



DeWitt Public Library

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OPERATIONAL POLICIES

Approved 4/16/2008 by the Dewitt Public Library Board of Trustees

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I. LIBRARY SCHEDULE

A. Hours of operation for the main library are:

Monday	10:00 AM - 9:00 PM
Tuesday	10:00 AM - 9:00 PM
Wednesday	10:00 AM - 9:00 PM
Thursday	10:00 AM - 9:00 PM
Friday	10:00 AM - 7:00 PM
Saturday	10:00 AM - 4:00 PM
Sundays	1:00 PM - 4:00 PM *

*Beginning the Sunday after Labor Day and continuing through the 3rd Sunday in May.

- B. Material check out times will take place through the end of scheduled library hours each day.
- C. Holidays: The library will make pre-scheduled adjustments to its hours for certain holidays.
- D. The library will be closed on the following holidays:
1. New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.
 2. The library will close at 5 PM on New Year's Eve if the holiday falls on a weekday.
- E. Emergency Closings: The library Director shall have sole responsibility for adjusting opening or closing times, or deciding to close the library entirely for emergency reasons. Any such adjustment of scheduled hours will be based on a concern for the welfare of the staff and patrons and must be reported to the Board of Trustees at the next meeting. Reasons for an emergency closing may include but are not limited to:
1. Inclement weather: The library may be closed whenever the main roads leading to and from the library itself are no longer safe to travel.
 2. Environmental problems within the building that might pose a serious health or safety risk to staff or patrons.

II. THE COLLECTION

The DeWitt Public Library has endorsed in its Bylaws, the principles set forth by the American Library Association in its Library Bill of Rights as amended in January of 1980. With respect to the formulation of a collection, Articles One, Two and Three offer the following guidance:

Article 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.”

Article 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.”

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

A. Selection Criteria for Books and other Printed Materials

In addition to the general principles set forth in Section II above, the construction of a collection for the DeWitt Public Library is guided by the philosophy set out in our Mission Statement. The Primary Mission of the DeWitt Public Library is that of a Popular Materials Library.

1. Popular materials will always include the contents of the New York Times Fiction and Non-Fiction best seller lists, the Pulitzer and Booker prize winners in adult literature and the Newberry and Caldecott prize winners in children’s literature. These items will be obtained in quantities that reflect the anticipated popularity of the item by our patrons. When the waiting list for a given item reaches 6 names, the director will obtain another copy as soon as possible.
2. In addition, the library will always attempt to anticipate and purchase high interest subjects and authors in sufficient quantities to meet the needs and interests of the community. To this end, the librarian shall be familiar with current book reviews available in professional literature such as those available through the American Library Association.
3. A listing of materials purchased for the collection will be made available by the director, for review at each regular meeting of the Board of Trustees.
4. Requests for items: Item Request Forms will always be available at the desk where a patron may request items they believe will enhance the collection. The librarian will always attempt to obtain items not found in the collection for a patron via one of two methods:
 - a. If the requested item meets the criteria designated in the library mission statement and/or other guiding policies, and if funds are currently available, the item will be ordered for purchase.
 - b. If the requested item does not fall into category “a” above, the librarian will attempt to borrow the item for the patron through the inter-library loan program.

Item Request Forms filed by patrons will always be addressed promptly. The disposition of the request will be noted on the form as well as communicated to the patron when reasonably possible.

Item Request Forms, which have been filed by patrons will be made available by the Library Director for review by the Board of Trustees at each regular meeting.

5. The library will conduct an ongoing “weeding” of the collection. The guiding principle of the weeding process will be to have a substantial portion of the collection published in the last five years. Materials published more than five years ago, which have not been frequently used by the patrons, may be removed to make space for the growth of the collection.

B. Selection Criteria for Non-Book Materials

1. Periodicals and Newspapers: The DeWitt Public Library endeavors to provide the most representative periodicals in a wide range of subjects for the reference value and recreational interest of patrons of all ages.
2. CD Books and Audio Tapes: The library will purchase spoken word materials recorded on compact discs and audio cassettes. Our primary purpose is to provide public access to spoken recordings of original print material. The following materials may be purchased by the library:
 - a. Works of fiction, non-fiction, history, poetry and drama, both abridged and unabridged.
 - b. Self-help and instructional tapes.
3. VHS tapes and DVD's are purchased by the library for the primary purpose of home entertainment, information and instruction. The library's particular emphasis will be placed on quality children's education and entertainment, adult education and instruction, classic films, films based on literature, and award winning films. The library will not normally purchase copies of popular theatrical releases unless they appeal primarily to a family audience or have won awards.
4. Computer Software: In purchasing software, emphasis shall be placed on material which enhances the library's ability to provide for the informational needs of its patrons. Software purchases shall meet the following criteria:
 - a. The software must operate on the hardware the library currently owns.
 - b. software shall be purchased on a CD-ROM format and in a networkable configuration, when available.
 - c. Other than a backup, the library shall not allow copying of proprietary software.
5. Recorded Music Collection: Musical works are collected for all ages. An effort is made to build a diverse collection of quality recordings categorized as but not limited to children's classical, folk, jazz, popular, country, ethnic, operas and musicals. The collection will also attempt to represent a selection of the best

titles and artists from the past. The selection of all recordings will be based on the opinions of those knowledgeable in each field and the evaluations given by recognized reviewing services.

C. Labeling of and Access to the Collection

Processing and shelving of materials in the collection shall in no way reflect a value judgment of the materials. There will be no labeling of any item to indicate its point of view, bias or controversial content. All materials will be freely and openly accessible to all members of the public.

Occasionally, materials that are rarely used, subject to vandalism or theft, and/or in fragile condition may be placed on closed shelves, but will be available at patron request.

D. Challenges to Materials in the Collection

The American Library Association Library Bill of Rights Article I states: "Materials should not be excluded because of the origin, background or views of those contributing to their creation." Article II goes on to state, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval". The DeWitt Public Library has a clearly defined materials selection policy, which appears in Section II "The Collection" of its Operational policies. Challenged materials that meet the criteria for selection in the policy shall not be removed.

A patron who wishes to challenge materials found in the collection as not in compliance with the library material selection policy shall follow the following steps:

1. The staff person will listen to the patron in a concerned manner, but will not attempt to defend the material.
2. The patron will be offered a Statement of Concern about Library Materials form and a copy of the library's material selection policy. The form must be filled out in full by the patron and returned to the Library Director or Board of Trustee's President either in person or by mail. No challenge will be considered until this procedure is followed.
3. All completed forms will be brought to the attention of the Board President for inclusion in the agenda at the next regularly scheduled meeting of the Board.
4. The Board will evaluate the challenge using applicable library policy and the American Library Association interpretation statements of The Library Bill of Rights.
5. The patron will receive a written response giving the results of the Board's action.

E. Local History Collection

The DeWitt Public Library shall collect, hold and preserve, in its Local History Collection, visual, audio, and printed documentary evidence of the people, places and events which constitute the history of the DeWitt community. Where and when possible, the DeWitt Public Library will, without jeopardizing the security or condition of the collection in its entirety or individual items, make its holdings available to the public for research, display or duplication. The collection shall constitute a research facility.

1. Geographical Range of Local History Collection

“DeWitt”, by strict definition, could constitute the municipal boundaries of either the City of DeWitt, DeWitt Charter Township, or both, “DeWitt” in a historic context, however, includes a much larger geographic area which expands and contracts over time; influenced by social, economic, cultural and religious changes.

For purpose of simplification, the Local History Collection of the DeWitt Public Library shall define “DeWitt” as the entire townships of DeWitt, Olive, Riley and Watertown. This area includes the names of past and present communities and cross-roads of: DeWitt, East DeWitt, Middleton, New Albany, Lowery’s Plains, Gunnisonville, Chandler Station, and Valley Farms (in DeWitt Township); Wilsey, South Olive, Olive Center, Merle Beach, Alward Lake, More’s Lake (in Olive Township); South Riley, North Riley, Sperry’s Corners, Forest Hill, (in Riley Township); Wacousta, Waterloo, Ingersoll Station (including Ingersoll Mills/Delta Mills) (in Watertown Township).

The local history collection shall also include general histories and genealogical aides relevant to all of Clinton County; the surrounding counties of Gratiot, Montclam, Ionia, Eaton, Ingham, Livingston, Shiawassee and Saginaw; also counties of the southeastern Michigan including Wayne, Oakland, Lenawee, Washtenaw; and because of the pioneer influence of their settlement, the northern Michigan counties of Newago and Emmet.

Another significant area of interest for the DeWitt Local History Collection will be several western counties of New York state (because of DeWitt’s obvious early pioneer connection) and the north-central region of Ohio (because of the large number of DeWitt’s German Settlers who immigrated from there in the 1860’s and ‘70s.

2. Acquisitions of Local History Collection

The DeWitt Public Library will strive to acquire donations of materials relevant to the goals of the Local History Collection. In instances where donations of significant items or collections is not deemed likely, the library shall take measures to acquire reproductions of those materials. In instances where such materials are offered for sale (estate sale, antique dealer, rare book dealer, etc.) the library may, with caution against impropriety, take immediate action to secure such items by purchase. The library shall, whenever possible, add to its research collection of local history materials relevant to the history of its areas of interest, by purchase, as these items are offered for sale (Published county histories, federal census, etc.). The library shall in all cases, resist from acquiring for its permanent collection, materials not suited for a historical research facility (i.e. glassware, handwork, furniture, clothing, etc.).

3. Deaccession- of Local History Collection

On occasion, items in the Local History Collection may be deemed candidates for removal from the collection.

Scenario #1 The library receives a donation of photographs of an early DeWitt family. Included in the collection are images of historical significance to an area outside the DeWitt community. These items may be deemed better suited to another library or historical institution.

Scenario #2 The library has within its collection a rare book which later becomes available in a reproduced format. The original, impractical for shelf use, determined to be more valuable as an artifact or rare volume, may be sold and replaced with a newer, more practical copy.

Other considerations may be shortage of storage space, an item determined to have been misidentified, duplication, inability of the library to provide expert conservation, etc. In all deaccession cases of item originally donated to the library, sensitivity to the donor and discretion in its disposal should be a primary concern.

4. Public Accessibility- of Local History Collection

- a. Photographs- Reproductions and indexes of all photo images should be continually updated and available to the public. These indexes do not circulate.
- b. Original Photographs should be housed by archival standards with locked storage. These do not circulate.

Public access to these items should be limited to supervised viewing.

- c. Original negatives should be housed by archival standards with locked storage. These do not circulate. The public should have no contact with these items except under prearranged viewing.
- d. Copy Prints may be viewed and borrowed with permission of the Director or Historian, provided: the library has in its collection either the original photograph or negative.
- e. Copy Negatives produced from items not in the library's collection will be considered original negatives, marked as such, and may not circulate. Negatives produced from items within the library's collection may be borrowed at the discretion of the Director or Historian.
- f. Books- Published, printed works in the Local History Collection should be classified as follows:
 - 1) Artifact- Copies of vintage materials, of local interest, better suited for display or presentation than for regular use. These could include vintage telephone directories, school yearbooks, county histories in original bindings, etc.
 - 2) Rare- Local and county histories, plat books, etc. which retain enough original integrity to keep them marketable as a desirable, valuable book. Whenever possible, measures should be taken to ensure these items retain their value. Rare materials should be kept in a secured area and used by patrons under security precautions. Photocopying should be prohibited in consideration of the books condition.
 - 3) Used- Vintage materials which are damaged, have been rebound, or support little monetary value. These should be kept on the open shelves and the Director may designate which of these items is allowed to circulate. A copy of Chapman's Portrait and Biographical Album of Shiawassee and Clinton Counties should always be available for circulation.
 - 4) Reprint- Reproductions of books or plats. Whenever practical these reprints should be kept on the open shelves and allowed to circulate. A reprint coup of Ensign's 1880 History of Shiawassee and Clinton Counties, Michigan and Daboll's 1906 Past and Present of Clinton County, Michigan should always be available for circulation.
 - 5) Recent Publications-These items should be kept on the open shelves. Circulation status should be at the discretion of the Director.

- 6) Microfilm-To be kept on the open shelf. These should not circulate. (This policy to be reviewed depending on patron request and use).
 - 7) Archive Memorabilia-A wide-reaching variety of items, usually printed matter, including such items as record books, newspapers, letters, ephemera. These should all be photocopied, whenever feasible, with photocopies organized on the open shelves. Originals are to be kept in locked storage.
5. Public & Private Use of Local History Collection (including reproduction)
- a. All cataloged and shelved materials may be reproduced in whatever manner available unless that process is deemed by the Director or Historian to be potentially threatening to the item or collection.
 - b. It should be requested of the user that if they intent to use any original or unpublished materials from the Local History Collection, credit should be given to the DeWitt Public Library.
 - c. While it is within the goal of the DeWitt Public Library to make all materials available whenever possible, it is also within the interest of the collection as a whole to safeguard against theft, vandalism or careless use. The library staff shall have full authority to deny further access of materials to persons exhibiting disregard to the well-being of the collection. It is furthermore a policy of the library staff to register users of locked materials by requesting pictured identification, keeping a log of users (including date time in and out) and an account of materials received.

III. LOANING OF LIBRARY MATERIALS

A. Library Card

The DeWitt Public Library will issue a library card to any resident of Michigan. A library card entitles the holder to check out any circulating material and in general to enjoy all rights and privileges of membership with the library. There is a limit of one card per patron.

Video tapes and DVD's rated PG-13 or R, shall be loaned to persons under the age of 18 years only with permission of a parent or guardian. Upon issuing a library card to a minor patron, the parent or guardian must specify whether this card entitles the minor to rent library videos. Failure to specify shall be interpreted as allowing the rental.

1. The first library card will be issued at no cost. Worn or damaged cards will be replaced at no cost when old card is turned in. Lost

cards may be replaced for a \$2.00 fee. All earlier cards are voided upon issuance of a replacement card.

2. Material restrictions. The American Library Association Bill of Rights Article V states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." It is therefore the responsibility of the parent or legal guardian to monitor the selection of material by minor children.

B. Length of Loan

1. All High Demand materials - 7 days. No renewal. Definition of High Demand Items: Specially selected items in the circulation collection which the Library Director anticipates will have a significantly higher than average request rate by the library patrons.
2. Regular Items in General - 21 days. No renewal.
3. Books - 21 days, one renewal of 21 days. Books may be renewed as long as they are not overdue and have not been placed on reserve for another patron. There will be no phone renewals. The book must be physically returned to the desk.
4. Books on Tape - 21 days. No renewal.
5. Non-Circulating Items: The Librarian may designate certain materials as either permanently or temporarily non-circulating. These items will only be available for use within the library facility.

C. Extended Check Out Period

An extended check out period may be granted to a patron in good standing at the discretion of the Library Director. At a minimum, the following conditions must be met:

1. The material may not be in the High Demand category.
2. The material may not have a waiting list attached.
3. The patron has no outstanding fees due the library.
4. The patron must be willing to indicate the reason for needing the material beyond the normal loan period.
5. The patron must be willing to return the material within 3 days if so requested by the library.

D. Number of Items to be Loaned

The total number of items issued to one card shall not exceed 20. Within this overall limit, the cardholder may borrow:

1. High Demand materials in general, 2 items included in other totals listed below.
2. New children's books, one per child, two per family. New books will be designated as such for six months or less.
3. Other children's printed materials, limit 20.
4. Other printed materials, no limit.
5. Video tapes, free - limit of 6.

6. Audio tapes, high demand, limit 1; total limit 6.
7. Magazines, 10 total.

E. Fines and Fees

1. Late fees shall be as follows:
 - a. For all high demand items, \$.25 per day.
 - b. For all regular items, \$.05 per day.
 - c. For all video tapes, \$.25 per day.
2. Patrons will be responsible for all damage to library materials other than damage occurring from normal wear and tear.
3. Fines for late or lost items may accumulate up to the replacement cost of the item, including processing and any other expenses incurred by the library in replacement.
4. Waiving of Fines. Librarians may waive a fine up to \$1.00 per item at their discretion. Just causes may include inclement weather, emergency library closings, and family emergencies. The intent is to encourage the prompt return of library materials, not to be unnecessarily punitive.
5. At his/her discretion, the Director may consider waiving any fine assigned above.

IV. STAFF RESPONSIBILITIES

It is the goal and responsibility of the DeWitt Public Library staff to maintain the highest quality atmosphere so as to ensure the most efficient use and fullest enjoyment of the facility and collection. To that end the staff will always conduct themselves in a friendly, courteous and helpful manner. They will work affirmatively to make the facility friendly and attractive to the user. They will always work to maintain an atmosphere of quiet and calm, conducive to reading, thought and reflection. Details of staff responsibilities are set out in the DeWitt Public Library Personnel Policies.

V. PATRON BEHAVIOR POLICY

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

The following rules of conduct shall apply to all buildings - interior and exterior - and all grounds controlled and operated by the DeWitt Public Library and to all persons entering in or on the premises.

A. Rules for a Safe Environment

1. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.
2. Weapons. Carrying weapons, except bona fide officers of government jurisdictions or individuals with a lawful permit, is prohibited.
3. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic beverage, illegal drug, or drug paraphernalia is prohibited with the following exception. Alcohol may be served for special programs if approved by the Library Board with insurance coverage to be provided by the entity serving the alcohol.
4. Under the Influence. Persons noticeably under the influence of any controlled substance or intoxicating liquor are not allowed on library property.
5. Use of Library Buildings and Grounds.
 - a. Use of skateboards, rollerblades, roller-skates, or scooters is not allowed in the library.
 - b. Library patrons must park bicycles or other vehicles only in authorized areas.
 - c. All doors and entrances must remain obstacle-free.
 - d. Animals or personal transport vehicles are not permitted in the library other than those required by persons with disabilities or those used in law enforcement or for library programming.
 - e. Smoking inside library facilities is prohibited and smoking is prohibited within 25 feet of any entrance. Smokers must use exterior ashtrays and refrain from littering with cigarette butts.
 - f. Shirts and shoes are required for health reasons and must be worn at all times inside the library.
 - g. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the library unless used in connection with a library program.

B. Rules for Personal Behavior

1. Personal Property. Personal property brought into the library is subject to the following:
 - a. The Library personnel may limit the number of parcels carried into the library.
 - b. The Library is not responsible for personal belongings left unattended.
 - c. The Library does not guarantee storage for personal property.

- d. Personal possessions must not take up seating or space if needed by others.
2. Food and Beverages. Food and drink must be consumed in designated areas.
3. Closing Time. Patrons must leave the library promptly at closing time.
4. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building. Patrons not engaged in reading, studying or using library materials or facilities shall be required to leave the building.
5. Considerate Use. The following behavior is prohibited in the Library in the Library Building.
 - a. Spitting
 - b. Running
 - c. Putting feet or legs on furniture.
 - d. Using obscene or threatening language or gestures
6. Panhandling or Soliciting. Panhandling or soliciting library staff or patrons for money, products, or services inside the library or on library property is prohibited.
7. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
8. Campaigning and Similar Activities. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing are prohibited in the Library building.
9. Sales. Selling merchandise on Library property without prior permission from the Director is prohibited.
10. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.
11. Restrooms. Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited.
12. Harassment. Staring, photographing, following, stalking, harassing, or threatening library users or staff while in the Library or on Library property so that it interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
13. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interferes with other patrons use of the Library or which can reasonably be expected to disturb other persons, including those from electronic, entertainment, and communication devices, such as cell phones, headphones, and radio is prohibited. Cell phones and pagers should be answered promptly. Patrons should speak in low tones and keep conversations brief. If phone calls cannot

be completed quickly, patrons should move away from reading, research, and study areas.

14. Body Odor. Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited.

C. Rules for the Use and Preservation of Library Materials and Property

1. Care of Library Property. Patrons must not deface, vandalize, or improperly remove library materials, equipment, furniture, or buildings.
2. Internet Use. Patrons must abide by established time limitations and all other provisions of the DeWitt Public Library Computer Use and Internet Use policies.
3. Equipment. Library phones and staff computers are for staff use only.
4. Authorized Lending. Library materials may only be removed from premises with authorization through established lending procedures.
5. Restrooms. Library materials may not be taken into restrooms.

D. Rules for the Safety of Youth

1. Supervision of Children. Parents or caregivers must be present and responsible for the supervision of children age 10 and under.
2. Restriction of Youth Areas. Staff may restrict Adult use of Youth areas, including Youth restrooms.

E. Disciplinary Process for Library Facilities

The Library Director or the Director's designee may restrict access to library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

1. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
2. Violation of the Policy -Suspension of Privileges: Unless otherwise provided in this Policy, (See Section C below), the Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If they refuse, police may be called.

- b. Subsequent Violations: The Director or the Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations shall of the same rule result in additional suspensions of increasing length.
3. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - a. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of library privileges. The Incident Report shall specify the nature of the violation.
 - b. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
4. Reinstatement: The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.
5. Right of Appeal
 - a. Patrons may appeal a decision in writing to the Library Director within 10 working days of the date of the letter stating why library privileges should be restored.
 - b. The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received.
 - c. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days.
 - d. The decision of the Library Board is final.

VI. THE FACILITY

A. Use of Library Facilities and Name

The Library Director shall grant all reasonable requests for use of the library facilities by any community member or non-profit group as long as such use does not interfere with the normal operation of the library and/or financially encumber the Library in any way.

Prior approval must be granted by the Library Board to for-profit groups, fund raising events, for the collection or selling of any item, or uses which could disrupt the normal operation and/or financially encumber the Library in any way.

Any use of the Library name by individuals or groups outside of Library Board Members or staff must receive prior approval from the Library Board.

B. Library Signage

In order to portray a professional image the following policies will be followed for all signage in the Library:

1. Hand printed signs will only be allowed in emergency situations.
2. Signs will be replaced whenever they become torn, discolored, or stained.
3. Signs will be placed in such a way as to avoid a cluttered look to doors, entryway, and the circulation desk. Whenever possible, notices will be posted on bulletin boards in a neat, professional manner.

C. Public Display Area

An area will be designated in the Library for posting of notices and other materials from non-profit community related groups. Access to the display area will be on a first come, first served and space available basis. The Director may prohibit any material that does not meet applicable standards for inclusion in the library collection.

D. Computer Use Policy

Patrons are encouraged to make full use of the computers and related equipment available for the public with the following restrictions

1. The copying of copyright protected software is prohibited.
2. Patrons may only use library owned software.
3. The Library Director may at his/her discretion place reasonable limits on computer usage. All Internet users must have a current DeWitt Public Library card. Internet users must register for a workstation timeslot, at which time, appropriate ID may be requested. Workstation access is on a first-come, first-served basis; the usual limit will be 30 minutes when others are waiting.
4. There is a \$.10 per page user fee for printer use. Staff may waive the fee for partial pages.

5. Patrons may use their own disks to download data. Storing patron data on the library computer system is not allowed.
6. Patrons may not use the library computer system for illegal, obscene or commercial purposes.
7. Patrons may not engage in inappropriate use of the library computer system. Inappropriate use is defined as: "Any violation of the intended use of the computer system".
8. This would include: disruption of information traffic, degrading or disrupting equipment or system performance, gaining or attempting to gain unauthorized access to system files, making unauthorized changes to the computer system, and vandalism. Patrons will be responsible for any costs that result from inappropriate use. Costs will include actual repair or equipment replacement, billings, and any other expenses incurred by the library.
9. Violation of the computer use policy will result in the patron losing his/her computer privileges. Serious violations may result in criminal and/or civil prosecution.
10. The computer policy shall be posted near each computer available for public use.

E. Internet Policy

The DeWitt Public Library will provide filtered and unfiltered Internet computers. Patrons under 18 will be allowed to use the unfiltered computers provided they do not view obscene or sexually explicit matter that is harmful to minors as defined by Michigan Act 33 and Act 343. The Director shall establish a method to prevent patrons under 18 from viewing such obscene or sexually explicit matter. The library director will report the methodology to the library board.

VII. MISCELLANEOUS

A. Notices and Library Documents

The Board of Trustees of the DeWitt Public Library is a "Public Body" as defined by the Michigan Open Meetings Act. As such, it will always comply with the provisions of that act. The Library will always have a dedicated area where notices of Board meetings will be posted.

The Library will always have on display a current copy of its Mission Statement. Copies of the Bylaws and Policies will always be available to the public at the desk for viewing, as well as available for loan within the circulating collection.

B. Patron Privacy

The DeWitt Public Library will adhere to the conditions of the Michigan Library Privacy Act and preserve the privacy of library records to the fullest extent of the law. A "library record" shall be defined as "a document, record, or other method of storing information retained by the library that contains information that personally identifies a library patron, including the patron's name, address or telephone number, or that identifies a person as having requested or obtained specific materials from a library. "Library Record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan Law.

The following specific rules shall apply:

1. To receive borrowing privileges, patrons must provide certain information before the Library will grant the patron an account. Required information includes: name and address. Additionally, the patron may, at their option, provide an email address, telephone number, and birth date. All applications for a library card will be kept on premises in a secure location. If the applications are disposed of, they shall be shredded or otherwise destroyed in a confidential manner prior to disposal.
2. Outside of a patron's own records or the records of accounts they are financially responsible for, such as minors, The DeWitt Public Library staff, Board, and volunteers are expressly prohibited from releasing any library records. Such records shall be kept in confidence and will not be rented, sold or disclosed to any third party without the patron's written consent unless
 - a. The library is compelled to do so under the law or to comply with a court order.
 - b. The library shares information with an approved Library Agent, as outlined in the Michigan Library Privacy Act and defined by this policy.
3. Library Agents and the type of library records each agent can receive must be approved by the Library Board and recorded in library minutes. Library Agents must agree in writing to keep all patron information secure, confidential, and to not sell, rent, or share them with third parties except where required by law. Such agreements will be kept on file.
4. By virtue of this policy,

- a. The following are specifically not approved as Library Agents: Friends of the DeWitt Public Library, election or millage campaign committees, or any governmental units/bodies.
 - b. The following are specifically approved as Library Agents:
 - 1) MelCAT. Only name and library number library records can be given.
 - 2) Official Legal Counsel. Any library record relevant to the library's business can be given.
 - c. Other potential library agents not specifically listed above must go through the board determination process, except where required by law.
5. Our website will not collect any personally identifiable information unless the patron wishes to log in to request services, borrow materials or sign-up for library programs.
 6. Patrons using computers at the library should be aware many websites place cookies on the computer that could contain personally identifiable information. Patrons should also be aware that programs such as browsers often keep a history of sites visited.
 7. The DeWitt Public Library's policy is to protect the privacy of its patrons. However, if any employee observes any behavior by a patron that the employee believes is harassing, disrupting or otherwise violating Library policy, the employee shall report such behavior to the Library Director.

C. Gifts

The DeWitt Public Library will encourage and accept unconditional gifts with the understanding that the Library Director has the authority to make whatever disposition is deemed in the best interest of the library. Any gift offered, with a condition must be approved by the Library Board prior to acceptance.

D. Suggestions

Constructive suggestions aimed at improving the Library are always welcomed. Suggestion Forms and a secure box will always be available in a conspicuous location near the front desk. All suggestions will be reviewed by the Board of Trustees.

E. Public Relations Policy

Accuracy and consistency in all communications between DeWitt Public Library and the community is of utmost importance. Recognizing this fact, the following guidelines shall be followed in all contacts with individuals or groups, whenever the response may ultimately be used to represent the DeWitt Public Library.

- a. Questions regarding all day-to-day operations and activities of the library shall be referred to the Director or his/her designee.

- b. Questions requiring an official statement of Board position relative to long-range plans and projects, policy, legal matters or other subjects having to do with the fundamental operation and philosophy of the library, shall be referred to the President of the Board of Trustees, or his/her designee.

F. Friends of the DeWitt Public Library

The DeWitt Public Library hereby authorizes the name “Friends of the DeWitt Public Library” or “Friends” to be used exclusively by that group, designated by the Board of Trustees. The purpose and intent in identifying this organization is as follows:

1. To have a single entity, comprised of interested and concerned members of the community, which shall assist the Board of Trustees in identifying and accomplishing the goals of the Library.
2. To create a bridge to enhance communication between the Board of Trustees and the community.
3. Under certain circumstances, and with prior approval of the Board, to authorize the use of the name “DeWitt Public Library” for public relations and fund raising purposes.
4. In all their public activities, it shall be made clear that it is the “Friends of the DeWitt Public Library” that is undertaking and responsible for the activity.

G. Investment Policy

1. Purpose. It is the policy of the DeWitt Public 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 DeWitt Public Library, and comply with all state statutes governing the investment of district library funds.
2. Scope. This investment policy applies to all financial assets of the DeWitt Public Library. These assets are accounted for in the various funds of the DeWitt Public Library and include the general fund, building fund, endowment fund, special project funds, and any new fund established by the DeWitt Public Library.
3. Objectives. The primary objectives, in priority order, of the DeWitt Public Library’s investment activities shall be:
 - a. Safety - Safety of principle is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.
 - b. Diversification - The 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. Whenever practical, the Library will use institutions with principal offices or branches in the greater Lansing area.

- c. Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Operational funds shall be invested for no more than 6 months and other funds for no more than 12 months without prior approval from the DeWitt Public Library Board of Trustees.
 - d. Return on Investment - The Investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.
4. Delegation of Authority to Make Investments. Authority to manage the investments program is derived from the District Library Establishment Act (PA 24 of 1989, Sections 397.171 through 397.196). The current Library Board Treasurer shall be designated as the library investment officer. NO person shall engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Library Board Treasurer. The Library Board Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The investment officer shall provide a report to the Library Board concerning the investment of library funds at the Annual Meeting.
5. Authorized Investments. The DeWitt Public Library is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:
- a. U.S. Treasury Bill, U.S. Treasury Notes, U.S. Treasury Bonds, U.S. Treasury STRIPS, PRINS or STRIP P'S, CUBES, U.S. Government Agency Obligations.
 - b. Certificates of Deposit, Savings Deposit Receipts, Savings Accounts with any state or nationally chartered bank, Savings and Loan Association, and savings bank or credit union whose deposits are insured by an agency of the United States Government.
 - c. Commercial Paper, Repurchase Agreement, and Banker's Acceptance Investment Pools.
6. Safekeeping and Custody. All security transactions, including collateral for repurchase agreements and financial deposits, entered into by the DeWitt Public Library shall be on a cash (or delivery vs. payment) basis. The Library Director shall keep safe all securities, certificates and documents relating to library investments.
7. Prudence. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the

probable safety of their capital as well as the probable income to be derived.

H. Endowment Fund

The DeWitt Public Library has established an endowment fund on its books and accounts. The Endowment Fund contains two separate accounts, the Restricted Account and the Designated Account. The Designated Account receives money from donors by bequest or gift without restriction as to use. Unless otherwise determined by amendment of this policy, the DeWitt Public Library Board of Trustees may appropriate the expenditure for the uses and purposes described below so much of the net appreciation, realized and unrealized, in the fair value of the assets of the Endowment Fund over the historic value of the dollar fund as is prudent, and as shall assure that the DeWitt Public Library Endowment Fund shall increase annually by the cost of living, as determined annually by the Board of Trustees.

1. Purpose. The purpose of the Endowment Fund is to fund current operations, thereby reducing overall taxing levels, the Library buildings, or other purposes as the Board of Trustees may determine by resolutions.
2. Investments. Funds held in the Endowment Funds shall be invested in accordance with the DeWitt Public Library investment policy.
3. Other. All assets or investments shall be in the name of the custodian selected by the Board of Trustees for and on behalf of the DeWitt Public Library.

The Board of Trustees may from time to time retain the services of an investment manager for the purpose of investing the assets of the Endowment Fund. The Board of Trustees may retain the services of an independent analyst to provide reports of performance results of the Endowment Fund on an annual basis.

I. Disaster Recovery Policy

In order to aid in recovery from a disaster and expedite a quick return to normal operations, the following steps will be taken:

1. All important safety contacts will be consistently updated and listed next to each library staff phone. A phone list of businesses, agencies, and individuals who need to know the library is out of commission will be created and kept up to date and distributed to key staff and Board members.
2. All automation and circulation data will be backed up on the library server nightly, with 2 weeks worth of backup tapes. The oldest week will be stored off facility.
3. All important financial and insurance information, along with any cash on the premises will be stored in a fire-proof safe at the library facility.

4. The check ledger, if kept electronically, will be backed up regularly with a copy of the data stored off facility.

VIII. INTERNAL OPERATIONS

A. Accounting and Bookkeeping

1. The Director is responsible for maintaining all facility related records in an accurate, organized, and easily accessible manner. These shall include but are not limited to records relating to the building, grounds and related utilities, equipment, furnishings and the collection, all personnel, employees or other contractors, and in general all other purchases, billings and financial accounts.
2. A checking account shall be established for the payment of bills and other debts. Each check shall require two authorized signatures. Authorized signers shall be limited to the Director, the current Board Treasurer and the current Board President.
3. The Director shall retain a professional accounting firm to perform an annual financial audit of the Library and its operations.
4. Upon completion of the annual audit, at the next regularly scheduled meeting of the Board of Trustees, the Director shall submit to the Board all pertinent documentation relating to the audit, together with a summation of the audit findings and recommendations.

B. Payment of Bills

1. Authorized Expenses and Procedures
 - a. Expenses itemized in the annual budget as approved by the Library Board are authorized for payment. A majority vote of the Board is required to obtain authorization for payment of expenses not included in the annual budget. Individual items with a value greater than \$3,000 require prior Board approval unless the item is needed for the safety of patrons or the continued operation of the library. Prior Board approval is required for the payment of all vouchers unless specifically permitted as a pre-approved payment.
 - b. The Library Board approves the annual budget and any budget adjustments necessary during the year.
 - c. The Library Director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
 - d. At the agreement of the Director and Treasurer, meeting times shall be established for the payment of bills of the Library.
 - e. At each scheduled meeting the Director shall submit completed checks ready for the signature of the Treasurer.

Each check shall have attached all applicable invoices, bills, employee time sheets, or receipts for the payments of debts incurred on behalf of the Library by the Director or other authorized personnel. After confirming appropriate back-up documentation, the Treasurer shall co-sign the checks. The Board treasurer reviews all vouchers prior to each monthly meeting making sure they have proper documentation.

- f. The Library Director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a financial statement at least once a quarter.
- g. At each Board meeting, the Director shall submit to the Treasurer all check carbons with back-up documentation attached, for payments processed in the preceding month.
- h. The Director shall maintain a file in the Library of checks and back-up documentation.
- i. At the monthly board meeting, the Library Board approves payment of the expenditures, and reviews and approves the financial statement when available.
- j. The Board treasurer and Library Director sign checks for all approved expenses. In the absence of the Board treasurer or Library Director, the Board president will sign checks. All invoices approved by the Board and paid must be stamped paid when the payment is sent.
- k. All cancelled checks collected should be stored with a copy of the corresponding bank statement on which they cleared.

Documentation must include the following:

- 1) Description of the item
- 2) Line item from which the expense is to be paid
- 3) Payee
- 4) Total amount payable
- 5) Documentation to prove the total amount of the payment. Allowable documentation would include invoices, receipts, not-to-exceed estimates and vendor quotes. In all cases the Treasurer determines if documentation is sufficient.

- 2. Items Pre-Approved for Payment - The following items are specifically approved for payment prior to Board action as long as the amount does not exceed the Board approved budget for that line item.
 - a. Employee payroll, related taxes, and benefits.
 - b. Payment to avoid a finance or late charge.
 - c. Installment payments authorized by the Board.

C. Credit Card Policy

The purpose of this policy is to create a set of rules for the use of credit cards and to establish a well documented paper trail for approved library purchases. The Credit Card Policy adheres to and falls under all other DeWitt Public Library (DPL) policies unless otherwise stated. Staff authorized to use credit cards will be referred to as the holder of the card. Staff authorized to pay credit card bills will be referred to as the accounter of the card. Staff authorized to approve card issuance and purchases shall be referred to as the issuer of the card.

1. Responsibility of the Issuer of the Card (Director of the Library)
 - a. The Issuer is responsible for credit card approval, issuance, and retrieval, of all DPL credit cards.
 - b. The Issuer is responsible for overseeing compliance with the credit card policy.
 - c. The Issuer is responsible for the pre-approval of credit card purchases and budget line-item assignment without exception.
 - d. Disciplinary measures shall be imposed by the Issuer consistent with the laws for unauthorized use of credit cards by a Holder.
2. Responsibility of the Accounter of the card
 - a. The Accounter is responsible for credit accounting, monitoring, and disbursement for all credit card bills.
 - b. The Accounter is responsible for a system of internal accounting control to monitor the use of credit cards issued by the Issuer.
 - c. The balance of credit extended, including interest due under the credit card arrangement shall be paid not more than 60 days of the initial statement date.
3. Responsibility of the Holder of the card
 - a. Credit cards may only be used for the purchase of goods or services for the business of the library.
 - b. All purchases must be pre-approved by the Issuer and assigned to a budget line-item; the sole exception being purchases of goods or services within budget line items that are the responsibility of the holder and are less than \$150.00.
 - c. Card Holders using credit cards shall submit to the Accounter documentation detailing the goods or services purchased (i.e. receipt).
 - d. The Holder of the card is responsible for card protection and custody and will immediately notify the Issuer if the card is lost or stolen.

- e. When Holder employment is terminated for any reason, Holder must return card to the Issuer within twenty-four hours of the date of termination.
- f. Disciplinary measures shall be imposed by the Issuer consistent with the laws for the unauthorized use of credit cards by a Holder.

IX. BOARD POLICIES

A. Conflict of Interest Policy

The Board commits itself and its members to ethical and business like conduct. This includes proper use of authority and appropriate decorum when acting as board members. As public officials, the board's official powers are policy making and fiduciary. Board members are trusted with public functions for the good of the library and not their own.

1. Members must represent unconflicted loyalty of interests of the library and its stakeholders. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards and staff. It also supersedes the personal interest of any board member acting as a consumer of library's services
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any board member and the library.
 - b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that the member shall excuse themselves without comment from not only the vote, but also from deliberation.
 - c. Board members must not use their positions to obtain employment with the library for themselves or family members. Should a member desire employment, they must first resign.
 - d. Members will disclose their involvement(s) with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the library except as explicitly set forth in board policies.
 - a. Board members' interactions with staff must recognize the lack of authority vested in individual board members except when board authorized.
 - b. Board members' interaction with public, press or other entities, must recognize the same limitation and the inability of any member to speak for the entire board.

4. Board members will respect the confidentiality appropriate to issues of a sensitive nature.

B. Public Information Policy

1. Agenda - Meeting agendas will be posted at the library and sent to all constituent municipalities when they are made available to Board members.
2. Minutes
 - a. Board minutes shall be taken by the Board secretary or in his/her absence a person designated by the Chair. Minutes must show the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. Corrections in the minutes shall be made not later than the next regular meeting. Corrected minutes shall be available not later than the next subsequent meeting after correction. The corrected minutes shall show both the original and the correction.
 - b. Minutes, both proposed and approved, are public records available for public inspection. Copies shall be provided to the public upon request. A reasonable fee for copying will be assessed for those requesting minutes to more than two (2) meetings.
 - c. Proposed minutes shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved.
 - d. Approved Board minutes shall be posted on the library website and distributed to all governmental bodies in the library service area within two weeks after they are approved by the Library Board.

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 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.

Adopted June 18, 1948.
Amended 2/2/61, 6/27/67 and 1/23/80
by the AKA Council.