

Policy Document of the Indian River Area Library

PREAMBLE: MISSION STATEMENT

The Indian River Area Library actively addresses changing community needs by providing current, accessible materials and information services for children and adults in a professional and helpful manner.

The Indian River Area Library supports the principles of intellectual freedom as set forth by the Freedom to Read Statement as revised on January 28, 1972 by the American Liberty Association and in the Library Bill of Rights as amended January 23, 1980 by the American Library Association Council.

The Indian River Area Library will maintain an open-minded attitude toward new methods and improvements for better service and seek to avoid a static condition of satisfaction with things as they are, continually working to improve library services.

The Indian River Area Library Board recognizes the necessity of the integration of the public library into the total community structure and of its generous cooperation with other agencies and organizations working for the public welfare.

The Indian River Area Library Board will review periodically these objectives and, if necessary, revise them in the light of new developments.

PREAMBLE: ANTI-DISCRIMINATION AND EQUAL EMPLOYMENT STATEMENT

The Indian River Area Library will abide by the Civil Rights Act of 1964. It is the express policy of the library that no person shall be excluded from participation in, or be denied the benefits of, or be subjected to, either explicitly or implicitly, acts that may be construed to be discriminatory in regard to an individual's race, creed, national origin, color, sex, age, physical handicap, political partisanship, national citizenship, marital status, or sexual preference. No person shall be subjected to sexual harassment by a staff member while seeking employment or during the course of work at the Indian River Area Library.

ARTICLE VIII: LIBRARY OPERATING POLICY

Section 1. The Library director is authorized to pay line items within the confines of the approved budget. If expenditures exceed the budget, the Library Board must approve such costs.

Section 2. The Library Board is on record in the support of the Director and Trustees affiliating with the appropriate professional association and their activities as deemed necessary.

Section 3. Open hours of operation of the Indian River Area Library shall be as follows:

Tuesday	10:00 a.m. to 8:00 p.m.
Wednesday	10:00 a.m. to 5:30 p.m.
Thursday	10:00 a.m. to 5:30 p.m.
Friday	10:00 a.m. to 5:30 p.m.
Saturday	10:00 a.m. to 1:00 p.m.

Section 4. In order to temporarily change operating hours of the library, the Director shall have the consent of one Board member.

Section 5. The library will close at 5:00 p.m. on Christmas Eve and New Year's Eve. Employees will be paid for regularly scheduled hours.

Section 6. Materials: Lending Policies

A. Any person borrowing books or other materials from the library must have a valid library card. Cards are available free of charge to all residents and residents of Tuscarora township. Non-residents will be charged a fee of twenty-five dollars (\$25.00) for library services for a one year card. The exception to this policy would be Mentor Township, which agrees to pay \$10.00 towards the \$25.00 fee per each household for their residents.

B. The overdue charge is ten cents (\$.10) per day of operation. Any person or group of family members residing in the same household whose fines and/or fees have accumulated to \$5.00 or more, shall be considered a delinquent patron and all family members linked to that address shall forfeit library borrowing and computer use privileges until materials are returned and fines and fees are paid. The suspension remains in effect until charges are paid below \$5.00. A parent with a card but not in good standing could sign their child up for a card, but that card will not be usable until the fines/fees on the entire family's account are paid.

C. The due date for materials shall be three weeks.

D. The borrower is responsible for all books and other materials checked out on his/her card. Failure to return, replace or reimburse for delinquent materials will result in library privilege forfeiture. A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established reasonable limits, that person takes unfair advantage of the community as a whole.

E. A first notice will be sent after the material is overdue two weeks. If the material is not returned within the designated ten (10) week period, with five consecutive reminder notices, the Michigan Penal Code 750.364 regarding "larceny from libraries" will be utilized to regain library materials.

F. If the material is not returned, a bill will be sent for the material (s) and a service charge for cataloging and full cost of collection procedures. In this instance an overdue fee is not charged to the patron.

G. Patrons placing materials on reserve will be notified by telephone when the materials are available. The materials must be claimed on or before the date stated over the telephone. Said date shall be four library days from date of notification. If not, the materials will be offered to the next person on the reserve list or, if no one is waiting, they will be returned to the circulation collection.

Section 7. The Indian River Area Library accepts gifts of money, books, videocassettes, periodicals, and the like with the understanding that the library may do with them as it sees fit. Gifts of materials may be added to the library collections subject to the same principles and standards of selection as are applied to all materials added to the library's collection. The library will try to comply with the wishes of the donor of a gift, but it reserves the right as conditions change to assign any of its materials wherever the need is greatest. Any books, new or used, donated to the library will be acknowledged by written receipt with no value assigned. The library cannot evaluate materials for tax purposes. IRS regulations do not permit this. The library will give the donor a receipt stating how many hard cover books and how many paperback books have been donated. Receipts issued in specified dollar amounts will be solely for cash donations.

Section 8. The records of the Indian River Area Library are confidential in nature and said records shall not be made available to any agency, whether State, Federal or Local government. The library will resist the issuance of enforcement of any process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Section 9. Library Board Public Hearings

- A. Notice of a public hearing will be posted eighteen (18) hours in advance.
- B. Cards will be available to fill out for those who wish to speak.
- C. Each card registrant will have three minutes to speak.
- D. The library board will only take testimony and will not make a decision at the hearing. The board is not obligated to answer questions during the hearing.
- E. The public may speak only when called on. Infraction of this rule will be considered "breach of the peace" and be considered grounds for eviction.
- F. Each person only has one turn to speak. Speaking is also limited to one (1) person for an organization.
- G. The board chair conducts the meeting and is supported by the other elected board members.
- H. Hearings will be tape-recorded and/or videotaped to ensure an accurate record.

Section 10. Interlibrary Loan

- A. Requests for special materials through interlibrary loan procedures will be processed within the week. The patron must be prepared to pay any fees that may be charged by the lending library, photocopying, charges, and mailing costs. These fees are payable upon receipt of item.
- B. Materials should be returned by the due date indicated. Due dates are established by the lending institution. An overdue fine of ten cents (.10) per day is charged for overdue items. Renewals are not permitted. Items must be returned and re-requested after two weeks.
- C. The patron agrees upon acceptance of interlibrary loan materials to return the materials in good condition and on time. Failure to do so will incur a fine of \$0.50 per day.
- D. The Library agrees to interloan materials to MEL libraries.

LIBRARY CARD REGISTRATION

The Indian River Area Library issues resident (free) and non-resident (fee) library cards.

Definition of RESIDENT:

- a. Resides in Tuscarora or Mentor (1 card per household) townships, or
- b. Is a student attending a school located in the Inland Lakes School District and resides in the District at an address which may or may not be the student's permanent address, or

c. Is a K-12 student enrolled in a school within the boundaries of the Inland Lake Public School District, but resides outside the District.

Requirements to obtain a free (resident) library card:

- a. Must fulfill requirements of resident (see a.b.c. above)
- b. Must present positive proof of residence address.

TO OBTAIN A FREE LIBRARY CARD RESIDENT , OR APPROPRIATE RESPONSIBLE PARTY MUST PRESENT ONE OF THESE ITEMS SHOWING HIS OR HER CURRENT RESIDENCE (STREET) ADDRESS:

Driver's License Checkbook with name and address imprint

Current tax receipt Voter registration card

Michigan ID card from the Office of the Secretary of the State

c. Must complete and sign registration form. A second or local business address is required if temporary/seasonal resident.

d. Parent or guardian must sign a "Release of Minor Child's Library Records" per section 3 of the Michigan Library Privacy Act, MLC 397.601 for a child under sixteen (16) years of age. No library card shall be issued to any minor person under the age of sixteen (16) years without the prior written consent and acceptance of responsibility and liability for any and all fines, losses or assessments against the library card requested to be issued by such minor person's parent or legal guardian.

e. P.O. Box address may be used on library card, but residence address must be given on registration form.

f. Institutions with offices within the township limits. These cards are institutional cards and should be requested in writing on official letterhead. This category includes businesses, schools, churches and other organizations. Application for an institutional card should be returned with a written request on official letterhead addressed to Indian River Area Library, P.O. Box 160, Indian River, MI 49749, and signed by the officer who will assume responsibility for any loss or damage to library material. The card will be issued jointly in the name of the institution and the official applying. Applicants should include a statement to the effect that the card is requested for institutional use and not for personal use by any employees.

g. Any non-resident student attending the Inland Lakes Schools, or any private or parochial school in the service area provided that a card issued pursuant to this section shall be usable solely by the non-resident student to whom it is issued. To obtain issuance of a card under this section the parent or legal guardian of the non-resident student requesting issuance of a library card shall be required to consent in writing to said issuance and to accept responsibility for any and all fines, losses or fees assessed against said card. Non-resident student card shall be valid for length of school year.

Definition of NON-RESIDENT:

- a. Resides outside the boundaries of the prescribed townships.

Requirements to obtain a fee-paid NON-RESIDENT library card:

- a. Must present positive proof of residence (street) address on one of the following:

Drivers' license/Checkbook with name and address imprint
Current tax receipt
ID card from the relevant Office of the Secretary of State.

b. Must pay fee, \$25.00 for a year card or \$15.00 for a 6 month card. If family, must list names of family members (immediate family living at applicant's resident address) at time of registration. Applicant (fee payer) is responsible for all use of card. This card entitles the holder to all the library's services.

c. Applicant must complete and sign registration form.

d. Requirements (d) and (e) for RESIDENT also apply to NON-RESIDENT.

EXPIRATION DATES:

a. Resident: four 4 years

b. Non-Resident: one 1 year or 6 months

c. Student: 1 year

In order to renew a library card, all patrons must produce identification and must clear all outstanding fines and bills.

H. Applicants for a new library card may check out two items the day they fill out forms for a new card. The card will then be mailed to the patron. On their second visit, with their valid card which they have received in the mail, patrons may check out as many items as they wish up to the maximum.

LOST OR FOGOTTEN CARDS:

Persons are responsible for all materials borrowed on their card and agree to abide by library lending rules and all policies and regulations. If a person loses his/her library card, there is a \$2.00 charge for replacement. Lost cards should be reported immediately.

Any patron, adult or juvenile, who presents material for checkout but cannot present a library card because it has been forgotten will not be allowed to check out materials. However, the library will set aside said materials until he/she returns with his/her library card. Materials will be held for four working days.

MESSENGER PICKUP:

Patrons may call the library to request specific material. This material will be reserved/held if available.

Any library material may be picked up by a messenger. The library must be notified that a messenger will be picking up material and the messenger must bring the patron's library card.

FAX SERVICE:

A charge of \$1.50 (one dollar) for the first page and \$0.50 (fifty cents) for each additional page will be assessed for sending or receiving faxes.

INDIAN RIVER PUBLIC ACCESS POLICIES

The Indian River Area Library provides public access to the Internet in keeping with its role as a source of information, intellectual development, and enrichment for the community. Internet access is provided to enable the library to offer information to patrons beyond the library's collection, enhancing our existing collection in size and depth. As such, the Internet access is for research, information resources and word processing only. Users may not play games, engage in electronic discussion groups (unless done on assigned workstation) or download and save files on the computers.

Users may not use their own software programs on the computers. This will help prevent computer viruses that are common on public computers.

E-mail is allowed on one designated terminal only. You'll need a current Indian River Area library card clear of any fines. If you are not a card holder, staff can bypass that requirement. Users under 16 must be with a parent or guardian. There is a one hour limit per day. If there is no one waiting for a computer, patrons may stay on longer

Users agree to not incur any costs to the library through access to fee-for-service information providers.

The Library reserves the right to suspend or terminate patron access to the Internet or other network services without prior notice at anytime. Violations of the law, such as destruction or damage to equipment, software, or data belonging to the Library or other users will be dealt with in a serious and appropriate manner.

To use a computer, you must have a general understanding of computers and applications. The Library staff may not have time to train you in using programs. There are tutorials for most of the software loaded in the computer.

A printer is available for printouts. Prints are \$.20 per page. Color prints are \$.50

Since the Internet is a global electronic network, the Indian River Area Library cannot be responsible for the content. The Internet and its available resources may contain material of a controversial nature. The library does filter Internet access to adult/mature content and pornography. However, it is not responsible for the availability or accuracy of information accessed from remote sites. Patrons must accept responsibility for the content of their Internet searches.

The Library upholds and affirms the right of every individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents to determine and monitor their children's use of all library materials and resources.

Parents of minor children are advised to assume responsibility for their children's use of the Internet through the library's connection. In order to meet the requirements of Act No. 212 Public Acts of 2000, filed with the Secretary of State on June 27, 2000 the Indian River Area Library will "utilize a system or method that is designated to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors." This method will be a designated Internet station located where it can be easily monitored by staff and/or volunteers for explicit matter that is harmful to minors (anyone under the age of 18 years). This is a good faith effort to comply with this public act. Parents are encouraged to work with and supervise their minor children's Internet sessions, as this is the best protection available.

WIRELESS ACCESS GUIDELINES

Free wireless Internet access is available for mobile devices 7 days a week.

The Indian River Area Library offers this "WiFi" network access to the Library's Internet service for properly equipped laptops. Use of the Internet in the Library constitutes the customer's acceptance of the Library's Public Internet Use Policy, using it in a safe and responsible manner. Please read the policy before accessing the network.

The Library's wireless network is unencrypted, thus not secure and is an open network. The Library cannot guarantee the safety of traffic across its wireless network. Information sent to and from a wireless device using the Library's WiFi network may be captured by anyone else with a wireless device and appropriate software due to the nature of broadcasting over radio waves (usually within 300 feet). It is strongly advised that personal, financial or otherwise sensitive information not be transmitted through the wireless network. Responsibility for the safety and security of an individual's data files, computer or other wireless device configurations and all personal equipment rests with the individual and will not be assumed by the Library.

Virus, security and privacy protection are not provided by the Library. The Library is not responsible for damage, theft or loss of personal property or software used in the Library. Additionally, the Library is not responsible for supplying electrical power for customer equipment and access to the Library's electrical outlets is limited. The customer is responsible for supplying their own charged batteries.

Wireless network users will not be able to use the Library's printers to print documents.

Due to liability issues, the Library staff is not able to provide technical assistance (configure customers' laptops or portable electronic devices, install software, etc.), and there is no guarantee that customers will be able to make a wireless connection.

The Library's WiFi is available during Library hours. We ask you to not block aisles, exits or access to printed Library materials.

Signal strength may vary throughout the Library and we cannot guarantee Internet speed or quality of connection. Please move to a different location within the Library if you are having trouble securing a connection or staying online. The Library reserves the right to terminate any wireless activity that adversely impacts the network's performance. Preference will be given to the Library's workstations.

The Library's wireless network may not be used for any illegal or criminal purposes or in an unethical manner (hacking; spamming; violation of computer system security; use of computer communications facilities in ways that interfere with, or impede computer use of others; intentional violation of another customer's privacy; displaying information with the intent of being disruptive or offensive to others).

Violations of the Library's Wireless Policy will be dealt with in a serious and appropriate manner including but not limited to loss of WiFi and Internet privileges. Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities

Article VIII : Amendments

Section 1. These by-laws may be amended at any regular meeting of the Library Board with a quorum present, providing that the amendment was stated in the call of the meeting.

Revised September 20,2016