, protection from weather elements if emergency is outside, covering the patient to keep warm or reduce shock. Give no medication, including aspirin.

In the case of an underage child all efforts to contact the parents or guardians should be made before calling for medical help **unless** the delay may result in further injury, loss of blood, loss of consciousness, or other life-threatening condition.

Call 911 for an ambulance AND for law enforcement. NOTE: law enforcement office can legally authorize treatment of a minor child in those cases where all attempts to contact a parent or guardian fail. Be sure to advise dispatch if a parent or guardian has not been contacted. .

In case of an accident or injury upon Library premises, volunteer should alert a staff member immediately. The staff member should:

1. Get the name, address, and phone number of the injured party.

2. Contact a Library Board member as soon as possible (list is located at each phone location in the library).
3. Contact the Leland Township clerk as soon as possible (256-7546 ext. 201)
4. Contact the Library insurance agent as soon as possible.
5. Complete an incident description form for Library records (in file under “Accident Reporting”).

C. BOMB THREATS

1. Keep the caller on the line as long as possible, pay close attention to voice and possible background noises. Write down exactly what the caller says (or what the informant says if speaking to him/her in person). **USE the YELLOW BOMB THREAT FORM LOCATED AT EACH PHONE LOCATION (4) IN THE LIBRARY.**
2. Ask where and when the bomb will explode.
 3. Evacuate the building as quickly as possible, accounting for all staff, volunteers, and patrons. Check all areas for lingering patrons. Evacuate north to Main Street and across Main Street as far from the library building as possible.
 4. **Call 911** from a safe location outside the building proper.
 5. If not on-site at time of emergency, call the Director. If not available, call the Assistant Librarian or a Board member (list is located at each phone location in the library).

D. TORNADOES

If a tornado warning has been issued, inform all patrons to go to the bathroom hallway between the Library and Munnecke Room. Stay away from windows and doors. Account for all staff, volunteers, and patrons.

E. EMERGENCY CLOSING

The Director is obliged to keep the Library open to the public as scheduled. In the event of severe weather or other emergency conditions, the Library may close or fail to open in consideration of the safety of employees and the public. Closing is at the discretion of the Director who will notify staff and be responsible for having a notice posted on the Library front door, and if possible changing the message on the phone.

Employees are expected to report to work when they are scheduled to be there, but late arrival is preferred to taking unnecessary risk. When scheduled time is not worked because of closure, or missed because of difficult conditions, it may be made up as arranged with the Director according to the needs of the Library.

F. THREAT OR ACTUAL VIOLENCE

Staff or volunteers should **call 911** immediately to request assistance when threatened or when observing a dangerous act or possible dangerous person.

If a threatening or dangerous person is inside the Library, volunteer or patron should alert staff immediately, and not engage the threatening individual. Staff should remain calm and attempt to isolate the threatening person from other staff, volunteers, and patrons and indicate to another staff or volunteer to **call 911**.

Staff may lockdown the Library when a dangerous situation from outside the building is brought to their attention. During a lock-down situation, staff, volunteers, and patrons should all be advised to remain calm, turn off the lights, close window blinds if possible and if time allows, lock the doors and wait for help to arrive while remaining hidden from outside viewing. The Director must be contacted as quickly as possible. Someone should remain on a phone with 911 dispatcher if possible to keep all responders apprised of the situation.

Revised January 30, 2008

XVIII. PROCUREMENT POLICY

Section 1. Purchasing Agent. The Director shall act as the purchasing agent for the Library.

Section 2. Spending Limits. The Board's approval of the budget authorizes Library expenditures within the budget. The Director has a discretionary ceiling of \$500.00 for non-budgeted items. Any purchase of goods or services (excluding professional services) exceeding a cost of \$10,000.00 shall require competitive pricing and shall be approved by the Board. This figure may be modified. The Board and Director will make collective decisions on expenditures of a lesser amount. The Board may solicit proposals outside this policy at its discretion.

Section 3. Requests for Bids. The Director or such other person designated by the Director or the Board shall solicit sealed proposals from a reasonable number of qualified prospective vendors. The appropriate official, in consultation with the Library Director, shall develop bid specifications. An item or contract for which a solicitation is requested shall be described in detail with printed documents or drawings as may be necessary. The Library Board may waive bidding requirements when there is only one known supplier or there is some other compelling reason to waive the bid procedures.

Section 4. Contract Award. After such proposals are submitted to the Board, if the Board shall find any of the proposals to be satisfactory, it shall recommend to the Township to award the contract to the lowest qualified bidder meeting specifications, unless the Board shall determine that the public interest will be better served by accepting a higher bid. Such recommendation shall be by resolution. The Board shall have the right to reject any and all bids that do not conform in every respect to the bidding requirements.

Section 5. Bidding Exclusion. The bidding procedure and requirements provided herein shall not apply to the following: any contract for professional services, such as lawyers, accountants, engineers, architects or appraisers.

Section 6. Accounts Payable. Payable invoices will be reviewed and approved by the Director or Assistant Librarian and given to the Treasurer. The Treasurer will hold the invoices for monthly account coding and submission to the Township Clerk for payment.

Section 7. Conflict of Interest Disclosure: All Library Board members are required to disclose actual or potential conflict of interest in any part of a potential procurement, and to abstain from discussions or decisions where such conflict exists.

Section 8. Emergency Expenditures: The Library Board may appoint at its discretion a committee to make emergency expenditures outside this policy.

Revised 10-22-07

XIX. INVESTMENT POLICY

The purpose of this investment policy is to help the Director and Board conduct Library operations in a fiscally responsible way. It is the policy of the Library to invest its funds in a manner which will provide the highest investment return with the maximum security. All investments will be made in accord with the Michigan Public Act 20 of 1943 as amended in 1997.

This investment policy applies to all financial assets of the Library, as accounted for in the various funds of the Library, including the general fund, special revenue funds, capital project funds and any new funds established by the board.

Safety of principal is the primary objective of the Library's investments activities. Investments will be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. Investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Delegation of Authority to Make Investments

Authority to make investments is derived from Michigan State Law and from the following Board Resolution:

WHEREAS, The Leland Township Public Library Board, in concurrence with the Leland Township Treasurer, has the right and responsibility to invest any and all Library funds; and

WHEREAS, such funds must be invested in accord with Michigan Public Act 20 of 1943 as amended in 1997; therefore, be it

RESOLVED, That

The investment officer for the Library, who has management responsibility for the Library's investment program in accordance with Library policy, shall be the Treasurer of the Board. An advisory committee, including an additional member of the Board and an outside investment advisor may assist the investment officer as needed.

The investment officer is authorized to invest surplus funds for the Library in the following investment instruments:

Savings Accounts

Certificates of Deposit

U.S. Treasury Bills

U.S. Government Agency Securities

Mutual Funds with authority to purchase above securities

Money Market Funds

The investment officer must provide a written annual statement to the Board concerning the investment of funds.

Safekeeping and Custody

All income will be deposited within 48 hours of receipt to meet State mandates. All security transactions entered into by the Library shall be on a cash basis. A third party custodian designated by the Board and evidenced by safekeeping receipts may hold securities.

A Petty Cash Fund of \$600 will be maintained for minor purchases. A receipt must be added for every purchase made. The Township Clerk will replenish the Fund in exchange for equivalent receipts.

Revised 11-26-07

XX. KEYS TO THE LIBRARY BUILDING

Keys to the Library will be issued at the discretion of the Director.

The Director will sign out (and in) all keys, noting date released and name of person key is assigned to. The Director will keep a list of all key assignments.

It is Library procedure that when a new Library Director is hired, the main entrance to the Library will be re-keyed with new keys being distributed.

Revised January 30, 2008

XXI. U.S.A. PATRIOT ACT COMPLIANCE

The USA Patriot Act, Public Law 107-56 of October 26, 2001, expands the powers of federal law enforcement agencies investigating cases that involve foreign intelligence and international terrorism. According to section 215 of this Act, librarians and staff served with a search warrant or court order may not disclose its very existence to anyone other than those persons necessary to produce the tangible things sought by the warrant or order.

Library personnel are not permitted to discuss the existence of such a document produced for the benefit of federal law enforcement unless such discussion is necessary in order to obtain the things sought.

This Library's policies and procedures regarding patrons' privacy rights remain unchanged. However, staff and volunteers who may be asked for such information must be made aware of the correct procedures for responding to this new requirement (see pages 9 & 10 of Policy Manual, Section IX. Confidentiality of Library Records, for correct procedures). The Library may still seek legal advice (Director or Board Chair may contact the Library of Michigan Library Law Specialist at phone 517.373.1299) concerning the warrant before taking any action, in addition to requesting that the Library's legal counsel be present during actual search and execution of the warrant.

Revised 2-25-08

XXII. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

It is the intent of the Board to comply with the Americans with Disabilities Act of 1990 (ADA), Public Law 101-336, in both employment opportunities and patron services. The Library will make every effort to provide interpreters, assistance in entering the building and in reaching Library materials, and special materials such as large type and recorded books.

Modifications to the existing Library facility and any future building will be in accordance with the Uniform Accessibility Standard (UFAS) or the Americans with Disabilities Act Accessibility Guidelines (UDAAC).

Reviewed 3-24-08

XXIII. PERSONNEL POLICIES

Note: the Library shall be in compliance with all relevant Township personnel policies.

Selection and Hiring

The Leland Township Board and the Library Board share responsibility for hiring and discharging of the Director and Assistant Librarian. Applicants must apply in writing to the Township Board, who, in turn, consults with the Library Board on the selection process. All staffing recommendations must receive ultimate approval from the Leland Township Board.

The Leland Township is an equal opportunity employer and is pledged to nondiscrimination in employment as required by law. Library will employ, retain, promote, terminate, and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence. This policy will be applied without regard to sex, age, race, color, religion, national origin, handicap, marital status or veteran status.

Job vacancies will be announced to employees before or simultaneously with advertising to the general public. Interviewing and selection criteria will be in accordance with the requirements of the job and will be the same for all applicants. The person hired will be the qualified applicant best suited to the job requirements in the judgment of the Township Board and the Library Board.

Volunteers

The Library welcomes volunteers from the community to apply to assist with the operation of the Library. Volunteers are identified as persons who regularly perform duties or tasks for the Library without wages or benefits. Volunteers are meant to supplement and not supplant staff.

When performing Library duties, volunteers must act in accordance with Library policy and standards. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior code as employees. The Director or another employee will assign volunteers to tasks for which they are judged to be suitable and make available necessary training and information. The Director reserves the right not to schedule people to work as volunteers.

While assisting at the Library, volunteers are covered under the Township's general liability insurance policy (Comprehensive General Liability Coverage Part GBK 0823).

Volunteers are provided with and required to read the Library Policy Manual, including the Americans with Disabilities Act, and are given training as needed.

Volunteers are formally recognized on an annual basis.

Employee Categories

The Director is salaried and is employed on a contractual basis.

Hourly employees are paid at an hourly rate for time worked, rounded to the nearest quarter hour. These employees are not eligible for any paid time off. When it is not possible for an employee to work the regular time scheduled, making up the work time may be arranged with the Director.

Pay Period

The pay period is bi-weekly. Unscheduled time may not be worked without prior approval of the Director.

Recording Work Time

All time worked, rounded to the nearest quarter hour, must be recorded on forms provided by the Director. These forms, signed by both employee and Director, form the legal record from which pay is determined. The Library will pay for all authorized hours worked.

Payment of Wages

Paychecks are prepared bi-weekly and usually issued on the Friday following end of the pay period. All applicable payroll deductions will be made according to Federal and State laws.

Required Forms

Each new employee must fill out several forms during the first week at work:

1. W4 form, which determines the amount to be deducted from the paycheck for Federal Income Tax
2. MI-W4, which determines the amount to be deducted from the paycheck for State Income Tax
3. I-9 form, which proves eligibility for employment in the United States (required within 3 days of employment)
4. A copy of two acceptable documents (see form I9) verifying identity and employment eligibility.

Each employee under the age of 16 must obtain a Work Permit from his/her school site.

Probation Period

New employees will have an orientation period of up to six months during which they will be introduced to the Library and their own job. During this time, the supervisor will be evaluating job performance and helping the employee to solve any job related problems. At the end of the six month probation period, the supervisor will complete an evaluation with recommendation regarding continued employment.

Performance Appraisal

The performance appraisal is the process that evaluates job performance. It provides an opportunity to consider the quality of the employee's work, give recognition for commendable work, show where improvement or change is required, indicate progress, and formulate goals for the future.

In addition to on-going discussions between the employee and director, and between Director and Trustees, about job performance, the Director and Assistant Director will have an annual performance appraisal which will include both a written review and an opportunity for discussion.

Personnel Files

An employee has the right to request the Director to allow him/her to inspect his/her own personnel file. Otherwise the file is private and may be reviewed only by the Director or as required by law. The Director's file and employee's files may be opened by Board action.

Employee Conduct

The conduct of each Library employee while fulfilling the duties and responsibilities of his/her position should reflect favorably on the employee and the Library.

Dress, Appearance

The dress and appearance of employees while at work should show respect for other employees and the public and be appropriate for their job in the opinion of the Director and/or Library Board.

Tardiness, Absenteeism

It is important that employees be at work on time and work until the scheduled time. Disciplinary action may be taken when tardiness and/or absenteeism cause inconvenience to the Library. The Director must be notified when time cannot be worked as scheduled. An unauthorized and unreported absence of two days may result in Library Board review and action.

Drugs and Alcohol

To ensure a safe and productive work environment, the Library prohibits the use, purchase, sale, possession, transfer or being under the influence of any non-medically prescribed, controlled drugs or alcohol during work time. An employee using any drug which might in any way affect job performance should be reported to the Director.

Political Activity

The political beliefs, activities and party affiliation of employees are private. The Library will not request employees to participate or contribute to political parties or groups, and employees may not engage in political activities or campaigning during working hours.

Safety

The Library provides Workers' Compensation protection for all employees for on-the-job injuries as required by law. Employees must report any work-related injury to the Director

promptly to ensure coverage. If an employee is injured or needs medical attention while at work, he/she should first go directly to the Leelanau Urgent Care office in Lake Leelanau. They have copies of the Leland Township Report Form on file.

Requests for Confidential Information

Home telephone numbers and/or addresses of Library Board members and employees are confidential and may not be given to anyone without permission. Mail for Trustees should be sent to the Library.

Discipline

When employee performance or behavior falls short of the standards and expectations of the Library, efforts will be made to help the employee meet expectations through informal discussion and/or further training. When this fails, or depending upon the seriousness of the situation and the person's employment history with the Library, disciplinary actions may be taken ranging from formal discussion with the employee to immediate discharge. The Director will document all steps in this process in writing.

Grounds for Disciplinary Action

Reasons for disciplinary action include but are not limited to the following:

- failure to perform the duties of the position in a satisfactory manner
- failure to observe Library policies and procedures
- behavior which jeopardizes the safety of the staff or public
- discourtesy to the public
- failure to work harmoniously with other employees
- unauthorized release of confidential information
- falsification of Library records
- inappropriate use of official position in the judgment of the Director and/or the Board
- unauthorized removal, destruction or negligent use of Library property

Problem Resolution

The Library recognizes the importance of good communication between employees and supervisors. Employees should feel free to ask questions and offer their ideas and suggestions. Job or Library-related problems should be discussed with the Director at any time. The Director may discuss such problems with the Library Board.

Problems about general concerns or policy interpretation can usually be resolved through discussion with the Director or in writing if that would be more comfortable than a personal interview. The Director may discuss problems with the Board and may also seek problem resolution in writing if desired.

A problem concerning personnel policies and procedures which cannot be resolved as suggested above may be appealed in writing to the Board president within a week of discussion with the Director. At their next regular meeting, the Board will decide on the matter and respond to the employee within one week of the meeting.

Separation From Employment

Upon resignation of a position, the employee is requested to submit a letter of resignation two weeks or more before his/her last day of work or according to contract agreement. The letter should be addressed to the Board and given to the Director. A copy should be sent to the Township Clerk as well.

A resigning employee is also required to return to the Director any keys or other Library property in his/her possession.

Arrangements for the final paycheck should be made with the Director or Library Board member.

BENEFITS AVAILABLE TO ALL PAID EMPLOYEES

Worker's Compensation Insurance

Each employee is covered by Workers' Compensation insurance that applies to injuries incurred on the job. The Township pays the entire cost of this insurance.

Training and Education

Employees are encouraged to attend training courses, workshops, seminars, and professional conferences designed to develop or update job-related skills or knowledge. The Director and/or Trustees may approve attendance and full or partial payment of directly related costs such as mileage, registration fees, or meals.

Travel Reimbursement

Employees will be reimbursed for approved travel expenses which are incurred in the conduct of Library business paid at the approved Township rates.

BENEFITS AVAILABLE TO SALARIED EMPLOYEES ONLY

Holidays

Paid holidays for salaried employees are: **Memorial Day Christmas Day**

**Independence Day
New Year's Day**

Thanksgiving Day Labor Day

The Library will be closed for each holiday. If the holiday falls on a Sunday, the Director will decide whether closing all or part of Saturday or Monday is appropriate. In any case, the employee will be paid for the full pay period and will normally work four hours less than usually scheduled work hours. This will sometimes require rearranging of work schedule for the two-week pay period.

Vacation

The Director is eligible for paid vacation time – two weeks after the first full year and three weeks after the second full year (and all additional years).

Only earned vacation may be used. Vacation time does not accrue while on leave without pay. Vacation time cannot be carried over to the next year.

Sick Leave

The Director will accrue 70 hours (2 weeks) of paid sick leave per fiscal year.

Up to 140 hours (4 weeks) of sick leave time may be carried over into the next fiscal year. The Library will pay for one-half of unused time, up to a limit of 70 hours, upon termination.

The Director may use sick leave as necessary in the following ways:

- a. for illness, injury or disability
- b. for the care of a member of immediate family or household member(s)
- c. for appointments with health practitioners

Only accrued sick leave time may be used. Beyond that, time needed may be charged to other paid leave time.

Sick leave does not accrue while on leave without pay.

XXIV. Public Relations Policy

Policy Statement

To ensure that the public receives consistent and accurate information about library policies, procedures, programs, services and materials, and to ensure that the best possible image of the library is presented to the public, the following public relations policy has been developed.

Media Contact

The Director or the Board Chair will arrange contacts with the media for the library.

Contacts made by the media with the library will be directed to the Director or the Board Chair.

Library staff and Trustees will not submit letters to the editor designed to speak officially for the library without prior approval from either the Director or the Board Chair.

Promotional Library Materials

Library information materials and promotional materials designed to be disseminated to the public will meet a high standard of quality. The Director will be responsible to see that such promotional and informational materials produced by or for the library meet those standards.

The library budget will include a line item amount designated to Public Relations to include materials and information production and dissemination.

Approved by Board 1-23-06

Reviewed 4-28-08 (no changes)

APPENDIX I.
FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.
4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extralegal efforts to coerce the taste of others, to confine adults to the reading of matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, that answer to a bad idea is a good one.

A joint statement by the American Library Association and the Association of American Publishers issued in May 1953.

APPENDIX II.

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that 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.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the American Library Association Council.

¹ Includes books, audio tapes, video tapes and DVD's, music CD's, newspapers, periodicals, computers, and reference guides