



# Caro Area District Library

Cultivate Curiosity 

## Policy Manual

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# Introduction

## Introduction

### **Introduction**

**Adopted:** 3/9/2015; **Revised:**

This is the complete written policy of the Caro Area District Library Board of Trustees, hereby referred to as the "Policy Manual". The Policy Manual is revised via motion and approval of the Board of Trustees at regularly scheduled Board of Trustees meetings.

The Policy Manual is posted on the Library's website. Questions regarding this document should be directed to the Director, Caro Area District Library.

## Asset Disposition

**Adopted: 3/9/2015; Revised:**

Obsolete, worn out, damaged, or surplus materials and equipment shall be disposed of through any of the following methods:

1. Trade-in on new equipment.
2. Return to manufacturer.
3. Sealed bid / Electronic bidding for items > \$1,000.
4. Open bid via lobby display or website listing.
5. Auction.
6. Donation to another library, school, non-profit organization, or government agency.
7. Junking or recycling.

Items for public sale must be posted or made available for a minimum of one week.

The sale of any asset to a library employee or board member must be approved by the director.

# Bylaws of the Caro Area District Library Board of Trustees

**Adopted: 01/12/1997; Revised: 3/9/2015; 12/17/2018; 5/8/2023**

## ARTICLE I: NAME & AUTHORITY

Section 1. This organization shall be known as the Caro Area District Library. The Caro Area District Library is recognized by the Library of Michigan as a legally established district library pursuant to the District Library Establishment Act ("DLEA"), 1989 PA 24 and the Caro Area District Library Agreement.

## ARTICLE II: MEMBERSHIP

Section 1. Elected Board. In accordance with the DLEA and the Agreement, the Board of Trustees of the Library shall be governed by an elected board (the "Board") which shall consist of seven (7) members elected at large from the District.

Section 2. Term. Board members will serve 4 year terms beginning on January 1 following their election.

Section 3. Removal. In accordance with Section 8(2) of the District Library Establishment Act, the Governor of the State of Michigan shall have the power to remove a member, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Section 4. Vacancies. Vacancies shall arise in the event of the removal by the governor pursuant to Section 10 of Article V of the state constitution of 1963, resignation, death, conviction of a felony, in the event a member ceases to be a resident of the District or otherwise as provided by law. A vacancy in the office of a board member shall be filled until the expiration of the vacating board member's term by appointment by majority vote of the remaining board members. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the board member vacating office and that term is 4 years, all of the following apply: (i) The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires; and (ii) A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.

## ARTICLE III: POWERS OF THE BOARD OF TRUSTEES

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

Section 2. Fiscal Year. The fiscal year of the District Library shall be the annual period commencing January 1 and ending the following December 31.

Section 3. Budget and Audit. The Board shall have the exclusive control of the budget of the library. The Library Board shall prepare and publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended.

Section 4. Conflict of Interest. No member of the Board shall benefit financially from the Board Member's membership on the Board, or have a conflict of interest recognized by law. If a Trustee believes he or she may have conflict of interest, the Trustee must report such conflict to the Board President and Library Director to determine whether a conflict of interest exists and proceed in accordance with Michigan law.

#### ARTICLE IV: OFFICERS

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

Section 2. Terms. The officers shall be elected for a term of 2 years at the annual meeting of the Board, and take office immediately. Officers shall continue in office until a successor is appointed.

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

#### ARTICLE V: DUTIES OF THE OFFICERS

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

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

Section 3. Secretary. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board. With the approval of a majority of the Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director, including drafting minutes of the meeting which shall be delegated to the Assistant Director or Director's designee.

Section 4. Treasurer. The Treasurer shall have charge of the funds of the Caro Area District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. A record of all moneys received or deposited to the Library fund, and all disbursements, sales, and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Board at its regular

meeting. In addition, the Treasurer shall perform such duties as may be prescribed for him or her by State or Federal law and these bylaws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

## ARTICLE VI: COMMITTEES

Section 1. Designation of Committees. The following standing committees shall serve the Board of Trustees: (1) Personnel Committee, (2) Building Committee, and (3) Finance Committee. In addition to the foregoing standing committees, the Board of Trustees may establish such special committees and subcommittees from time to time as it shall deem necessary or appropriate.

Section 2. Committee Functions. The Board shall define the powers and responsibilities of all committees and subcommittees. All committees and subcommittees, whether standing or special, shall serve in an advisory capacity to the Board. No committee or subcommittee shall have authority to take final action with respect to any matter or have the power to decide or deliberate public policy on behalf of the Board. Each committee shall present recommendations to the Board for deliberation and action by the Board in accordance with Section 5 and the Board shall be free to reject, accept or modify the committee's nonbinding recommendations.

Section 3. Committee Members; Chairpersons. Subject to the approval of the Board of Trustees, the President shall appoint the committee chairpersons and other members of standing and special committees from a list of proposed committee members prepared in consultation with the Library Director. Chairperson must be a member of the Board. Committees may, but need not, be composed solely of members of the Board but must be less than a quorum of the Board. Any committee member appointed by the Board of Trustees and any committee chairperson may be removed by a majority vote of the Board with or without cause at any time. Individuals appointed by the Board to serve on standing and special committees shall make every effort to attend scheduled committee meetings.

Section 4. Call and Notice of Committee Meetings. Committees and subcommittees shall meet with such frequency as they deem appropriate to effectively discharge their functions, or as required by these Bylaws or by Board resolution. Reasonable notice of the meetings of any committee or subcommittee shall be given to the members thereof. The chairperson of any committee may call a special meeting of said committee. Notice of the time and place of a special meeting of the committee shall be given to each committee member in advance of the meeting by any means, including mail, telephone, facsimile transmission, or e-mail, which can be reasonably expected to provide the committee members with actual advance notice of the meeting. Notice of the committee meetings made to the public following the rules specified in the Open Meetings Act.

Section 5. Meetings of Committees. A quorum for a committee meeting shall be the majority of the committee appointed and serving, but shall at least consist of one (1) Trustee member appointed to the committee. At each meeting of the Board of Trustees, each committee chairperson shall deliver a verbal or written report to the Board of Trustees with respect to activities of the Committee since the last Board meeting. Reports as to committee activities shall be presented prior to deliberation and voting by the Board on committee recommendations. Each report shall summarize the recommendations of the committee. If the committee was unable to agree as to its recommendations to the Board of Trustees, the



report shall briefly summarize the majority and minority views of the committee with respect to that issue.

Section 6. Charge and Responsibilities of Standing Committees.

a. *Personnel Committee.* The Personnel Committee shall facilitate the periodic evaluation of the Library Director. The committee will also review all personnel policy changes prior to presentation to the full board. The Personnel Committee may also review and discuss personnel issues as determined by the Library Board or Library Director.

b. *Building Committee.* The Building Committee shall review proposals for changes, expansions, maintenance or repairs to the building or grounds that require expenditures greater than \$10,000.

c. *Finance Committee.* The Finance Committee shall be chaired by the Board Treasurer. Their charge is to work on any major financial issues that may occur or require preplanning.

Section 7. Special Committees. The Board may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. Special committees shall review matters within the scope of their assigned work and advise the Board and the Library Director thereon. All special committees shall abide by the general committee procedures described in Sections 6.2 through 6.5 of these Bylaws. All special committees shall disband when they have completed the work for which they were appointed.

## ARTICLE VII: MEETINGS

Section 1. Regular Meetings. The regular meeting of the Caro Area District Library Board shall be held on the dates and at the times set by the Board at its annual meeting. Within ten (10) days following the annual meeting, a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. The library's website and window immediately to the right of the front door shall serve as the public place. If there is a change in the schedule of regular meetings of the Board, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 2. Procedures. We will follow the latest edition of Robert's Rules of Order, with the exception that the President of the Board may make motions.

Section 3. Annual Meeting. The annual meeting of the Library Board shall be the first meeting of the fiscal year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 4. Special Meetings. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. These notices in the format required by the Open Meetings Act will be posted in a public place. The library's website and the window immediately to the right of the front door shall serve as the public place. Board members will be notified of a special meeting by telephone unless they are present when the announcement of the special meeting is made.

Section 5. Agenda. The agenda shall be distributed by the Secretary to all members at least four (4) business days before the meeting.

Section 6. Order of Agenda. The following items will constitute the agenda for regular meetings:

- Call to Order by Presiding Officer
- Approve Agenda
- Public Comment
- Approve Minutes
- Financial Reports
- Committee Reports
- Librarian's Report
- Unfinished Business
- New Business
- Adjournment

Section 7. Quorum. A quorum for the transaction of business shall consist of a majority of the members of the board elected or appointed and serving.

Section 8. Board Action. Any Board action, to be official, must be approved at an official Board meeting by a majority of the quorum of the Library Board unless otherwise provided by law..

Section 9. Procedure for Action. The procedure for action at the meeting shall be as follows:

- a. All actions, whether by resolution or by motion, shall be moved and seconded before discussion. If a motion is not seconded, it shall not be taken up for discussion.
- b. After an action is moved and seconded, it shall be open for discussion by members of the Board.
- c. Any motion or resolution under discussion may be amended prior to adoption by the following action:
  - (1) The proposed amendment is moved and seconded.
  - (2) The proposed amendment is open for discussion.
  - (3) Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval.
  - (4) If the amendment passes by a majority vote, the originally proposed action shall be considered as amended.
- d. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.
- e. Unless otherwise requested by a member of the Board or otherwise required by law, all actions shall be taken by voice vote signifying "Yes" or "No".

#### Article VIII: LIBRARY DIRECTOR

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

Section 2. Responsibilities. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's services to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board.

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

#### ARTICLE IX: AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Board, provided the amendment was presented in writing at the previous regular meeting.

## Cellular Phone Use

### **Cellular Phone Use**

**Adopted: 3/9/2015**

**Revised:**

1. Patrons are asked to silence cell phones and all other sound-emitting devices while in the library.
2. Individuals finding it necessary to use their cell phone while in the library must keep their voices at a reasonable level and move away from others so as not to disturb other library patrons.

## Collection Development

### Collection Development

Adopted: 12/8/1999      Revised: 4/10/2023

#### I. Purpose.

The purpose of the Caro Area District Library's Collection Development Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Caro Area District Library ("Library").

#### II. Definitions:

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

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

#### III. Goals of Materials Selection.

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

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

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

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

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

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

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

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

C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

D. It is the responsibility of the Library to provide circulating, reference, and research materials for the public and students based on the services it is expected to perform.

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

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

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively

- Authority of author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

## **VII. Gifts.**

The Caro Area District Library welcomes gifts of new and used books, audio recordings, videos, and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of Caro Area District Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. Notification of memorial or honorary contributions will be sent to the family of the person being recognized whenever possible. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the library board based on their suitability to the purposes and needs of the library, laws and regulations that govern the library's ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

## **VIII. Maintenance of the Collection.**

Materials that no longer fit the stated service roles of the library will be withdrawn from the collection. This may include materials that are damaged, include obsolete information, or are no longer used. Decisions will be based on accepted professional practice and the professional judgment of the library director or designated staff. When necessary, local specialists will be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash, recycling of paper, or transfer to the Friends of Caro Area District Library. Discarded magazines and newspapers may be given to other area libraries or social service agencies at the discretion of the library director.

## **IX. Challenges to Materials.**

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

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration"). For a Request for Reconsideration to be considered, the form must be completed in full. The Requester must hold a valid borrower's card.
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.



## **X. Revision of this Policy.**

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

# **Conduct of Library Users**

## **Conduct of Library Users**

**Adopted: 11/8/2000      Revised: 2/11/2019**

### **I. Introduction.**

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

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

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

A. **Violations of Law.** Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, or vandalism) is prohibited.

B. **Weapons.** Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.

C. **Alcohol; Drugs.** Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

E. **Recreational Equipment and Personal Transport Devices.** Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other

power driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming.

H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.

I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.

J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

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

A. Personal Property. Personal property brought into the Library is subject to the following:

1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. For security purposes, all parcels (including but not limited to handbags, backpacks, packages, and shopping bags) and coats may be subject to inspection by Library staff.
2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space if needed by others.

B. Food and Beverages. Food is only permitted in the lobby and the Community Room. Beverages are permitted throughout the building as long as they are covered.

C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose

privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.

D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the building and shall not remain on Library property.

E. Considerate Use. The following behavior is prohibited in the Library and in the Library building.

1. Spitting;
2. Running, pushing, shoving, fighting, provoking a fight or other unsafe physical behavior;
3. Climbing on furniture;
4. Using obscene or threatening language or gestures.

F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
  - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
  - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.

- c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas at least 25 feet from any entrance.
- d. No person shall block ingress or egress from the Library building.
- e. Permitted times will be limited to the operating hours of the Library.
- f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

I. Sales. Selling merchandise on Library property without prior permission from the Library Director is prohibited.

J. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.

K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.

L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.

M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).

O. Phones. Phone calls are prohibited in the Library, except in the lobby. Those patrons desiring to use phones to place or receive calls must use the phones outside of the Library buildings or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.

P. Library Policies. Patrons must adhere to all Library Policies.

Q. Identification. Patrons must provide identification to Library staff when requested.

R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.

S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library property. Using, smoking or possessing marijuana on Library property is prohibited.

T. Shirts and Shoes. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

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

A. Care of Library Property. Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.

B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

C. Equipment. Library staff computers are for staff use only.

D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

#### **V. 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. When necessary, the local police may be called to intervene.

A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a 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.

B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
2. Subsequent Violations: The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

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

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

## **Confidentiality of Library Patron Records**

### **Confidentiality of Library Patron Records**

**Adopted: 12/12/2001**

**Revised: 3/9/2015**

The Caro Area District Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the library will not maintain a record of transaction. When no longer needed for library administration purposes, records will be expunged.

In compliance with the Library Privacy Act (MCL 397.601-397.605) no information will be released to any person, agency, or organization, except in response to a valid court order of subpoena, properly presented to the library administrator.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

## Copyright Infringement

### Copyright Infringement

**Adopted: 3/9/2015**

**Revised:**

*For the Caro Area District Library website (<http://www.carolibrary.org/>)*

### Notice of Claimed Copyright Infringement

Users and subscribers of this system are required to respect the legal protection provided by copyright and license to programs and data. If you believe that your work has been copied, adapted, reproduced, or exhibited on this website (<http://www.carolibrary.org/>) in a way that constitutes copyright infringement, please provide written notice of the claimed infringing activity to the Caro Area District Library's designated agent, in accordance with the requirements of the Digital Millennium Copyright Act, 17 U.S.C. § 512.

A notice of claimed copyright infringement must include the following information: An electronic or physical signature of the copyright owner or a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed. Identification of the copyrighted work claimed to have been infringed, or if multiple copyrighted works at a single online site is covered by a single notice, a representative list of such works at that site.

Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the Caro Area District Library to locate the material.

Information reasonably sufficient to permit the Caro Area District Library to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted.

A statement that the complaining party has a good faith belief that use of the material in the matter complained of is not authorized by the copyright owner, its agent, or the law.

A statement that the information in the notice is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

### Designation of Agent to Receive Notification of Claimed Infringement

A notification of claimed copyright infringement must be provided in writing to the Caro Area District Library's designated agent. The designated agent to receive notification of claimed infringement under Title II of the Digital Millennium Copyright Act (17 U.S.C. § 512) is:

Erin Schmandt

Director

Caro Area District Library

840 W. Frank St.

Caro, MI 48723

Telephone: (989) 673-4329

Facsimile: (989) 673-4777



Upon receipt of notification of claimed copyright infringement, the Caro Area District Library will follow the procedures outlined in Title II of the Digital Millennium Copyright Act (17 U.S.C. § 512).

### **Notice and Takedown Procedure**

It is expected that all users of this system will comply with applicable copyright laws. However, if the Caro Area District Library is notified of claimed copyright infringement, or otherwise becomes aware of facts and circumstances from which infringement is apparent, it will respond expeditiously by removing, or disabling access to, the material that is claimed to be infringing or to be the subject of infringing activity.

### **Repeat Infringers**

Under appropriate circumstances, the Caro Area District Library may, in its discretion, terminate the accounts of subscribers and account holders of its system or network who are repeat infringers.

### **Accommodation of Standard Technical Measures**

It is the Caro Area District Library's policy to accommodate and not interfere with standard technical measures, i.e., technical measures that are used by copyright owners to identify or protect copyrighted works and (1) have been developed pursuant to a broad consensus of copyright owners and service providers in an open, fair, voluntary, multi-industry standards process; (2) are available to any person on reasonable and nondiscriminatory terms; and (3) do not impose substantial costs on service providers or substantial burdens on their systems or networks.

## **Credit Card Transaction Policy**

### **Credit Card Transaction Policy**

**Adopted: 7/14/2014**

**Revised: 3/9/2015**

### **POLICY STATEMENT**

For the convenience of its patrons, the Caro Area District Library provides the option of paying library bills and fines via credit/debit card. Payments are encrypted to protect financial information. Credit card data is not retained by the library. Patrons may not charge less than the amount set in Appendix E: Schedule of Fees.

### **GENERAL GUIDELINES**

Credit cards may be used to pay for most library fees. These include payments for fines, lost or damaged materials, ILL fees, and other circulation transactions. Credit cards may be used to make donations to the Library.

The library accepts American Express, Visa, MasterCard, and Discover cards. The Library is subject to compliance with all laws, statutes, and reasonable terms and conditions associated with accepting these credit cards. The Library does not charge a fee for credit card use. Payments are encrypted to protect patron financial information. Credit card payments will not be accepted by telephone, mail or e-mail.

Refunds for lost materials paid by credit card will be issued through the Library's Business Office. Refunds are issued by check only and are mailed to the patron.

## Display & Distribution of Non-Library Literature

### Display & Distribution of Non-Library Literature

Adopted: 5/13/2013      Revised:

As a service to the public, the Caro Area District Library allows materials from non-library organizations for distribution and posting in the Library. The Library maintains an information kiosk (Bulletin Board) for the display of information and a literature rack for the passive distribution of non-library literature. Provisions of this policy shall apply to both the Bulletin Board and the literature rack unless otherwise specifically provided.

I. **All postings must follow the guidelines listed below:**

A. Library and Library co-sponsored programs shall have the first priority for any display and Bulletin Board space that the Library deems available for public display.

B. All literature for the literature rack and notices for the Bulletin Board are to be given to the Library Director or Director designee for approval and posting.

C. Signs, notices and other documents shall be posted on the Bulletin Board or placed in the literature rack with the date of receipt. Time sensitive signs, notices and other documents shall be removed the day following the announced event or final date listed on the document. Time sensitive literature shall also be removed.

D. Materials posted are limited to non-profit or governmental organizations of a civic, educational, cultural or recreational nature. Commercial notices will not be posted.

E. Posting of materials does not necessarily indicate the Library's endorsement of the issue or events promoted by these materials.

F. Items must contain the name of the sponsor of that item. Literature in the literature rack may be displayed in up to 10 copies. Library display and posting space is limited and therefore posting and distribution of materials shall be in accordance with that limitation.

G. Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.

H. The Library reserves the right to remove or deny any postings that do not follow these guidelines, including but not limited to any document that was not approved by the Library Director or Director's designee.

I. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals by hand to patrons in the Library.

II. **Right of Appeal:**

Users may appeal a decision of the Library Director within 10 working days of the date of the decision. The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. 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. The decision of the Library Board is final.

## Emergency Policy

### **Emergency**

**Adopted: 6/9/2004**

**Revised:**

Emergencies are defined as events that include, but are not limited to, extreme weather, utility failure, violent demonstration, bomb threat, fire, explosion, or terrorism.

The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The library cooperates fully with public safety departments and emergency service providers.

Emergencies may require closing the library for an entire day or a portion of a day. The decision to close will be made by authorized personnel. Notification of the Library's closing will be given to the local radio station for announcement to the public in accordance with the library's emergency procedures.

If an emergency develops during operating hours, shelter will be offered to patrons when appropriate, such as during a tornado warning. Minor children will not be released from the shelter until a parent or guardian comes for them, or until the emergency passes.

The library will develop and maintain procedures for dealing with emergencies, and will follow those procedures when emergencies occur.

## Exam Proctoring Policy

### **Equal Opportunity**

**Adopted: 7/8/2013**

**Revised: 3/9/2015**

The student must contact a librarian to request proctoring services before any examination is sent to the library. The library requires that the student provide their name, telephone number, and email address on any correspondence with the library. The student is responsible for having the examination and instructions sent to the library after talking with the librarian.

The student is responsible for any charges that accrue due to test prints and copies, faxes or postage. There will be a nonrefundable charge per registration. Fees are due at the time of registration. See amount in Appendix E.

Proctoring is only available during library hours and availability is limited. Testing accommodations may vary. The library cannot guarantee that students will be observed at all times during examinations. Students will be required to only have items with them that are necessary for test taking. The library is not responsible for retaining copies of past tests.

The student must schedule their exam with a librarian at least 7 days in advance. Test date and time must be agreed to by a librarian and will not exceed 3 hours. Students must contact the library to cancel a scheduled test time. Tests missed without notice will not be rescheduled. The student should bring photo I.D. and any supplies needed such as pencils, ink pens, calculators, etc.

The library reserves the right to refuse proctoring if the guidelines and student responsibilities are not fulfilled by the student.

## Exhibit Policy

### **Exhibit Policy**

**Adopted: 3/11/2013**

**Revised:**

It is part of the library's function to provide access to intellectual and cultural resources to the community. Thus, the Caro Area District Library welcomes the opportunity to allow community groups, organizations, or individuals to use the various display cases of the library. Space is provided for displays of an educational, cultural, civic or recreational nature.

#### Guidelines

1. The Library retains priority rights to all display space for library purposes.
2. Exhibit space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
3. Exhibits must support the mission of the library and not cause disruption of the regular flow of library work and service.
4. The library may limit the size of the display, number of items, schedule, and the frequency an individual or group has an exhibit.
5. Arrangements for exhibits must be made through the Library Assistant in charge of exhibits. Reservations will be made no further ahead than 1 year in advance.
6. Final approval, however, shall be reserved to the Library Director or the Director's designee as the representative of the Library Board. The library shall have the final decision on the content and arrangement of all exhibits. The Library reserves the right to reject any part of an exhibit or to change the manner of display.
7. All publicity material relating to exhibits shall be submitted for approval by the library.
8. It is the responsibility of the exhibitor to set up and remove the exhibits. Exhibits will normally be scheduled for a period of one calendar month. Exceptions must be approved.
9. The library assumes no liability in the event of damage, destruction, or theft of an exhibit.
10. The library will not provide storage for the property of organizations or individuals exhibiting in the library.

11. All exhibitors are required to sign a form that releases the library from any responsibility for exhibited items.

Cases available are one large 41" high X 71" wide X 35" deep and one 38" high X 30" wide X 7 1/2" deep with 2 glass shelves that are adjustable or removable. These two cases face the lobby of the library. There is another large case that faces the community room that can be used also if needed.



# Facility Use Policies

## Community Room Policy

Adopted: 3/11/2013

Revised: 3/9/2015

### I. Introduction and Purpose of Policy:

The mission of the Caro Area District Library is to provide quality library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for library programs as well as Library business meetings. When certain Library space is not scheduled for Library-hosted or co-hosted events, it may be used by the public within the parameters set by the policy. The restrictions of this Policy do not apply to Library sponsored or co-sponsored events.

### II. Application and Scheduling of Community Rooms:

- A. General Use. Any person, group or organization may use the Community Room for cultural, educational and informational purposes pursuant to the requirements of this policy ("Users"). Private social functions are not permitted in the Community Room.
- B. Scheduling.
  - 1. Scheduling of applications shall be accepted on a first-come-first-serve basis, with Library business, Library sponsored events and Library co-sponsored events having first priority. If there is no reservation or activity scheduled in the room and it is empty, use can be arranged by speaking to the staff member at the Front Desk.
  - 2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library sponsored or co-sponsored event.
  - 3. Meetings and events will not be scheduled more than four months in advance.
  - 4. Users may not schedule more than 2 meetings per month.
  - 5. The Library is responsible for scheduling use of the Community Room.
  - 6. The Community Room is available during regular Library hours only unless approved by the Library Director or Director's designee.
- C. Application Process.
  - 1. Any person 18 years or older may fill out an application for the Community Room.
  - 2. The Library will contact you with confirmation that your reservation is accepted. Do not assume that your reservation is complete upon submission of the application.

3. In the event a fee is charged, it shall be due prior to the start of the meeting or other use of the Community Room.
4. If you need to cancel the reservation, you must provide the Library 24 hours notice.
5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

### **III. Rules Regarding Use of Community Rooms:**

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Community Room.
- B. Use by Persons Under the Age of 18. Users of the Community Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every 10 minors.
- C. Tobacco, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, alcohol and the illicit use of controlled substances in the Community Room.
- D. Food and Beverages. Users of the Community Room may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Community Room.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Community Room.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in a suspension of privileges as provided in Section VI below. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time, unless an extended amount of time has previously been scheduled and paid for.
- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements. Occupancy is 100 persons maximum.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Community Room. Users shall not leave printed materials on Library property without

prior approval of the Library Director (or Director's designee) or in accordance with Library Policy the Display and Distribution of Non-Library Literature.

- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. The Library staff shall have access to the room at all times since Library materials are stored within the Community Room. However, every effort will be made not to disrupt the Users.

IV. **Fees:**

- A. Room Use. Users will not be charged fees for use during regular library hours. If approved by the Library Director or Director's designee pursuant to Section II.B.6, Users shall be charged an hourly fee for after hours use. See Appendix E: Schedule of Fees

V. **Library Disclaimer:**

- A. No Endorsement. Use of the Community Room does not constitute the Library's endorsement of any User's policies or beliefs by any of the staff or Board members.
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of a Community Room. Users will be notified as quickly as possible.
- C. Hold Harmless. The Caro Area District Library is released and held harmless from any and all claims for personal injury or property damage.

VI. **Violation and Appeal Section:**

Persons who violate the Library's conduct code may be asked to leave the premises for the day. A second offense may bar them from the Library for a month; a third offense for a year.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Caro Area District Library if his/her presence or conduct on the premises poses an immediate and imminent danger to any person or property on such premises.

Users may appeal a decision in writing to the Library Director within 10 business days of the date of the letter stating why library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within 10 business days of the date the appeal was received. 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. The decision of the Library Board is final.

## Study Tables and Study Room

**Adopted: 5/13/13**

**Revised: 3/9/2015**

### **General Regulations**

1. Library, Library related, and Library sponsored or co-sponsored programs have priority in the use of the facilities, including study tables and group study room.
2. Any use of the group study room or the study tables that disturb regular library functions or otherwise violates Library policy, including but not limited to the Conduct of Library Users Policy, is not permitted.
3. The group study rooms or study tables must be left in the same condition they were prior to the use.
4. Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.

### **Study Tables**

1. The Library reserved the right to limit and designate tables that are available for commercial use (e.g. Tutoring).

### **Study Room**

Caro Library has a study room available. Reservations may be made no more than four (4) months in advance. Students under 12 need an adult in room. The study room accommodates from one to 6 people. If there is no reservation for the room and it is empty, use can be arranged by speaking to the staff member at the Children's Circulation Desk.

### **Procedure:**

1. Any person or group that would like to use the Study Room must inquire at the Children's Circulation Desk about study room availability.
2. A sign-up sheet is available at the Children's Circulation Desk for reserving the study room.
3. The study room may be reserved up to four months in advance for a 2-hour period.
4. Study room reservations will be forfeited if the individual has not signed in within 10 minutes of the reserved timeslot.
5. Users who have reserved the study room must check in at the Library Children's Circulation Desk to be let in the room. Please report the number of individuals who will be using the room.
6. All persons using the study room must leave promptly when their timeslot is over. All personal belongings must be removed at sign-out.
7. Extensions are allowed as long as the next available timeslot is open.

### **Guidelines for Use:**

1. The study room is available from opening until 15 minutes before closing.
2. The assignee is responsible for the condition of the room.
3. No food or drink allowed in the room.

4. Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, or furniture from the study room or the building.
5. Library furniture from other locations may not be moved into study rooms.
6. The study room is not completely soundproof. Please be considerate of other library users. Users making excessive noise that disrupts normal library functions or other patrons' use of the Library may be asked to leave. This includes any Study Room activity conducted outside of the Study Room.
7. Lights and equipment should be turned off and doors securely locked when leaving the study room. Report to circulation desk when you leave.
8. The library is not responsible for the loss or theft of personal property. If you leave the room unattended, you risk the loss of your possessions.

### **Violations, Penalties, and Appeal**

1. All persons using the study room must adhere to all Library policies, including the Conduct of Library Users Policy.

Persons who violate the Library's conduct code may be asked to leave the premises for the day. A second offense may bar them from the Library for a month; a third offense for a year.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Caro Area District Library if his/her presence or conduct on the premises poses an immediate and imminent danger to any person or property on such premises.

Users may appeal a decision in writing to the Library Director within 10 business days of the date of the letter stating why library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within 10 business days of the date the appeal was received. 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. The decision of the Library Board is final.

## **Fax Policy for Toll-Free Numbers**

### **Fax Policy for Toll-Free Numbers**

**Adopted: 3/9/2015; Revised:**

The library will send faxes to toll-free numbers for free.

The charge per page for a regular fax number remains at the amount stated in Appendix E.

The above policy also applies to faxes sent to the library fax number.

Faxes to the unemployment office are also free.

## **Freedom of Information Act**

### **Freedom of Information Act Policy**

**Adopted: 5/11/2015; Revised: 7/10/2023**

#### **I. PURPOSE.**

The Caro Area District Library ("Library") adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA"), that all persons, except those persons incarcerated in state, county, or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

#### **II. FOIA COORDINATOR.**

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library's public records, and in approving a denial.

#### **III. REQUEST REQUIRED.**

A. *Requestor, Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. "Public Record" has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

a. By mail or in person:

Caro Area District Library  
Attn: FOIA Coordinator  
Address: 840 W. Frank Street  
Caro, Michigan 48723

b. By e-mail: [erin@carolibrary.org](mailto:erin@carolibrary.org)

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. Requestor Contact Information Required. A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

a. the requesting person's complete name, address, and contact information, and

b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library's FOIA coordinator until 1 business day after the electronic transmission is made.

b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

#### **IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.**

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);

2. Issuing a written notice to the requesting person denying the request;

3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or



4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

- 1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.
2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.
3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.
4. A full explanation of the requesting person's right to do either of the following:
  - a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or
  - b. Seek judicial review of the denial under Section 10 of the FOIA.
5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

## V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA (“Detailed Itemization”). The total fee shall not exceed the sum of the following components:

### A. *Labor Costs:*

#### 1. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

#### 2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

e. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

- C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.
- D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

## **VI. DEPOSIT.**

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.

5. The individual is unable to show proof of prior payment to the Library.
6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

## VII. WAIVER OR REDUCTION OF FEES.

- A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:
  1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.
    - a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.
    - b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:

1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

a. Is made directly on behalf of the organization or its clients.

b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver*. The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses*. If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

a. The late response was willful and intentional.

b. The written request:

(i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or

(ii) specifically included the words, characters, or abbreviations for "freedom of information", "information", "FOIA",



“copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

### **VIII. INSPECTION.**

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

### **IX. CERTIFIED COPIES.**

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

### **X. APPEALS.**

#### **A. *Appeal of a Final Determination to Deny All or a Portion of the Request.***

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Caro Area District Library Board (“Library Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

- a. Reverse the disclosure denial.

- b. Issue a written notice to the requesting person upholding the disclosure denial.
- c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
- d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.
2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.
3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:
  - a. Waive the fee.
  - b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.
  - c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.
  - d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

## **XI. CIVIL ACTION.**

### **A. *Civil Action for Non-Disclosure or Denial of Public Records.***

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.

2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

### **B. *Civil Action Regarding Fees.***

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.

2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to

any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

**XII. FOIA RECORD RETENTION.**

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

**XIII. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.**

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

**XIV. SEVERABILITY; ENFORCEABILITY.**

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

**XV. EFFECTIVE DATE.**

These Procedures and Guidelines shall become effective upon approval.

<b>General Library Objectives</b>
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**General Library Objectives**

**Adopted: 11/2008 Revised:**

**Mission Statement:**

It is the Library's mission to connect people with the world of ideas and information.

**Vision Statement:**

It is the Library's vision to:

- Build strong collections
- Excel in customer service
- Support relevant technology
- Anticipate and meet changing needs
- Assure equitable access to the Library's resources and services

## Internet Use

### **Internet Use**

**Adopted: 11/8/2000**

**Revised: 9/9/2019**

The Caro Area District Library provides patron access to the Internet and other electronic resources. These resources enable the library to provide materials beyond the confines of its own collection and provide access to ideas, information, and commentary from around the globe. The library is not responsible for the quality, accuracy, timeliness or availability of Internet resources.

This policy identifies certain types of uses that are not appropriate, but this policy does not necessarily enumerate all possible inappropriate uses. Using the guidelines below, the library may at any time make a determination that a particular use is not appropriate.

### **INTERNET ACCESS**

1. The Caro Area District Library provides access to the Internet via designated workstations and wireless access points.
2. Users of public access internet workstations agree to follow the Internet Acceptable Use policy of the Caro Area District Library.
3. The Caro Area District Library assumes no responsibility for any loss of data as a result of the library's software, hardware or staff action.
4. The Caro Area District Library cannot guarantee privacy of transaction conducted via the Internet. The staff of the Caro Area District Library are subject to confidentiality laws; however, some information may remain on terminals after use.
5. The Caro Area District Library has no control of the Internet nor of any resources found in it. The library assumes no responsibility for the accuracy, quality or timeliness of any Internet resource.
6. In the interest of child safety on the Internet and in compliance with Michigan PA 212 of 2000 prohibiting minors from receiving or viewing obscene or sexually explicit matter on the Internet, the library provides filtered public access internet workstations. Also, all wireless access services provided by the Caro Area District Library have web filtering enabled by default. The software blocks some specific sites that could be offensive to some users. Filtering software may not block all material users might find offensive and it only has the ability to block specific websites. An unfiltered workstation is available upon request for users 18 years of age and older. Children under 18 years of age may only use the unfiltered workstation when a parent or legal guardian accompanies them. Parents are encouraged to supervise their children's Internet sessions.

## CONDITIONS & TERMS OF USE

1. Users of the public internet workstations must have a valid (proof of current address) Caro Area District Library card. The card must be in good standing. Good standing means all overdue materials must be returned or paid for and fines must be under the amount named in Appendix E: Schedule of Fees in order to use the public access workstations.
2. Parents using internet access are expected to comply with the library's policy on the "Safety and Well-being of Children" which is posted in the library. Children under the age of 6 **MUST** be accompanied by a parent, legal guardian, or caretaker of at least 13 years of age at all times while using the public internet access workstations.
3. Public internet access will be managed in a manner consistent with the library's "Conduct of Library Users" policy which is posted in the library.
4. Damaging or altering the software or hardware components of any network or database is not permitted. Users may not develop or use programs that would alter or damage the computer or systems network. Users are expected to make only authorized copies of copyrighted or licensed software or data. Non-library software may not be used. Personal programs, programs downloaded from the internet, or data may not be installed on the hard drive. Users should save files on their own storage media (CDs, thumb drives, etc.) Our library programs are under copyright, they are not to be copied.
5. Users must respect the privacy of others: for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others, or represent themselves as another user.
6. Internet use should be consistent with guiding ethical statements and accepted community standards. Malicious use is not acceptable.
7. Users may not send, receive or display text or graphics that are legally defined by State and Federal law as "obscene" or "child pornography". Actions that violate local, state or federal law may result in prosecution.
8. All users must abide by this policy and that of the appropriate Internet Service Provider utilized by the library for internet access.
9. Failure to use the public internet access workstations in an appropriate and responsible manner will result in loss of those privileges. Illegal or unethical acts involving the public internet access workstations may also be subject to prosecution by local, state or federal authorities.

## **PUBLIC INTERNET ACCESS PROCEDURES**

1. Access is available on a first-come, first-served basis. Public access workstations are available in one-hour time blocks. Telephone reservations may be made for the current day only. Users must be present within 10 minutes of the reservation time or forfeit their reserved time.
2. Library staff members are available to offer limited assistance in providing initial access to the Internet. However, staff cannot devote time in helping patrons navigate. Patrons using the computer must have the basic computer skills to operate independently or they can bring a family member or friend to assist them. Staff can provide information about internet training opportunities and direct them to books or manuals that provide information on internet usage.
3. Wireless internet access is only available during the library's hours of operation. Patrons must provide their own computers with wireless capabilities to take advantage of this access. A password is not needed to use the wireless internet access. By using the network the wireless user agrees to abide by the Caro Area District Library's Internet Acceptable Use policy.
4. Because space is limited and increased noise from group conversations is disruptive to others, no more than two people may gather at one workstation, except for an adult working with children.
5. Simultaneous use of two or more workstations is prohibited. Users may not abandon machines for any length of time without the chance of them being claimed by the next user.
6. The cost of printing from the public access workstations can be found in Appendix E.
7. The public internet access workstations will be available for use during all of the hours the library is open. All workstations will be turned off 15 minutes before closing.



## Investment

### Investment

Adopted: 6/10/1998

Revised: 3/9/2015

#### 1. Statement of Purpose

It is the policy of the Caro Area District Library to invest its funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the library and complying with all state statutes governing the investment of public funds.

#### 2. Scope of Policy

This investment policy applies to all financial assets of Caro Area District Library. These assets are accounted for in the various funds of the library and include the general fund, special revenues funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the library.

#### 3. Investment Objectives

In priority order, the primary objectives of Caro Area District Library's investment activities shall be:

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

**Diversification:** The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

**Return on Investment:** The investment portfolio shall be designed with 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 investment program is derived from MCL 41.76 and the board resolution designating depositories. Management responsibility for the investment program is hereby delegated to the board treasurer per MCL 41.76 who shall establish written procedures and internal controls for operating the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the board treasurer. The treasurer shall be

responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## **5. Authorized Investment Instruments**

The library is limited to investments authorized by PA 20 of 1943, as amended and may invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (5); or deposit accounts of a financial institution as provided in subsection (6).
- (c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a).
- (e) Bankers' acceptances of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- (g) Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
  - (i) The purchase of securities on a when-issued or delayed delivery basis.
  - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- (h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- (j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

## **6. Safekeeping and Custody**

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

## **7. Standard of 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 probably safety of their capital, as well as the probably income to be derived.

## Library Bill of Rights

### **Library Bill of Rights**

**Approved: Revised: 3/9/2015**

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## Library Cards

### **Library Cards**

**Approved: 3/9/2015**

**Revised: 11/13/2017**

#### **Resident Library Cards**

All residents of the legally defined area supporting the Caro Area District Library with tax money or contracting for library service are eligible for a library card. People who own property within the library district are also eligible for a library card.

This card entitles the owner to all services described in the Public Services policy.

#### **Resident Minor Library Cards**

Any resident may have a library card in their own name. Individuals under the age of 18 must have their application signed by a parent/guardian which acknowledges financial responsibility for items borrowed with the minor's card.

This card entitles the owner to all services described in the Public Services policy.

#### **Non-Resident Library Cards**

A person whose permanent residence is outside the service area of the library district, who does not own property in said service area, is a non-resident. Such an individual or family is offered the opportunity to apply for a library card, upon furnishing proof of residence, agreeing to abide by the rules and regulations of the Caro Area District Library, and payment of a non-resident fee. Minor non-resident patrons may receive a library card for a reduced fee once their parent/guardian receives a card. Teachers who are employed by Caro Community Schools but live out of district are eligible for a free card with proof of employment.

Each non-resident card shall expire six months or one year after issuance (depending on the type chosen) and shall entitle the cardholder to services of the library. The non-resident fee set by the Caro Area District Library Board of Trustees constitutes reasonable financial support and entitles card holders to programs and services of this library only.

This card entitles the owner to all services described in the Public Services policy.

#### **Temporary Internet Privileges**

Patrons who will be in the area less than 1 month and wish to use our computers will be issued a temporary internet pass. This pass will allow computer use, but no material checkouts. If they will be in the area for longer than one month or wish to check out materials they will need to apply for a non-resident card.

#### **Privileges of Library Card Holders**

1. Possession of a library card allows patrons to remove materials from the library. Non-circulating materials are excluded.

2. Caro Area District Library Resident & non-Resident card holders may interloan materials from any affiliated “Valley Library Consortium” (VLC) library, the Michigan eLibrary Catalog (MeLCat member), or WorldCat (OCLC).

### **Responsibilities of Card Holders**

1. All fees for library cards and other purposes are listed in Appendix E: Schedule of Fees.

2. Library cards must be presented in order to borrow material from the library.

3. If a library card is loaned to another individual the card owner accepts responsibility for materials borrowed on the card and the full rights extend to anyone in possession of the card. Library cards may not be loaned to others for computer use. Temporary internet privileges are available upon request at the circulation desk if a patron wishes to use a computer and does not have a library card. If a library card is found to be circulated amongst multiple people for the purposes of avoiding the out of district card fee, the library retains the right to revoke that card.

4. The cost to replace a lost card is listed in Appendix E: Schedule of Fees.

5. A patron assumes full responsibility for returning library material in reasonable condition. The replacement will be charged should material be lost or damaged beyond repair. The cost of rebinding or repair will be charged for damaged material that can be repaired.

6. It is the responsibility of the borrower to return library material in a timely fashion.

7. Borrowing privileges may be revoked until the patron account is resolved if the patron exceeds the maximum outstanding fee limit or has unresolved lost materials.

## Library-Issued Credit Cards

### Library-Issued Credit Cards

**Approved: 3/9/2015      Revised:**

The library board has established a corporate credit-card account to allow certain members of the staff to charge certain business expenses under the following conditions:

1. The Director will be responsible for the issuance, accounting, monitoring, and retrieval as well as overseeing compliance with the policy.
2. Cards are to be used only for items that are reimbursable expenses for library official business; approved conference registration fees, out of town conference hotel expenses, related transportation expenses to and from conference city, or pre-approved for library materials that require cash or credit card, especially when such practice will result in savings to the library. All such expenses shall be within established budgetary allocations.
3. Library-issued credit cards are to be used for official library business only. Personal use is not permitted.
4. Cards will be issued to the director and assistant director.
5. Any bills appearing on the statement not approved, or disputed, as an allowable library expense, must be paid to the library by the cardholder incurring the expense within the grace period of the billing cycle in which the bill appears.
6. The aggregate credit limit will not exceed \$5,000 without board approval.
7. Receipts are to be turned in detailing goods or services purchased as soon as possible upon incurrence. Failure to do so shall result in personal obligation for the expense. If a card is lost or stolen, it must be reported immediately to the Director.
8. Cardholders must immediately surrender the card upon termination.
9. Invoices must be approved by board treasurer or designee before payment.
10. In accordance with Michigan P.A. 266 of 1995, the balance including interest due on an extension of credit shall be paid for not more than sixty days of the initial statement date.
11. Policies regarding use of credit cards shall be in keeping with the policies of the issuing credit-card company and the laws of the State of Michigan.
12. Penalties for misuse will be determined according to the laws of the State of Michigan, the degree of liability incurred by the library, and by library board decision as to the appropriate disciplinary action.

## Media Policy

### **Media Policy**

**Adopted: 3/9/2015 Revised:**

#### **Policy Statement**

The Caro Area District Library intends to ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to protect the privacy of Library patrons, the following media policy has been developed.

#### **Regulations**

1. The terms of this policy apply to all photographers and videographers, including the media.
2. Media, like all other patrons, are subject to the provisions of the Conduct of Library Users Policy and may not disturb the normal operations of the Library.
3. The Library's primary point of media contact shall be the Library Director. Employees and individual members of the Library Board of Trustees should refer all requests for information about the Library, its policies and operations to the Library Director. The Library Director or Assistant Director shall approve all press releases.
4. Members of the media are expected to inform the library administration before any filming in the building. The public shall also be informed if the media will be filming or recording an event. Unless approved in writing by the Library Director, no person, except Library employees or agents, may take pictures, videos or capture images by electronic means inside the Library. Requests from any person for photographing, videotaping or similar means of capturing images of Library patrons in the Library or the interior of the Library must be approved by the Library Director in advance. Any person denied the right to take pictures, videos, or capture images in the Library may appeal that decision within ten (10) days of receiving such denial to the Library Board of Trustees. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.
5. Approved video and/or photographic use of the Library's facilities shall not imply or infer any institutional endorsement through the use of identifiable logos, trademarks, symbols, music or other intellectual property.
6. Photographers and videographers who are not employed by or are agents of the Library but who have received permission from the Library Director must also obtain written permission from patrons before photographing, videotaping, or otherwise capturing their image. Requests for permission to photograph or video minors under the age of eighteen (18) must be signed by the minor's parent or legal guardian. Copies of these permission slips and releases are to be provided to the Library. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.
7. Library employees may take photos and/or videos of Library-sponsored programs for use by the Library.

1 MCL 15.261 et seq. Open Meetings Act

2 MCL 397.601 et seq. Library Privacy Act



## Photos and Intellectual Property

### **Photos and Intellectual Property**

**Approved: 4/12/2004      Revised: 3/9/2015**

From time to time the library may wish to publish a photograph of a patron, or some written or graphical work of a patron or other person. The publication may be in print form (new release, brochure, booklet, etc.) or electronic form, such as video or web site.

The Library frequently uses photos of patrons on in its publications and display spaces to promote the value, and use of, library products and services. Taking photos of patrons is encouraged and puts the Library at no legal liability. Some general guidelines however, should be followed to ensure positive patron relations.

#### **Photographing Groups of Adults/Children Using the Library**

No permission is needed to take photos of crowds using the Library or attending programs.

#### **Photographing Adults**

If photographing one adult or a small group (3 or less), ask first if they mind having their picture taken. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the adult know that the photo may be used in future Library publications, on the Library website, or in the local newspapers.

#### **Photographing Children Under Age 18**

If photographing one child or a small group (3 or less), get parental consent prior to taking the photo. No written consent is needed. Verbal consent is solicited as a goodwill gesture, but it is not legally required. Let the parent know that the photo may be used in future Library publications, on the Library website, or in the local newspapers. In order to publish the child's name in conjunction with the photo, verbal consent from the parent must be obtained and documented.

## Public Comments at Meetings

### **Public Comments at Meetings**

**Approved: 5/8/2023      Revised:**

#### Purpose

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

#### Public Comment Period; Meeting Agendas

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public ("Public Comment").
- B. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

#### Rules of Public Comment

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

- A. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President's duties under this policy.
- B. The President will ask persons wishing to speak to raise their hands to be recognized by the President. The President will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.
- C. Public Comments must be addressed to the Library Board, not to other members of the audience.
- D. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or "give" the time to another speaker.
- E. In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.

F. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.

G. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.

H. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual's behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.

I. The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.

J. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.

K. Members of the public must remain seated, stand in the back of the room or along the sides of the room, or approach the podium during public comment or if invited by the Board Chair (including standing in line to speak). Members of the public may not stand in the area in front the first row of chairs and the wall behind the table where Board Members are seated unless permitted by the Chair of the Board.

#### Recording of Rules

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

## Public Services

### Public Services

Adopted: 3/9/2015 Revised:

#### A. Hours

1. Monday – Friday 9:00 a.m. – 8:00 p.m.
2. Saturday 9:00 a.m. – 5:00 p.m.

Unscheduled closing will be at the Board's discretion. The director may order the building closed in cases of emergency. If the building is closed, any scheduled activities will be cancelled.

#### B. Holiday Closings

The Library will be closed on the holidays listed below. The library may be closed additional days prior and/or after the observed holiday, or may have shortened hours prior to the holiday. Should a holiday fall on a day the library is normally closed, the library board may determine another day for its observance, in accordance with the Personnel Policy. All closings, by date, will be approved by the Board and noted in the "Calendar of Library Closings, 20xx."

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Eve
7. Christmas Day

#### C. Emergency Closing

##### 1. Tornados

In case of a tornado watch, business will proceed as usual. If a tornado warning is issued, the library will be closed until an all clear is received. Library patrons in the building will be allowed to remain in the library until the all clear is sounded. Unattended minors will be asked to stay in the building until a guardian picks them up or until the all clear is sounded.

##### 2. Adverse Weather / Equipment Failure

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

The decision to close the library will be based upon:

- i) General conditions of the roads.
- ii) Condition of the library's parking lot and walkways.
- iii) Availability of staff to open and operate the library.
- iv) Condition of the building equipment.

- v) Requests or recommendations for closure by local, county, or state law enforcement agencies or health department.
- vi) The library will not automatically close or delay opening based on any other institution's actions. The decision to close will be made by the library director. If the director is unavailable, the senior staff member will make the decision based on emergency procedure criteria. Once the decision to close or open late is made, the director or senior staff will notify the staff.

#### D. Registration

1. All residents of the legally defined area supporting the Caro Area District Library with tax money or contracting for library service shall have free use of the library.
2. Possession of a library card is required in order to remove materials from the library.

#### E. Loan Periods

Books, magazines, and audio books are loaned for a three-week period. eBooks and eAudio books have a two-week loan period. DVDs and videos have a one-week loan period. Restrictions as to the number of items borrowed may be enforced due to demand for certain materials or when on a special reserve shelf.

#### F. Renewals

Three renewals may be made, on most materials, if there are no hold requests on file. Under certain conditions and prior arrangement, material may be given an extended loan period.

#### G. Reserves

Up to fifty reserve requests may be made at any one time at no charge for material not currently in the library. Reserve requests will be held for ten days or for the length allowed by the loaning library.

#### H. Inter-loans

Requests for borrowing materials from other libraries or institutions will be honored at no charge to the patron, unless item is not picked up before the hold expires. If the hold expires, the patron will be charged a small fee per item. See Appendix E: Schedule of Fees.

#### I. Copyright

The Caro Area District Library abides by the rules and regulations associated with the United States copyright law.

#### J. Miscellaneous Charges

Deposits – Materials that have a high loss rate or are of rare or expensive nature may require a deposit at the time the material is borrowed. Deposits are refunded less any fines or damage charges when the material is returned.

Printed copy fees for Microfiche/Microfilm Equipment, Black and white and color photocopiers and printers are listed in the Schedule of Fees.

## Safety and Well-being of Children

### **Safety and Well-being of Children**

**Approved: 11/8/2000      Revised: 8/20/2007**

This policy is written for the safety and well-being of children, and in order to provide for the general welfare of all persons using the Caro Area District Library. Even if the parents are not present, the parents are responsible for their children's behavior in the library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.

#### **1. Appropriate Behavior**

Reading is encouraged. Adults may read aloud to children. Quiet play with toys and games is allowed. Children are allowed to study quietly in small groups of no more than four. Children must walk while in the library.

#### **2. Disruptive Behavior**

- A. Unacceptable behaviors and the consequences of them are described in the library's policy on the Conduct of Library Users. This policy applies to all patrons, regardless of age.
- B. If a child or youth is bothersome or unruly, the library staff will make every attempt to restore appropriate library behavior. If this proves impossible, the disruptive individuals will be asked to wait in the lobby until picked up.
- C. Climbing on tables, shelves, chairs and other furniture is not allowed.

#### **3. Cleaning Up**

Out of consideration for others, children should be encouraged to put away puzzles, toys, and games in their proper places. Books should not be reshelved but left stacked neatly on tables.

#### **4. Children Ages 6 and Under**

- A. Must be within the visual contact of a parent or adult care giver at all times while using the library.
- B. May be required to be accompanied by a parent or adult care giver through some library programs.
- C. Must be accompanied to the restroom by a parent or adult care giver.

D. Must have a parent or adult care giver with them when using computers.

## **5. Children Ages 7 and over**

May be left on their own to attend library programs or to do homework, providing they are not disruptive. Even if parents are not present, the parents are responsible for and liable for their children's behavior in the library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.

## **6. Unattended Children at Closing Time**

- A. Unattended children must be picked up at least 15 minutes before closing time.
- B. In the case of a child who is unattended at closing (including emergency), the library staff will try to notify the child's parent or adult care giver. If the child's parent or adult care giver cannot be located within 30 minutes, the police will be called.
- C. Children will not be left alone in the library or on the library grounds. Two library staff members will wait with the child until the child's parent or adult care giver, the police, or a protective services worker arrives.
- D. Library staff members will not take the child home or anywhere away from the library site.

## Technology Lending Policy

### **Technology Lending Policy**

**Adopted: 9/14/2020 Revised:**

The Caro Area District Library has mobile hotspots available for patron checkout. This lending program is designed to acknowledge the fundamental importance of equal access to the internet and technology in modern society. By providing the means to access the internet at home, the Library can help connect members of the community to important resources and services even when the library building is closed.

#### **Conditions for Borrowing:**

- Hotspots may be borrowed by Caro Area District Library cardholders ages 18 and above with a valid library card in good standing. The loan period is two weeks. Technology lending is primarily available on a first-come, first-served basis. A limited number of devices are available for reserve.
- At the time of first hotspot checkout, a patron must complete a Technology Lending Agreement form. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Technology Lending Agreement.
- Hotspot checkout is limited to one per household (per device) at any given time. Any returned device must remain in the Library for 24 hours before a patron, or another patron living in the same household, may check it out again. Patrons may not coordinate returns so that another patron is guaranteed an available device for checkout.

#### **Conditions for Use:**

- Any use of a hotspot for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- If a mobile hotspot is more than one day overdue, wireless service will be suspended on the device rendering it unusable.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of a borrowed device, connection of the device to other electronic devices, or data loss resulting from use of device.

#### **Conditions for Loss & Damage:**

- The Library reserves the right to charge the borrowing patron's account for the cost of repairing or replacing a damaged device at the Director's discretion. Borrowing patrons



will not be held liable for damage that the Library judges to be the result of normal wear and tear.

- Borrowing patrons will be charged for the cost of replacing a lost device.
- The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

## Trustee Conduct

### **Trustee Conduct**

**Adopted: 3/9/2015 Revised:**

#### **Policy Statement**

To protect public trust, the library discourages trustees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the library.

#### **Regulations**

1. The function of the Library Board of Trustees is to set broad policy direction, monitor adherence to policy, and not to interfere with the day to day operations of the library.
2. Trustees must distinguish clearly between their personal attitudes and philosophies and those of the institution, acknowledging the formal position of the board even if they personally disagree. After a policy or rule is adopted by a majority of the library board, individual trustees should publicly support those decisions.

As individuals, board members have no authority to speak on behalf of the board, except for that specifically delegated by the board. Nothing in this policy prevents library board members from speaking in public as individual citizens, as is their right, so long as they do not state that they are speaking on behalf of the board.

3. The board should conduct its business in such a way as to minimize risks of liability and call upon the advice of professionals (legal, financial, architectural, or insurance, etc.) as appropriate.
4. The library may cover expenses for library board trustees to attend events and library related conferences subject to approval by the library board. Rotation of opportunity among library board trustees will be determined by the library board.
5. Neither members of the Library Board of Trustees nor their family members are eligible for consideration as a prospective employee during the term of office as a member of the Board of Trustees.
6. Trustees should not engage in a business transaction in which they or a family member would profit or benefit financially because of confidential information obtained by reason of library position or authority.
7. Trustees should disclose any material interest they or their immediate family have in any firm that does business with the library or that might affect his/her judgment in carrying out library business. Trustees should abstain from any vote on matters which involve a conflict.

## Trustee/Library Director Relationships

### **Trustee/Library Director Relationships**

**Adopted: 3/9/2015 Revised:**

The Caro Area District Library Board of Trustees shall be responsible for:

1. Policy making
2. Voting in payment of bills
3. Dealing with petitions, suggestions, and complaints which are presented in writing by members of the public
4. Employment and evaluation of the library director
5. Attendance of regular and special board meetings
6. Attendance at workshops, and outside meetings when possible, with reimbursement for expenses incurred.

The Library Director shall be responsible for:

1. Suggestions of programs and policies to the board
2. Administration of programs and policies
3. Attendance at all board meetings as a non-voting participant, except where the salary, employment, or performance of the Director is to be discussed.
4. The facility and its contents
5. Selection of staff and discharge of their duties
6. Selection and ordering of materials and services.
7. Reports on the financial condition of the library, including the presentation of bills.

## Appendix A: Accident Report

**Adopted: 3/9/2015 Revised:**

To be filled out by staff member or injured party. **Please Print.**

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

Location (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ (work) \_\_\_\_\_ (home)

Description of accident (be as complete as possible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness: \_\_\_\_\_

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

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

Doctor's Name (if needed): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Police Report # (If applicable): \_\_\_\_\_

Action Taken (staff report): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix B: Request for Further Consideration of Library Materials**

Date : \_\_\_\_\_  
Name of person initiating request: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_

Are you initiating this request:  
For Self \_\_\_\_\_ or on behalf of an organization to which you belong? \_\_\_\_\_

If you are making this request on behalf of an organization, please indicate its name.  
\_\_\_\_\_

Title and Author of book or material to be considered:  
\_\_\_\_\_

Did you personally read the entire contents of the book or materials? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are concerned with only a part of the material, please indicate that part.  
Chapter(s) \_\_\_\_\_ Pages: \_\_\_\_\_

What is objectionable about this material?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you believe to be the major theme or idea of this material (be as specific as possible).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you checked reviews or reports on this book by critics or subject specialists?  
\_\_\_\_\_

Is there an age group for which you believe this material suitable? \_\_\_\_\_

Is there anything good about the material? \_\_\_\_\_

What are your recommendations regarding this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## Appendix C: Community Room Application

### Caro Area District Library Application to Use the Community Room

Date of request \_\_\_\_\_

Date of use \_\_\_\_\_ Time of use \_\_\_\_\_

Name of Corporation/Organization/Individual \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone \_\_\_\_\_

Purpose of meeting or program \_\_\_\_\_

Number attending \_\_\_\_\_

By signing this Application, the Corporation, Organization or Individual identified above agrees to indemnify and hold harmless the Caro Area District Library, its agents, employees, officers and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Community Room, its furnishings or equipment by the User or any person attending the User's meeting. The Corporation, Organization, or Individual also agrees to pay for any damage caused by its use of the Community Room. If signing on behalf of a Corporation or Organization, the person signing this Application agrees that he/she has authority to sign on behalf of the Corporation or Organization.

Name of responsible person \_\_\_\_\_

Signature of responsible person \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

## Appendix D: Study Room Application

I have read the policy for the use of the Caro Area District Library Study Room. I will be responsible to see that my group or I adhere to the policy.

Date requested for use: \_\_\_\_\_

Time requested for use: \_\_\_\_\_

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

## Appendix E: Schedule of Fees

**Adopted: New; Revised: 11/14/2022**

Subject	Description	Fee	Fee Cap
Overdue Materials			
	Replacement of lost or damaged items	List price or the accounting inventory price	
Prints, Copies, Faxes	Black and white photocopies or printer pages	\$0.10 per page	
	Color photocopies/Color printer pages	\$0.25 per page	
	Faxes received at library	\$1.00 per page	
	Faxes sent from library (local and toll-free numbers)	No charge	
	Faxes sent from library (non-local and long distance)	\$1.00 per page	
Library Cards	Resident & Resident minor child, Caro Community Schools instructor	No charge	
	Non-resident (6 months)	\$15.00	
	Non-resident (1 year)	\$30.00	
	Non-resident minor child (w/ paid adult)	\$5.00	
	Replacement of lost library card	\$1.00	
Meeting Room	Use extending outside library hours	\$20.00 per hour	
Miscellaneous	Maximum outstanding fee limit	\$10.00 or lost item fee	
Credit Card	Minimum charge amount	\$1.00	
Exam Proctoring	Fee per scheduled proctored test	\$5.00	



## Appendix F: Technology Lending Agreement

**Adopted: 9/14/2020 Revised:**

Please read the following terms and conditions for borrowing laptops and mobile hotspots from the Caro Area District Library, and sign below.

- Hotspot checkout is limited to one per household (per device) at any given time. Any returned device must remain in the Library for 24 hours before a patron, or another patron living in the same household, may check it out again. Patrons may not coordinate returns so that another patron is guaranteed an available device for checkout.
- Any use of a hotspot for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- Patrons may call the library to request a reserve on a device. Patrons will be notified by telephone when their device is available, and will have until close of business the next day to pick up their device. If it is not picked up, the hold will be cancelled. Reserves cannot be placed for a specific time period.
- If a mobile hotspot is more than one day overdue, wireless service will be suspended on the device rendering it unusable.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of a borrowed device, connection of the device to other electronic devices, or data loss resulting from use of device.
- The Library reserves the right to charge the borrowing patron's account for the cost of repairing or replacing a damaged device at the Director's discretion. Borrowing patrons will not be held liable for damage that the Library judges to be the result of normal wear and tear.
- Borrowing patrons will be charged for the cost of replacing a lost device.

I understand I am responsible for any misuse, damage, or loss of Library-owned devices that I check out, and I agree to the terms and conditions in this Technology Lending Agreement.

\_\_\_\_\_

Name (Please Print)

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Signature

\_\_\_\_\_

Date