

SHELBY AREA DISTRICT LIBRARY POLICIES

PURPOSE STATEMENT

The Shelby Public Library was organized by a vote of the people of the Village of Shelby in 1907. The Library's purpose is to provide the people of the community and outlying service areas with educational, informational, cultural, and recreational materials. The Library will seek continually to identify community needs, to provide services to meet such needs, and to cooperate with others to provide programs or services to meet community needs.

LIBRARY USAGE

The Shelby Area District Library is open to all. To obtain a library card, a patron must fill out an application form at the circulation desk. If a patron is under 18 years of age, a parent signature is required. Library cards are not issued to children 8 years old and younger.

ACCESS TO MATERIALS REGARDLESS OF AGE

As it is contrary to the Library's primary function of providing access to library materials by individuals regardless of age, race, religion, national origin or social and political views. The Library Board believes that it is the parent's responsibility to oversee the child's choice of reading materials. The Library staff reserves the right to screen checkouts to minors in extreme cases.

LOAN PERIODS

Library items are checked out for three weeks. Current magazines, items in the Library's Local History Room, and reference books are not able to be checked out, but may be photocopied by a library staff member at the library's discretion.

RENEWALS

All items may be renewed for a three week checkout unless there is a waiting list for the item. Renewals may be done at the circulation desk or by phone.

RESERVES

Reserves can be placed on any circulating item in the library. Reserves may be placed at the circulation desk, by phone, or online.

OVERDUES/NOTICES

The due date that is stamped in every library item is your first notice. Second notices are in the form of courtesy calls which are placed after an item has been overdue for one week. Bills are sent out after an item has been overdue for three weeks. The Library Director reserves the right to limit the amount of library materials being checked out if the patron habitually returns books late, doesn't return books, has too many items checked out at one time, or has a large fine.

LIBRARY FINES

Patrons will be charged fines for items returned after the due date issued. Fines are not charged on Sundays or on days the Library is closed. Fines are 10 cents per day per item with a \$10.00 maximum. Patrons with fines of \$5.00 and above will not be able to check items out until fines have been paid. Patrons are responsible for replacement costs if an item is damaged or lost. The Shelby Area District Library may accept replacement copies. Any replacement books must be in new or like-new condition, with no damage, highlighting, underlining, etc. of any kind. The replacement book must be either the same edition of the lost book or a more recent edition. The Library Director must approve the replacement copy.

LIBRARY PATRON FILES

Patron information regarding name, address, and phone number may be used by staff for library use only. Patron files which have been inactive for 3 or more years will be deleted.

MATERIALS SELECTION

Materials selection goals include the advancement of knowledge, the education and enlightenment of the people, and the provisions of recreational reading. Books will be chosen and purchases made taking into consideration the Library Bill of Rights affirmed by the American Library Association. The following quotation from the Bill of Rights states the guidelines followed when materials are selected.

“As a responsibility of library service, books and other reading matter should be chosen for values of interest, information, and enlightenment of all people of the community. In no case should any book be excluded because of race or nationality or political or religious view of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times—international, national and local; and books or other reading material of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.”

The Library Board believes that book selection, the key to a good library, requires the highest professional and critical talents available. Reviews from reliable selection tools will be used for purchase of library materials by the Library Director.

REQUEST FOR RECONSIDERATION OF MATERIAL

In the case of a patron's request for removal of material from the library collection, the librarian involved at the time of the complaint will listen to the patron in a concerned manner, but “will not attempt to defend the material.” The patron will be given the *Request for Reconsideration of Library Materials* form. This form is to be filled out by the patron and returned to the library. No objections will be considered until this procedure is followed. Upon receiving the request form, the Library Director will review the form and make a decision. The Director's decision can be appealed to the Library Board, who will make the final decision.

WITHDRAWAL OF LIBRARY MATERIALS

Materials purchased and placed in the library collection may over time lose their value to the collection and library users. Library materials need to be continually evaluated for their usefulness and may be “de-selected” under the following guidelines:

1. Materials are physically damaged or worn out.
2. Information contained in materials may be inaccurate or outdated.
3. Duplicate copies of titles may no longer be needed.
4. Materials have not circulated for a designated period of time.
5. Physical limitations of space available.

All library materials withdrawn will be removed from the library’s records and clearly marked as withdrawn.

Worn out or outdated materials may be replaced by new materials, either in the same format or in a different format. Different titles may be substituted if exact replacement is not possible. Not all withdrawn materials are replaced.

DISPOSAL OF WITHDRAWN MATERIALS

Withdrawn materials will be placed in the Library’s ongoing book sale and/or donated to the Friends of the Library for their annual book sale. They may also be donated to other libraries or to non-profit or governmental organizations such as child care centers, senior centers, detention facilities, etc.

LIBRARY PRIVACY ACT

The Library Privacy Act defines a library record as “a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific materials from a library.” (MCL 397.602B) This act states that library records may not be disclosed by the Library except to the patron identified in the record or by a court order.

PUBLIC RELATIONS

Some primary public relations goals of the Library are to promote understanding of the Library’s objectives by all members of the community and surrounding area and to create active participation in library services by people of all ages.

The Board recognizes that “public relations” involves every person who has any connection with the library. The Board urges its own members and every staff member to realize that he or she represents the library in a very public contact. Good service supports good public relations.

GIFTS

The Library will evaluate all gifts for selection or rejection in accordance with the terms of the Library’s stated purpose and with the understanding that the Library Director has the authority to make whatever disposition he or she deems advisable.

Gift subscriptions will be treated like gift books with acceptance based on the Library’s Materials Selection Policy.

The Library does not appraise gifts. Appraisal of gifts to the Library for income tax or other purposes is the responsibility of the donor. The acceptance of a gift which has

been appraised by a third party does not imply an endorsement of the appraisal by the Library. The Library will give a receipt to the donor upon request indicating the number of materials donated, but not the value of the materials.

LIBRARY EQUIPMENT POLICY

The Library's copy machine and computer printer are provided for public use. Fees will be .15 cents per page and .20 cents per double sided page, for all paper sizes. Color copies are 25 cents per page and .35 cents per double sided page. Patrons may provide their own paper—charge for copier/printer use is .05 cents per side. Discount does not apply to color copies.

The Library's fax machine is provided for public use. Fee is \$1.00 per page to send (not to exceed \$25.00), .15 cents per page to receive. Any faxes received at the library will be held for one week, after which time the library reserves the right to shred unclaimed faxes.

The Library's laminating machine is provided for public use. Fee is .75 cents for a badge size, \$1.50 for letter size, and \$2.00 for legal size.

Patrons will be allowed to use the Library's phone for calls in the instance of an emergency. Minors are only allowed to use the Library's phone to call for a ride.

INTERLOAN POLICY

Interlibrary loan service is provided and encouraged in order to give patrons access to materials not owned by Shelby Area District Library. Interlibrary loan service is provided at no charge to patrons who are residents of the district library's service area. Non-Resident/Michicard patrons must use interlibrary loan services at their issuing library. The Library staff reserves the right to block a patron from using interlibrary loan (including MeLCat) services. A parent must place an interloan request for a minor.

MILIBRARY CARD BORROWER POLICY

MILIBRARY borrowers may borrow materials from the Shelby Area District Library's collection and use other services available in the Library. Interlibrary loan privileges are only available to MILIBRARY borrowers through their issuing library.

LIBRARY RULES OF CONDUCT

Patrons shall be engaged in activities associated with the use of the library while in the building. Patrons not engaged in reading, studying, or using library materials and library computers may be asked to leave the Library.

The Library requires all library patrons to conform to acceptable standards of hygiene and cleanliness in order to prevent the disturbance of other library users and their enjoyment of the library. A library patron who displays a lack of bodily hygiene or whose odor initiates a complaint from or unduly interferes with the other patrons' and/or staff members' use and enjoyment of the library shall be asked to leave the library until they can meet acceptable standards of hygiene and cleanliness. Lack of hygiene includes offensive body odor, open runny sores, lice infestation, or unclean clothing, hands or feet which may soil, stain, deface or damage Library property. When such

problems are corrected, the patron may re-enter the library. The Library also requires patrons whose perfumes or other scents may trigger allergic reactions to refrain from wearing such scents in the future.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging or destroying library property.

Any patron displaying any of these behaviors will be instructed to leave the library immediately. Police will be called and appropriate legal action will follow. In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advanced warning or prior suspension.

The following behaviors are also prohibited:

- Using harassing or insulting language.
- Leaving children under the age of eight (8) unattended by a parent or authorized adult.
- Blocking library entrances or exits, with bicycles, strollers, etc., or leaving animals unattended on Library property.
- Participating in any activity in the library or at public entrances/exits which interferes with any person's comfort or safety.
- Entering library with animals other than service animals authorized by law.
- Entering library with bicycles (a bike rack for public use is located on the south side of the Library building).
- Riding skates, roller shoes, scooters, skateboards, or other similar devices.
- Eating or drinking in the library (except during specifically permitted events).
- Smoking inside the library and anywhere on library property (smokers must refrain from littering with cigarette butts). This also includes electronic cigarettes and vaporizers.
- Possessing, selling, distributing, or consuming any alcoholic beverage, illegal drug, or drug paraphernalia.
- Unreasonable use of rest rooms, including laundering, bathing, and shaving.
- Failing to wear shirt/top, pants/skirt, and shoes.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including but not limited to excessive screaming or crying, using electronic equipment or mobile telephones at a volume that disturbs others (mobile telephones must be set to vibrate while inside the library and calls must be taken outside).
- Carrying weapons of any type, except officers of government jurisdictions or individuals with a lawful permit.

- Petitioning, soliciting or selling merchandise or services without permission from the Library Director.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to use Library computers.
- Refusal to follow reasonable direction from Library staff, including but not limited to leaving the Library during normal closing procedures or during an emergency evacuation.
- Interfering with the library staffs' 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.
- Any use of library facilities, computers, or other equipment to engage in illegal or criminal activities or to avoid detection by law enforcement of such activities on the user's own personal electronic equipment, such as the distribution of child pornography and/or other illegal behavior.

Any patrons displaying these behaviors will be addressed in the following manner:

- FIRST VIOLATION: Initial warning, given copy of Library Rules of Conduct.
- SECOND VIOLATION: Library privileges suspended for one day.
- THIRD VIOLATION: Library privileges suspended for seven days.
- FOURTH VIOLATION: Library privileges suspended for up to one year.

Persons whose library privileges are withheld for more than 30 days pursuant to the above rules may appeal to the Shelby Area District Library Board of Trustees by appearing in person during the Public Comment portion of the agenda at a special or regularly scheduled Board meeting. This appearance must be within sixty days after the Library's notice withholding privileges. The Board shall hear the appeal and respond in writing within 10 days.

Any criminal activity, including theft or vandalism of Library property, shall be immediately reported to law enforcement officials.

DISPLAY CASES

The Shelby Area District Library welcomes collections to be displayed in their locked display cabinets. Collections are displayed for one month. The collection owner is responsible for setting up and taking down the display. Collection owners are allowed to display a sign with their name and contact information with the collection. Individual items are not allowed to be marked for sale if they are displayed in the library's cabinets. The library is not responsible for lost or stolen items in or around the display cases. The Library Director reserves the right to approve of all collection items or their appropriateness.

FINANCIAL POLICY

The Library's funds are deposited in the Shelby State Bank in the Library's own fund account. The Library receives interest on all library monies with total control of the monies legally belonging to the Shelby Library Board.

The annual operating budget is drafted by the Library Director and presented to the Library Board at the January meeting. After careful review and additions and changes by the board have been made, the budget is then approved at the February meeting prior to the end of the fiscal year. Expenditures for normal operating expenses may be handled by the Library Director as approved in the annual budget. Unusual expenditures that are not covered in the approved budget must be discussed with and approved by the Board prior to expending the money.

Orders for books, supplies, and equipment are placed by the Library Director. Upon receipt of goods and approval of the Library Director, invoices are then paid with checks written by the Library's Fiscal Officer and signed by two individuals (Fiscal Officer, Library Director, Library Board signatory).

Policies were amended and approved by the Board pending further review on February 25, 2014.