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# **1. Library Mission and Objectives**

The Dorr Township Library's mission statement is: Reading, Learning, Sharing, Creating. This statement reflects our commitment to expanding knowledge, in our community and in ourselves.

To provide materials and services to help our community meet their personal, educational, cultural and professional needs. Special emphasis is placed on supporting students at all academic levels and on stimulating young children's interest and appreciation for reading and learning. The library serves as a learning and educational center for all residents of the community.

Our objectives will give us a road map to meet our mission statement and provide for our community.

The Dorr Township Library will be a multi-media facility providing as varied a selection of materials and information as financing permits for residents within the designated patron area. These services will also be available to patrons of libraries with which the library has reciprocal agreements and Michicard holders. Contracted service areas will be provided services; however, those services may vary from the non-contracted patron areas.

The task of the staff and board is to provide for the literary tastes of the citizenry, to make reference and research materials available, to aid in the enrichment the personal lives of its patrons, and to make other programs of interest available.

The library shall make every attempt to encourage children in their pursuit of knowledge and in gaining rewarding experiences through books and other media.

The principles of intellectual freedom shall be respected by the library in accordance with the Freedom to Read Statement as revised on January 16, 1991 by the American Library Assoc. Council and in the Library Bill of Rights as amended January 23, 1980 by the American Library Assoc. Council. In adhering to these principles the following items must be considered:

- The freedom of individuals to learn about controversial issues and arrive at their own decisions.
- It is not a proper function of the library to promote particular beliefs and views to censor the interest of its patrons.
- Promoting particular beliefs and views or censoring the interests of patrons is not the proper function of the Library.

The Director and Board shall periodically review the policies and objectives of the library to provide any needed changes.

## **2. Library Materials and Services Policies**

### **a. Freedom to Read**

- It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
- Publishers, librarians and book sellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own

political, moral or aesthetic views as a standard for determining what books should be published or circulated.

- It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
- There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents or to inhibit the efforts of writers to achieve artistic expression.
- It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
- It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
- It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

NOTE: "Books" as used in this statement include all kinds of materials acquired for library use.

- Issued May 1953 by the ALA and the Association of American Publishers

Adopted by the ALA Council June 25, 1953; revised January 28, 1972

### **b. Freedom to View**

- The following statement was adopted by the Intellectual Freedom Committee, American Library Association, June 1979.
- The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:
  - o It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
  - o It is in the public interest to provide for our audiences films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
  - o It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
  - o It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

### **c. Library Bill of Rights**

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

- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Adopted June 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.

#### **d. Collection Development Policy**

##### **i. Selection Policy**

- The selection policy of the Dorr Township Library supports the general mission of the Library, the *Library Bill of Rights*\* and the *Freedom to Read Statement*\*.
- All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.
- The Library will:
  - o Provide a collection that anticipates the needs and numbers of potential users. Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collection. Consider the availability of the same, or similar, materials in other libraries or agencies. Consider the need for all subjects covered and viewpoints expressed. Consider the effect that subjects and viewpoints selected have on developing a balanced collection. Consider the appropriateness to scope of the collection as it is developed.
- Selectors will consider these characteristics when selecting:
  - o Literary or stylistic quality. Reputations, qualifications, and significance of author, producer, or publisher. Accuracy, currency, timeliness, and validity. Importance and uniqueness. Physical quality and effectiveness of format. Appropriateness of format to subject. Cost, as measured against competing materials on the same subject. Suitability for intended audience.
- \*As adopted by the Council of the American Library Association

##### **ii. Interlibrary loan**

- Interlibrary Loan (ILL) services at the Dorr Township Library assist card holders in obtaining library materials which are not available in the library's own collection.
- The ILL resources of the Dorr Township Library include Lakeland Library Cooperative arrangements and an extensive state-wide network of public, academic and special libraries available through MeLCat. Access to this service will be provided in the most convenient manner possible for patrons online or in the library.
- Costs and Fees: Interlibrary Loan Services are provided as a service to cardholders of the Dorr Township Library. Overdue fines on ILL materials are in accordance with the Library's Circulation Department

policy. Replacement costs for unreturned and damaged ILL materials are determined by the lending institutions

iii. Request for reconsideration of materials

- The Dorr Township Library will support the Library Bill of Rights and the Freedom to Read. Should any patron of the Dorr Township Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director on a form provided for this purpose. The complainant must be properly identified before the request is considered. No action will be taken before the complaint is brought before the Library Board. The Board shall: consider the specific objections to the material voiced by the complainant, weigh the values and faults of the material as a whole, and issue a written report within ninety days to the Director containing its recommendations concerning the complaint.

## Request for Reconsideration – Dorr Township Library

Please complete this form and return it to a staff member.

Date\_\_\_\_\_

Name\_\_\_\_\_Phone#\_\_\_\_\_

Address\_\_\_\_\_

City/State/Zip\_\_\_\_\_

Library Card Number\_\_\_\_\_

Do you represent: ☐ yourself ☐ an organization? (check one)

What type of material or service are you commenting on?

☐ Book ☐ Magazine ☐ Library Program ☐ Movie ☐ Music CD ☐ Display/Exhibit ☐ Newspaper ☐ Audio recording ☐ Slide ☐ Internet Resource/Site ☐ Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

Title:\_\_\_\_\_

Author:\_\_\_\_\_

If commenting on a program/display/exhibit what is the title and the date?

Title:\_\_\_\_\_

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

What item/program/display/exhibit are you commenting on?

\_\_\_\_\_  
\_\_\_\_\_

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

\_\_\_\_\_

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.  
Please use the back of this page for further comments if necessary.

iv. Infested Materials Policy

- In cases where an infestation is discovered in returned materials, those materials will be placed in plastic bags and treated individually. In cases where infested materials are discovered in the stacks: the library will be closed, surrounding stacks will be inspected for signs of infestation and all infested materials will be pulled from the shelves for cleaning or disposal. If the infestation is widespread, the library will use a professional cleaning company.

e. Circulation Policy

i. Services

- Dorr Township Library employees assist patrons in getting a library card, renewing and updating their library card, or understanding fines/fee/or other notations on their cards. Patrons are allowed one replacement card for free each year. Additional replacement cards will be \$1.00 each. Lost or stolen cards must be reported as soon as the loss is noticed. Any fines incurred on that card prior to the report will be the responsibility of the patron to whom the card belongs.
- Juvenile (under age 18) registrations must be signed by a parent or guardian. Signatures indicate an acceptance of responsibility for:
  - o supervision of the child/ward's choice of material,
  - o use of all library resources including access to the Internet,
  - o return of all materials when due, and
  - o all losses and damages to materials and equipment borrowed.
- Dorr Township Library participates in the Michicard statewide library card program for the circulation of print materials and recorded books to Michicard holders.
- The Dorr Township Library will assist patrons in finding materials that are available for loan when those materials are not available in the building. As a member of the Lakeland Library Cooperative, Dorr Township Library patrons have borrowing privileges at any other member library. However, materials borrowed and not inter-library loaned must be returned to the library they were borrowed from. In addition, Dorr Library card holders have access to MelCat materials which is a state wide inter library loan service provided by the Library of Michigan.

ii. Audio/Visual Material/Books

- All the Dorr Township Library's Books, Audio books (CD) and story books (CD and books) will lend for 3 weeks. DVDs will lend for 1 week with a \$1.00 a day fine for late returns. Books will have a \$0.15 a day fine.

-

iii. Makerspace Kits

Makerspace Lending Policy and Agreement

**Guidelines for Borrowing and Use**



- Dorr Township Library patrons using a Makerspace Kit or our Makerspace agree to indemnify and hold harmless the Dorr Township Library, Dorr Township, and its agents and representatives from any and all suits, actions, claims or demands of any 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 Makerspace Kits or Makerspace.
- Makerspace kits can only be checked out from and returned to the circulation desk. They cannot be returned in the bookdrop. A \$5 fine will be imposed for an Makerspace kit returned in the bookdrop. Some Makerspace kits may only be used in the library.
- Borrowing is restricted to Dorr Township Library residents who hold a valid Dorr Township Library card. Kits may be requested from the Hopkins District Library and checked out at the Dorr Township Library (the same rules apply to these kits).
- A valid Dorr Township Library card must be presented the first time a patron signs the lending agreement form and checks out a Makerspace Kit or uses on in the library. After that, patrons can check out or use any Makerspace kit if they do not have their card, but they must show proof of identity. Borrowers must use their own card.
- Borrowers must be at least 15 years old. Parents or legal guardians may check out or use Makerspace kits for patrons under 18; the adult assumes responsibility for the device.
- Borrowers must read, understand and sign the borrowing agreement in the presence of a library staff member.
- Makerspace kits circulate for 3 weeks and can be renewed if there are no other holds on the device.
- Borrowers may not alter software or settings or add or remove anything from the Kits. Makerspace Kits will come with additional consumable materials such as yarn which need not be returned to the library.

### **Fines and Liability**

- Fine for late return is \$1 per day for a maximum fine of \$10. A borrower will be sent a bill for the replacement cost for a Makerspace Kit not returned 20 days after the due date.
- The borrower will pay replacement cost for damaged or lost Kits or accessories. Replacement values vary per Kit but will include: the device, power cord, case, tool et, pouch for circulating and tag, individual tools, instructions, etc.

### **Proper Care and Use**

- Some Makerspace Kits contain electronic devices. As with all electronic devices, use care when handling. Screens will break if dropped onto hard surfaces and internal mechanisms may be damaged. If damage is detected, you will be charged to replace the unit.
- Make sure that all tools are in the case when you return the Makerspace Kit to the library and in good condition.
- Keep kits in the condition you would want to check them out in. Clean tools if needed before returning to the library.

## Makerspace Kit Lending and Use Agreement

I agree:

- To follow the lending guidelines stated above.
- To pay overdue fines for any Makerspace Kit returned late.
- To pay full replacement cost for any Makerspace Kit or accessories that are lost, stolen, not returned or returned damaged.

I have read the entire document and my signature indicates my agreement to abide by the lending policy.

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

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

Library Card Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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

Makerspace Kit Barcode: \_\_\_\_\_

### iv. E-Readers

#### E-Reader Lending Policy and Agreement

Dorr Township Library

#### Guidelines for Borrowing and Use

eReaders can only be checked out from and returned to the circulation desk. They cannot be returned in the bookdrop. A \$5 fine will be imposed for an eReader returned in the bookdrop. Borrowing is restricted to Dorrr Township Library residents who hold a valid Dorrr Township Library card.

A valid Dorrr Township Library card must be presented the first time a patron signs the lending agreement form and checks out a Nook or Kindle. After that, patrons can check out Nooks or Kindles if they do not have their card, but they must show proof of identity. Borrowers must use their own card.

Borrowers must be at least 15 years old. Parents or legal guardians may check out eReaders for patrons under 18; the adult assumes responsibility for the device.

Borrowers must read, understand and sign the borrowing agreement in the presence of a library staff member.

eReaders circulate for 3 weeks and can be renewed if there are no other holds on the device.

Borrowers may not alter software or settings or add or remove anything from the device's internal storage. eReaders will come preloaded with ebooks. Borrowers will not add or remove books from the eReader.

### Fines and Liability

Fine for late return is \$1 per day for a maximum fine of \$10. A borrower will be sent a bill for the replacement cost for an eReader not returned 20 days after the due date.

The borrower will pay replacement cost for damaged or lost eReaders or accessories. Replacement values vary per eReader but will include: the device, screen protector, case, power adaptor, pouch for circulating and tag.

### Proper Care and Use

As with all electronic devices, use care when handling. eReader screens will break if dropped onto hard surfaces.

Immersion in liquids will ruin eReaders.

Borrowers may not alter software or settings or add or remove anything from the device's internal storage. Do not attempt to download eBooks from Overdrive or other websites.

### **eReader Lending Agreement**

I agree:

To follow the lending guidelines stated above.

To pay overdue fines for any eReader returned late.

To pay full replacement cost for eReaders or accessories that are lost, stolen, not returned or returned damaged.

I have read the entire document and my signature indicates my agreement to abide by the lending policy.

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

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

Library Card Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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

Device Barcode: \_\_\_\_\_

- Passed by Dorr Township Library Board on May 12, 2014

v. Fines

1. Late fines (per day)

Books	.15
Magazines	.15
DVD	1.00
Audio Books/Story Books	1.00
Makerspace Kits	1.00
E-Readers	1.00

2. Damaged Material fines

Book/Magazines		
	Water damage	\$1 – cost of book
	Animal damage	\$1 – cost of book
	Cut/torn pages	\$.50 – cost of book
	Writing/highlighting	\$.50 – cost of book
	Lost barcode	\$1
CDs/DVDs		
	Scratched (but plays)	\$1 - \$5
	Scratched (does not play)	Replacement cost
	Broken case/bag	\$1 - \$3
	Lost barcode	\$1
Makerspace Kit		
	Missing tag	\$5
	Missing/damaged contents	Varies depending on kit
E-reader	Missing/broken power cord	\$10
	Missing/broken screen protector	\$5
	Missing/torn tag	\$5
	Missing/torn case or bag	\$15
	Damaged E-reader	Varies depending on reader

vi. Records Privacy Policy

- The Dorr Township Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written

consent of the person identified in the record unless ordered by a court. Accordingly, the Dorr Township Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law.

**f. Reference Service Policy**

- The Dorr Township Library shall collect or provide access to informational resources appropriate to its mission and reflecting the interests of the full spectrum of the population it serves. These informational resources shall satisfy, through content, current format, organization, and quantity a diversity of user needs.
- Staff shall direct the user to possible sources, both in and out of the library, where the information the user requires may be provided. These materials might include books, pamphlets, journals, Internet and electronic sources, service agencies, and professionals in the appropriate field.
- Users of all ages and circumstances are to be treated with equal attention to particular needs. All requests for public information are legitimate. Staff may only provide information, not opinions. Questions should not be answered on the basis of personal experience. It is the staff’s responsibility to provide information in an impartial and businesslike manner even when contrary to personal beliefs.
- Medical, Legal, Financial and Tax Questions
  - o The Library does not provide advice in the areas of medicine, law, finance or taxes. Under no circumstances will a staff member offer advice in medical, legal, financial or tax areas, no matter how commonplace the question seems to be.
  - o Brief definitions and descriptions from authoritative sources will be provided. These sources will be quoted verbatim with no personal interpretation. The patron will be informed of the sources from which the information is taken. Every effort will be made to use authoritative, current online sources when using the Internet.
  - o Specific tax forms and publications will not be suggested. Patrons must know the numbers or titles of the forms they need. If more information is required, the patron will be encouraged to examine the library’s collections or be referred to another source.
- Children’s Reference Service
  - o The Library provides reference service to children and adults working with children in order to promote a more literate public. To fulfill this goal, the Library develops a collection of materials that meets children’s interests and information needs, stimulates their curiosity, and challenges them to greater achievement. The Library also strives to create a pleasant, stimulating atmosphere at the Library, including knowledgeable staff members that make children feel their requests are significant and their presence is welcome. The Library also offers programs and tours that encourage children and their families to come to the Library. Library

staff will cooperate with individuals and groups with similar goals by extending library services into the community and emphasizing contact with children who are in need of literacy support.

- *Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the Library. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.*
- School Assignments
  - Questions related to school assignments are handled in the same manner as any other reference question. With complex school assignment questions, librarians should make tactful suggestions to telephone callers or to parents of students, that the students come into the Library for personal assistance and do their own in-depth research.
- Patron Priorities
  - Staff is expected to exercise good judgment in determining patron priorities. Generally, the public is served on a-first come, first-served basis. Patrons calling the Library are helped in sequence. Callers will be asked if they would like to wait, to call back, or to be called back before being put on hold. Patrons approaching the desk will be informed that they will be helped as soon as possible. If a patron has a time-consuming request, it may be necessary to get him/her started and make sure a follow-up is done to continue the patron in the process.

#### **g. Programming Policy**

- The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:
  - Expands the Library's role as a community resource. Introduces patrons and non-users to Library resources. Provides entertainment. Provides opportunities for lifelong learning. Expands the visibility of the library.
- Ultimate responsibility for programming at the Library rests with the Director, who administers under the authority of the Board of Trustees. The Director utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:
  - Community needs and interests. Availability of program space. Treatment of content for intended audience. Presentation quality. Presenter background/qualifications in content area. Budget. Relevance to community interests and issues. Historical or educational significance. Connection to other

community programs, exhibitions or events. Relation to Library collections, resources, exhibits and programs.

- In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.
- All Library programs are open to the public. A fee may be charged for certain types of Library programs and some programs may be limited in number due to materials fees, the presenter, or space considerations. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.
- Registration may be required for planning purposes or when space or resources are limited. Programs may be held on site at the Library or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
- External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Director.
- The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should address the concern with a Library staff member and/or fill out the following 'Request for Reconsideration form.



## Request for Reconsideration – Dorr Township Library

Please complete this form and return it to a staff member.

Date\_\_\_\_\_

Name\_\_\_\_\_Phone#\_\_\_\_\_

Address\_\_\_\_\_

City/State/Zip\_\_\_\_\_

Library Card Number\_\_\_\_\_

Do you represent: ☐ yourself ☐ an organization? (check one)

What type of material or service are you commenting on?

☐ Book ☐ Magazine ☐ Library Program ☐ Movie ☐ Music CD ☐ Display/Exhibit ☐ Newspaper ☐ Audio recording ☐ Slide ☐ Internet Resource/Site ☐ Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

Title:\_\_\_\_\_

Author:\_\_\_\_\_

If commenting on a program/display/exhibit what is the title and the date?

Title:\_\_\_\_\_

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

What item/program/display/exhibit are you commenting on?

\_\_\_\_\_  
\_\_\_\_\_

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

\_\_\_\_\_

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

\_\_\_\_\_

\_\_\_\_\_

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.  
Please use the back of this page for further comments if necessary.

- Please see #2 section d. and subsection iii for further information on the Request for Reconsideration form.

#### **h. Archive Policy**

- All items belonging to the Library with potential historical value will be professionally appraised before the item is discarded. The Dorr Township Library does not maintain an archive besides the original book collection. However, Dorr Township Library does maintain local historical sources in our collection. Any local area historical materials donated to the library will either be displayed at the library or donated to the Then and Now Historic Society.

#### **i. Copyright Policy**

- It is the intent of the Dorr Township Library to comply with Title 17 of the United States Code, titled “Copyrights”, and other federal legislation related to the duplication, retention and use of copyrighted materials. A notice of copyright will be prominently placed on the library’s photocopiers. Library staff will refuse to duplicate any materials if doing so would violate copyright law. Library patrons copying any materials on library machines are solely and fully responsible for using the materials in compliance with relevant copyright law. Unless otherwise labeled, audiovisual materials are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performance. Original or copyright-free art will be used to produce library publicity items or for creating displays and decorations

#### **j. Internet Usage Policy**

- The Dorr Township Library provides access to the Internet as an information and recreation resource. The Library provides this access via computers located in the library as well as a wireless network for patrons to use with their own computer equipment that they bring into the library. This policy applies to all Internet activity in the Library, regardless of the method of access. Internet resources change rapidly and unpredictably. Not all sources on the Internet provide information that is accurate, complete, current or legal. The Library is unable to monitor or control the content of Internet resources. The Library and its Trustees shall not be liable for any damages (direct or consequential) from any information obtained or provided on the Internet. Users are hereby notified that they are responsible for the choice of sites that they visit.
- Acceptable Use: The Library network and/or workstations are intended primarily for research, communication and personal data management activities and may be used only for legal and ethical purposes. The following activities are strictly prohibited:
  - o Accessing obscene matter or sexually explicit material that is harmful to minors
  - o Displaying images which other library users may find offensive. Harassing other users.
  - o Destroying of or damaging equipment, software, or data belonging to the Library or other users.
  - o Unauthorized monitoring or disruption of electronic communications.
  - o Violating U.S. copyright laws and all other applicable laws.
  - o Commercial activity or distributing advertisements
- Library staff members have the authority to interpret and enforce this policy. Staff shall actively monitor all patrons’ network use during and after sessions. Patrons who violate the guidelines once will be warned by Library staff. Continued failure to follow the guidelines may result in the loss of the right to use the network and/or workstations.

- Michigan Public Act 212 Compliance: Michigan Public Act 212 requires that libraries offering public access to computer network resources “utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors”. The Library complies with this requirement through the active monitoring of network use and strict enforcement of acceptable use standards. General Procedures:
  - o Persons wishing to use the workstations shall sign in at the circulation desk as a guest if needed. Use of the workstations will be limited to one hour if others are waiting. Library staff has the authority to extend or decrease time limits as necessary, depending on demand

**k. Copying/Printing/Fax Policy**

- It is the policy of the Dorr Township Library that copying, printing and faxing will be made available to patrons at the library. Faxes are freely sent. The Dorr Township Library does not receive faxes. Confirmation pages can be printed at the cost of \$1.00. The following schedule will be used to calculate the cost of printing and copying services:

Black/White			Color	
8.5X11				
	Single sided	\$.10	Single sided	\$.25
	Double sided	\$.20		
8.5X14				
	Single sided	\$.20	Single sided	\$.50
	Double sided	\$.40		
11X17				
	Single sided	\$.50	Single sided	\$1.00
	Double sided	\$.55		

**l. Public Use of Telephone Policy**

- It is the policy of the Dorr Township Library that the telephones in the building will only be used by staff members to place local and long distance calls. No overseas calls will be made from library phones. In case of emergency, patrons may use the Library telephones.

**m. Surplus Material Policy**

- It is the policy of Dorr Township Library to dispose of library materials, furniture and equipment that is no longer functional or useful. The Director shall be responsible for the sale or disposal of all library furniture and equipment that is no longer of any use to the Library. When an item no longer has value to the Library, it will be removed from inventory and disposed of in the following manner:
  - o Books and other materials no longer deemed appropriate for the collection will be sold in the book sales or donated to the Friends of the Dorr Township Library for

sale in their books sales, sold on Ebay, or recycled through Better World Books or similar company at no cost to the library.

- Computer equipment, no longer of use to the Library, may be donated to local organizations or recycled by a qualified recycler.
- Furniture, no longer of use to the Library, the value of which is less than \$100, may be donated by the Library to a local organization. For furniture valued over \$100, the library will request bids for the item(s).
- Items not covered by the above will be sold through publicly advertised sale, with any proceeds from such sale being deposited to the General Fund of the Library. Prior to such sale, the Director will prepare a list of those items to be included in the sale for approval by the Board of Trustees.
- If any item is determined by the Director to have marginal or no resale value, it does not sell through a publicly advertised sale; it may be sold or discarded in the best interest of the Library.
- In an instance where an item of surplus inventory is determined by the Director to have unusual, historic or artistic value, it may be referred to the Board of Trustees for a determination of its value. This may necessitate the services of a professional appraiser or outside expert opinion.

### **3. Patron Policies**

#### **a. Patron Rights and Responsibilities**

- i. Confidentiality Law and Policy
  - See the Circulation Policy: Records Privacy Policy.
- ii. Library Card Policy
  - See the Circulation Policy: Services
- iii. FOIA Policy
  - **Dorr Township Library Freedom of Information Act Policy**
    - The Freedom of Information Act (FOIA) request under Public Act 442 of 1976, states: “It is the public policy of this state that all persons, except those persons incarcerated in state or local 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 this act. The people should be informed so that they may fully participate in the democratic process.”
    - Pursuant with this Act, the Dorr Township Library accepts the following policy for responding to such requests.
- **FOIA Requests**
  - Individuals desiring to inspect or receive a copy of a public record of the Dorr Township Library shall make a written request for the public record to the FOIA

Coordinator. Individual Board members should refer all requests for public documents to the FOIA Coordinator. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Dorr Township Library FOIA Coordinator until 1 business day after the electronic transmission is made. The email address for emailed FOIA requests shall be [dor@llcoop.org](mailto:dor@llcoop.org)

- **FOIA Coordinator**

- The FOIA Coordinator is an individual designated by a public body to accept and process requests for public records under this act. The FOIA Coordinator for the Dorr Township Library will typically be the Director of the Library. All requests should be made through the FOIA Coordinator and a record will be kept by the Coordinator of all requests. In the event that the Coordinator is unavailable, the President of the Library Board of Trustees will serve as the Acting FOIA Coordinator.

- **FOIA Procedure**

- Upon receiving a FOIA request, the Coordinator will respond to such request within 5 days, and grant the individual(s) the right to inspect, copy, or receive copies of the requested public record of the Dorr Township Library. Any employee of the Dorr Township Library who receives a request for a public record shall promptly forward that request to the Coordinator. Individual(s) have the right to subscribe to future issuances of Library public record for a period of 6 months, after which another FOIA request may be made to renew said subscription.
- The Dorr Township Library shall furnish the requesting individual(s) a reasonable opportunity for inspection and examination of its public records and shall provide a reasonable facility for inspection during normal business hours.
- Unless otherwise agreed to in writing by the person making the request, the Dorr Township Library shall respond to a request for a public record within 5 business days after the public body receives the request by doing 1 of the following:
  1. Granting the request.
  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 individual(s) denying the request in part.
  4. Issuing a notice extending for not more than 10 business days the period during which the Dorr Township Library shall respond to the request. Dorr Township Library shall not issue more than 1 notice of extension for a particular request. If an extension is necessary, the notice shall specify the reasons for the extension and the date by which the public body will respond.

- **FOIA Fee Structure**

- Pursuant with FOIA, the Dorr Township Library will charge a fee for public record search, the necessary copying of a public record for inspection, or for providing a copy of the public record. The library will adopt the same fee structure as the Dorr Township, which specifies:
  1. Duplication
    - a. Copies
      - i. 20 cents per page (commercial facility to be used)
      - ii. 10 cents per page (single sided)
      - iii. 15 cents per page (double sided)
      - iv. 20 cents per page legal (single sided)
      - v. 25 cents per page legal (double sided)
      - vi. \$10.00 per flash drive or CD
  2. Mailing
    - a. Envelopes (small size) 10 cents each plus postage
    - b. Envelopes (large size) 50 cents each plus postage
  3. Hourly rate of the FOIA Coordinator
    - a. \$10.00
  4. Deposit
    - a. If the anticipated charges for a requested record will exceed \$50.00, a Good Faith deposit of one half of the total anticipated charges shall be required.
  5. Waiver
    - a. If an individual submits an affidavit stating that he/she is receiving public assistance or is able to state facts showing inability to pay fees because of indigency, a copy of the public record will be furnished without charge for the first \$20 of a fee for each request.
- The FOIA Coordinator may charge a fee for the cost involved with searching for, examining, or reviewing a public record, and the deletion and separation of exempt from nonexempt information, when it results in an unreasonably high cost to the Dorr Township Library. The fee may include the cost of labor for searching for, examining, or reviewing a public record, and the deletion and separation of exempt from nonexempt information, in response to a request for the inspection of a public record or a request for copies of a public record as permitted by FOIA. In determining what is an unreasonably high cost to the Dorr Township Library, the FOIA Coordinator shall consider the following factors on a case-by-case basis:
  - a) Volume of public record requested;
  - b) The time frame for the records requested;
  - c) Complexity of searching for, examining, reviewing a public record, and the deletion and separation of exempt from non-exempt information;
  - d) The need to search for, examine, and review public records from different departments, commissions, boards, or committees for the Dorr Township Library;
  - e) The anticipated hours of labor;

- f) The available staffing for responding to the request;
  - g) Any other similar factors designated by the FOIA Coordinator; and
- 
- Complying with any FOIA request is more difficult and costly to the Dorr Township Library than might appear at first glance for a variety of different reasons. First, the Dorr Township Library is semi-rural and does not have a significant staff. Furthermore, all Dorr Township Library employees are part-time. Second, historically, the Dorr Township Library has not received a significant number of FOIA requests per year. Accordingly, there is usually some potential inefficiency involved in complying with such requests. Third, the costs in complying with FOIA and the requests thereunder are almost never fully covered by the fee that can be charged to the requesting party. For example, in many FOIA situations, Dorr Township Library officials must consult with legal counsel regarding how to fully comply with the FOIA. At times, FOIA can be a complex statute and contains a number of ambiguities. Such attorney fees generally cannot be passed on to the requesting party.

**Dorr Township Library  
Allegan County, Michigan  
1804 Sunset Drive  
Dorr, MI 49323  
Phone: (616) 681-9678**

## **FOIA Request for Public Records**

**Michigan Freedom of Information Act, Public Act 442 of 1976; MCL 15.234**

Request to: ☐ Receive Copy  
☐ Inspect Record  
☐ Subscribe to Record on a Regular Basis (for a period of 6 months)

Deliver to: ☐ Pick Up Records in Person  
☐ Mail to Address Below

Name	Phone	
Organization	Fax	
Street	Email	
City	State	Zip

Describe the requested public record(s) as specifically as possible:

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Requestor's Signature	Date
<p><b>Consent to Non-Statutory Extension of the Library's Response Time</b></p> <p>I have requested a copy of records, a subscription to records, or the opportunity to inspect records pursuant to the Michigan Freedom of Information Act 442 of 1976. I understand that the Dorrr Township Library must respond to this request within five (5) business days after receiving it (electronic requests are received on the next business day following the electronic transmission) and that response may include taking a 10-day extension. However, I hereby agree to extend the Library's response time for this request until _____.</p>	
Requestor's Signature	Date



**Dorr Township Library  
Allegan County, Michigan  
1804 Sunset Drive  
Dorr, MI 49323  
Phone: (616) 681-9678**

## **Notice of Denial of FOIA Request**

**Michigan Freedom of Information Act, Public Act 442 of 1976; MCL 15.234**

Request to:        ☐ Receive Copy  
                      ☐ Inspect Record  
                      ☐ Subscribe to Record on a Regular Basis (for a period of 6 months)  
Deliver to:        ☐ Pick Up Records in Person  
                      ☐ Mail to Address Below

Name	Phone
Organization	Fax
Street	Email
City	State
	Zip

Date Received: \_\_\_\_\_  
Date of Response: \_\_\_\_\_  
Records Requested: \_\_\_\_\_

\_\_\_\_ All or \_\_\_\_ part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, please contact the FOIA Coordinator at (616) 681-9678.

Reason for Denial:

\_\_\_\_ **1. This item is exempt from disclosure under FOIA Section 13, Subsection \_\_\_\_\_ because:**

\_\_\_\_ **2. This item does not exist under the name provided in your request or by another name reasonably known to the Dorrr Township Library. A certificate that the public record does not exist under the name given is enclosed. If you believe this record does exist, please provide a description that will enable us to locate the record:**

\_\_\_\_ **3. A portion of the requested record had to be separated or deleted as it is exempt under FOIA Section 13, Subsection \_\_\_\_\_:**

**Description of the information that had to be separated or deleted:**

### **Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act to appeal this denial to the Dorrr Township Library Board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If you are successful in asserting the right to inspect or to receive a copy of the public record in court, the court will award reasonable attorney fees, costs, and disbursement. If you prevail in part of your action, the court may in its discretion award reasonable attorney fees, costs, and disbursements or an appropriate portion of those attorney fees, costs, and disbursements.

Signature of FOIA Coordinator

Date

**Dorr Township Library  
Allegan County, Michigan  
1804 Sunset Drive  
Dorr, MI 49323  
Phone: (616) 681-9678**

**Notice to Extend Response Time for FOIA Request  
Michigan Freedom of Information Act, Public Act 442 of 1976; MCL 15.234**

Request to:        ☐ Receive Copy  
                      ☐ Inspect Record  
                      ☐ Subscribe to Record on a Regular Basis (for a period of 6 months)

Deliver to:        ☐ Pick Up Records in Person  
                      ☐ Mail to Address Below

Name	Phone
Organization	Fax
Street	Email
City	State
	Zip

Date Received:        \_\_\_\_\_  
Date of Response:    \_\_\_\_\_  
Records Requested \_\_\_\_\_

**We are extending the date to respond until \_\_\_\_\_ (month, day, year)** (This date can be no more than 15 business days from the date that the original request was received by the Dorrr Township Library).

**If you have any questions regarding this extension, contact \_\_\_\_\_ at \_\_\_\_\_**

Reason for Extension:

\_\_\_\_\_ **1. The Dorrr Township Library needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the Dorrr Township Library must:**

\_\_\_\_\_ **2. The Dorrr Township Library needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the library office. Specifically, the Dorrr Township Library must coordinate from the following locations:**

\_\_\_\_\_ **3. Other (describe):**

Signature of FOIA Coordinator	Date
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**Dorr Township Library  
Allegan County, Michigan  
1804 Sunset Drive  
Dorr, MI 49323  
Phone: (616) 681-9678**

## **Notice of FOIA Request Granted**

**Michigan Freedom of Information Act, Public Act 442 of 1976; MCL 15.234**

Request to:     \_\_\_\_\_ Receive Copy  
                  \_\_\_\_\_ Inspect Record  
                  \_\_\_\_\_ Subscribe to Record on a Regular Basis (for a period of 6 months)

Deliver to:     \_\_\_\_\_ Pick Up Records in Person  
                  \_\_\_\_\_ Mail to Address Below

Name	Phone	
Organization	Fax	
Street	Email	
City	State	Zip

Date Received:             \_\_\_\_\_  
Date of Response:         \_\_\_\_\_  
Records Requested:       \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Your FOIA request has been granted. The material requested will be provided to you in accordance with your request above.**

Signature of FOIA Coordinator	Date

**Dorr Township Library  
Allegan County, Michigan  
1804 Sunset Drive  
Dorr, MI 49323  
Phone: (616) 681-9678**

## Freedom of Information Act Request Cost Worksheet

<b>Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests, according to the FOIA Fee Schedule adopted and periodically revised by the Dorrr Township Library Board.</b>		
<b>Copying (per copy cost):</b> Copying costs may be charged if a copy of a public record is requested, or if a copy is required to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.	<b>Number of pages:</b> x _____ = x _____ = x _____ = x _____ = x _____ = x _____ = x _____ =	<b>Total Cost</b> \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
<div style="text-align: right;"> <b>Letter:</b> _____ cents per page  <b>Letter (double sided):</b> _____ cents per page  <b>Legal:</b> _____ cents per page  <b>Legal (double sided):</b> _____ cents per page  <b>Other:</b> _____ Cost per page: _____  <b>Other media (tape/disk/drive):</b> _____ Cost: _____         </div>		
<b>Labor Cost for Copying (hourly wage):</b>  <div style="text-align: right;"><b>Hourly Wage Charged:</b> _____</div>	<b>Number of minutes:</b> x _____ =	<b>Total Cost</b> \$ _____
<b>Mailing:</b>  <div style="text-align: right;"> <b>No. 10 Business Envelope:</b> _____ cents  <b>9 x 12 Envelope:</b> _____ cents  <b>10 x 13 Envelope:</b> _____ cents  <b>Other:</b> _____ cents    <b>Postage (select method):</b> \$ _____ per stamp            \$ _____ per pound            \$ _____ per package         </div>	<b>Number of Envelopes:</b> x _____ = x _____ = x _____ = x _____ =  <b>Actual Postage:</b> x _____ = x _____ = x _____ =	<b>Total Cost</b> \$ _____ \$ _____ \$ _____ \$ _____  \$ _____ \$ _____ \$ _____
<b>Labor Cost for Separating Exempt from Non-Exempt Information (hourly wage):</b>  Due to the nature of the request, a labor charge may be charged for the search, examination, review, and (if appropriate) the deletion and separation of exempt from non-exempt information as provided in Section 4 of the Freedom of Information Act, MCL 15.234. This fee is being charged because failure to do so would result in unreasonably high costs to the Dorrr Township Library, specifically: _____ _____ _____ <div style="text-align: right;"><b>Hourly Wage Charged:</b> _____</div>	<b>Number of minutes:</b> x _____ =	<b>Total Cost:</b> \$ _____
	<b>Subtotal:</b>	\$ _____
<b>Proof or Affidavit of Indigency Submitted</b>	<b>Subtract \$20.00</b>	\$ _____
	<b>Estimated Cost:</b>	\$ _____

<b>Note:</b> Estimated cost Exceeds \$50.00. Good Faith Deposit of 50% Required before Request will be Processed	<b>50% Deposit</b> <b>Date Paid:</b> _____	\$ _____
	<b>Balance Due</b> <b>Date Paid:</b> _____	\$ _____

### **b. Unattended Children Policy**

- Children, age 6 and younger, must be accompanied by a parent, guardian, or assigned chaperone (age 16 years or older) at all times. Children, age 7 and older, are welcome to use the library independently. However, responsibility for minors using the library or attending library programs rests with the parent/guardian. The Library is not responsible for children left alone without proper supervision.
- If a child (age 6 and younger) is left unattended at any time, or if a child (age 14 or younger) is left in the library at closing time, staff will attempt to contact the parent or guardian. If staff is unable to contact the parent/guardian within a reasonable amount of time, the local police will be contacted. A staff member shall stay with the child until the parent/guardian or proper authorities arrive. Staff members are not to transport the child to another location.

### **c. Sexual Abuse and Molestation Prevention Policy**

- The Dorr Township Library does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero-tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.
- Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the child’s care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by the Dorr Township Library.
- Reporting Procedures: All staff members who learn of sexual abuse being committed must immediately report it to the Library Director or Library Board. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.
- Investigation and Follow Up: We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or

we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor's relationship with the Dorr Township Library.

- There are a number of 'red flags' that suggest someone is being sexually abused. They take the form of physical or behavioral evidence. Physical evidence of sexual abuse includes, but is not limited to:
  - o Sexually transmitted diseases;
  - o Difficulty walking or ambulating normally;
  - o Stained, bloody or torn undergarments;
  - o Genital pain or itching; and
  - o Physical injuries involving the external genitalia.
- Behavioral signals suggestive of sexual abuse include, but are not limited to:
  - o Fear or reluctance about being left in the care of a particular person;
  - o Recoiling from being touched;
  - o Bundling oneself in excessive clothing, especially night clothes;
  - o Discomfort or apprehension when sex is referred to or discussed; and
  - o Nightmares or fear of night and/or darkness.
- Retaliation Prohibited: We prohibit any retaliation against anyone, including an employee, volunteer, board member, student, or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

#### **d. Complaints Concerning Library Staff Policy**

- Patrons who wish to make a complaint concerning a Library staff member may do so via the following process:
  - o The patron must submit a written complaint detailing the reason for the complaint, name of the staff member, date, and contact details including: patron name, phone number, and address for follow up.
  - o The Director will contact the patron and make every effort to resolve the situation.
  - o If the patron does not feel that a satisfactory resolution was reached, he or she may request that the complaint be forwarded to the Board of Trustees.

- The Board of Trustees will review the complaint and determine whether a special meeting needs to be called, or whether the matter may be handled at the next scheduled Board meeting.
- The patron will be notified within fifteen (15) days when the meeting will be held.
- The patron is welcome to attend the meeting or the Board may request the person's attendance.
- The patron will be contacted within seven (7) days of said meeting regarding the Board's decision on the complaint.

#### **4. Personnel Policies**

- See Personnel Policy Manual

#### **5. Library Board**

- See Dorr Township Library Board Bylaws

#### **6. Library Building Policies**

##### **a. Hours**

- The Dorr Township Library will be open during the following hours (excluding holiday closures, emergencies, and other scheduled closures): Monday from 12pm – 8pm, Tuesday from 10am – 5pm, Wednesday from 10am – 5pm, Thursday from 12pm-8pm, Friday from 10am – 5pm, and Saturday from 10am – 2pm. The Library will be closed Sundays. For special events the Library may be open additional hours. Hours may be changed as staff and community needs change.

##### **b. Petitions and Solicitations**

- Solicitation of the public or the staff is not permitted on Library property by the public or members of the Library staff. Solicitation is defined as the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, and anything not connected with the work of the Library. The only exceptions to this policy are the following:
  - When authorized and directed by the Board of Trustees, which benefit the entire community.
  - Fundraising projects conducted by the Friends of the Dorr Township Library or Dorr Township Library staff.

##### **c. Filming and Photography Policy**

- Photography/Videography in or of the Dorr Township Library requires permission from the Director or other authorized member of Library staff. In addition to the Director, staff members who may grant permission to an individual/community group to photograph/video either the building or activities taking place in the Library include: either the Dorr Township Library Board President or Dorr Township Board President.
- Further, for the safety and comfort of all patrons, the Library requires individuals or organizations granted permission to take photographs or video in/of the Library to obtain

agreement from any Library patrons whose images may be recorded on Library premises by those people or organizations for their use. Written or verbal agreement is recommended, depending on the intended use of the photography/video.

- As necessary for the positive promotion of Dorr Township Library in its community and to supporters, the Library actively utilizes photographic or video images of its patrons in publications, productions, presentations/displays and on the Web. The Library's policy regarding the use of its patrons' images stipulates that the patron or patron's guardian must agree to the Library's use of his/her image for specified purposes. Generally, this agreement is recorded through the use of a formal Library Photo/Video Release Form, which the patron signs (see below).
- The Library does not require members of the media to obtain a signed agreement from Library patrons who may be photographed or videotaped during a public event held at the Library. Generally, the media does obtain identification from individuals whose images are recorded, as well as verbal agreement during the process, primarily for identification purposes.



Dorr Township Library

PHOTO/VIDEO/AUDIO RELEASE FORM

From time to time, activities at the Dorr Township Library may be photographed, recorded or videotaped for archival or promotional use. Such use may include but is not limited to library newsletters, displays, annual reports, promotional brochures, library website, archive and promotional videotapes, and for release to local media. Please check below to indicate your permission to use photographs or recordings of the person(s) listed below as described, listing any restrictions you request, such as no use on the Internet.

PHOTOGRAPHY

      Yes             No       I hereby give permission to the Dorr Township Library to use photographs of me and/or the minor child(ren) listed below in the manner described above for non-commercial Library purposes. I release the Dorr Township Library from all claims for financial compensation for such use now and in the future.

      Yes             No       I hereby give permission to the Dorr Township Library to use photographs of me and/or the minor child(ren) listed below but not his/her/my name in publicity.

Restrictions: \_\_\_\_\_

VIDEORECORDING

      Yes             No       I hereby give permission to the Dorr Township Library to use videorecordings of me and/or the minor child(ren) listed below in the manner described above for non-commercial Library purposes. I release the Dorr Township Library from all claims for financial compensation for such use now and in the future.

Restrictions: \_\_\_\_\_

AUDIORECORDING

      Yes             No       I hereby give permission to the Dorr Township Library to make an audio recording of my presentation on \_\_\_\_\_ for archival and research use and for possible inclusion on the Library's website. I release the Dorr Township Library from all claims for financial compensation for such use now and in the future.

Restrictions: \_\_\_\_\_

NAME(S) \_\_\_\_\_

\_\_\_\_\_

---

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

I certify that I am over 21 years of age, and that I am the parent or guardian of any minor child(ren) listed above.

Signature of Subject \_\_\_\_\_ Date \_\_\_\_\_

(if under 18, signature of parent or guardian)

Relationship (if not self) \_\_\_\_\_

#### **d. Postings/Notices/Bulletin Boards**

- The Library bulletin board is to be used for posting or notices:
  - o Library business or activities
  - o Public service items of educational or cultural interest to the community.
  - o Items that benefit patrons.
- All notices intended for posting on the Library bulletin board must contain the following:
  - o Name of organization or person requesting the posting.
  - o Address and telephone number of organization or authorized representative.
- Notices may be removed after two weeks, when no longer timely or when space is required for more current notices.
- Notice size can be restricted if deemed necessary to maximize available space.
- The Library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The Library accepts no responsibility for loss or damage to any item accepted for postings.

#### **e. Use of Public Meeting Areas Policy**

- This Policy excludes the Community Room. Please see 'Community Room Rental Policy'.
- The Library as a community center encourages community use of its meeting areas. The Library does not charge for the use of this meeting areas in the library. If any group fails to abide by this policy, they may forfeit their right to use the library meeting areas again. The Library reserves the right to refuse the use of meeting areas at any time.
- Eligible groups: The meeting area may be reserved for use by educational, civic, cultural, community, professional, or government groups.
  - o In accordance with the Michigan Public Accommodations Act, these tax-supported facilities may be used only by those groups whose membership is open to all without restriction based on race, sex, religion, etc.
    - Religious Groups may use the meeting areas for non-sectarian or interdenominational meetings or programs. No religious ceremonies may be conducted in the Library.
    - Political Groups may use the areas for non-partisan or bi-partisan programs of an educational nature.
    - Commercial or profit making organizations may *not* use the meeting areas except when sponsoring educational programs of a non-profit nature which are open and free to the general public. Reservations for such groups will be referred to the Library Director for approval.
- Reservations: Meeting areas are only available during regular library hours. No more than fifteen (15) people may use the meeting area at one time. Library functions have priority over all outside groups. Reservations are on a first-come, first-served basis.

Reservations may be made in person, by phone, or via e-mail. Rooms may be reserved for continued regular meetings at the discretion of the Director.

- Use of the meeting areas: Those who reserve the room promise to provide adequate supervision of the group and any attendee's children. · Groups must converse quietly, so to not disturb others in the Library. Children who disrupt others in the Library proper must remain with their parents in the meeting areas. Rooms and any library equipment must be left clean and the furniture and chairs returned to their original placement. Material on the shelves is for display only and should not be handled. The cost for replacement or repair of Library property will be the responsibility of the using group. Light refreshments are permitted. Smoking or use of alcoholic beverages is not allowed. No fund raising or admittance fees are allowed unless pre-approved by the Library Board. (Such as sponsored activities of the Library, City or Townships).

#### **f. Community Room Rental Policy**

- Groups or individuals may reserve the meeting room for use on a first come first serve basis. Long-term reservations are not accepted. Library usage will always take precedence over other use.
- In accordance with the Michigan Public Accommodation Act, this public facility may be used only by groups whose membership is open to all without restriction or discrimination based on race, sex, or religious creed.
- Persons reserving the community room will be required to provide a statement of the program and objectives of the group.
- The meeting room shall not be used for any unlawful purpose, political rallies, partisan events, religious services, or funerals.
- Commercial sales are prohibited.
- The Library reserves the right to change or cancel reservations within a reasonable time to accommodate Library programs.
- Use of the public community room does not imply Library endorsement and no announcement, press release, flyer or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. Groups may not use the Library's name or address as their own address or headquarters location or store their property at the Library between meetings.
- Groups using the community room agree to indemnify and hold harmless the Dorr Township Library, Dorr Township, and its agents and representatives from any and all suits, actions, claims or demands of any 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 room, its furnishings or equipment.
- The user may not assign, transfer, sublet or charge a fee to others for the use of the room.
- Individuals, groups or organizations reserving the community room assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
- A \$50 refundable security deposit and a \$5 non-refundable fee will be charged and is due at the time of reservation for Dorr Township residents using the community room for a meeting. A \$50 refundable security deposit and a \$25 non-refundable fee will be charged and due at the time of reservation for non-Dorr Township resident using the community room for a meeting.

Individuals or groups wishing to have a party in the Dorr Township Library's Community Room will be charged a non-refundable fee of \$50 and will need to contact our cleaning staff to pay for cleanings separately. The Library reserves the right to waive fees.

- **Use of the meeting room**

- Community room use must not interfere with the normal operations of the Library.
- Access will be limited to the community room, lobby, and restrooms. The projection system in its entirety is available for rental or use. Additional fees will apply.
- Library facilities are to be left in a clean and orderly condition. Tables and chairs are to be returned to where they were found. All garbage and refuse is to be removed from the premises as part of the clean up and NOT left in the Library's garbage container. The person reserving the room will be held responsible for the condition of the room and any equipment used, and any damages will be deducted from the security deposit and/or billed to the user.
- Individuals, groups, or organizations using the community room will assume full responsibility for any damage done to the projection system and its components.
- Only light refreshments are to be served (coffee, cookies, clear liquids – NO RED OR DARK COLORED BEVERAGES). The user is responsible for all coffee supplies (including the coffee pot), preparing the coffee, and for clean up. No food may be prepared in the building.
- Groups are responsible for set up and clean up the day of the event.
- Handouts, pamphlets or other materials may be distributed only to those attending the event and may not be placed outside the community room for general distribution or left in the Library at the conclusion of the event.
- Adults bringing children to the event must keep the children with them in the community room. Children may not sit or play in the lobby or be left unsupervised in the Library.
- Persons attending events are subject to all city ordinances, state or federal laws, and library policy.
- A key may be picked up at the Library not more than 48 hours before the event and is to be returned not more than 48 hours following the event. Keys may be picked up and returned at the Circulation Desk and will require a signature and phone number. Failure to return the key will result in forfeiture of the security deposit and will result in charges to re-key the building.
- No pets or animals are allowed in the building.
- No smoking, drugs, alcohol, or gambling is allowed on library premises or property.
- Use of open flame or hazardous materials is prohibited.
- No decorations may be affixed in any way to the walls, doors, or windows of the meeting room or lobby with tape, pins or tacks.

- **Reservations**

- All requests for reservations need approval of the Library Director and/or the Library Board. Approval is contingent upon room availability, and past experiences with the group, individual, and/or organization.
- Reservations must be made during normal business hours of the Library. A Community Room Reservation Request Form must be completed.
- The community room policy of the Dorr Township Library is subject to change at any time at the discretion of the Dorr Township Library Board.

- **Closure of the Community Room**

- Decisions for closing the community room or cancel events due to weather or other emergencies will be made by the Library Director. The following conditions shall be considered for emergency closings:
  - o Weather conditions that are declared emergencies or disasters; tornado warnings and blizzard warnings being examples of such. Any use of the community room or library program will be canceled in the event of a tornado watch issued before or during the

scheduled event. All persons will be required to leave the building unless conditions warrant taking immediate shelter from the weather. Shelter should then be taken in the women's restroom.

- Power failure or other malfunctions of the library building, such as inoperable furnace or other unusual causes.
- Any other emergency situations as issued by any government agency.
- In the case of a community room rental, the Library Director will contact the person listed on the rental agreement with such a decision as soon as it is made. Any rental fee will be refunded in these situations.

Community Room Reservation Request Form

Dorr Township Library

Date Requested\_\_\_\_\_

Start Time\_\_\_\_\_

Finish Time\_\_\_\_\_

Organization or Individual

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_

Nature of Activity

---

Expected Number in Group\_\_\_\_\_

I hereby acknowledge that I have read, understand, and will comply with rules and regulations set forth in the Meeting Room Policy of the Dorr Township Library.

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Meeting Room Fee Paid    yes    no

Security Deposit Paid        yes    no

Date\_\_\_\_\_

**g. Art Wall Policy**

- The Dorr Township Library has provided a space for the display of art by and for community members. Community members wishing to display art work in the lobby of the library are encouraged to discuss their proposal with the library director, may be asked to bring a sample of their art work and will be scheduled to show their work on the community art wall. The Library does not imply approval or endorse the art work or artists shown at the library.

**h. Craft Supply Exchange Room**

- The Dorr Township Library has provided space in the southeast closet for our patrons to have a craft supply exchange. The idea for this room is that donated craft supplies will be organized into the filing cabinets provided, labeled and other patrons will be able to take these supplies with no charge. Donated supplies that are moldy, infested, or otherwise deemed unsuitable by library staff will be disposed of rather than placed in the exchange areas.

**i. Library Gardens**

- Plantings around the library, referred to as the library gardens, are from personal donations and have been maintained by the library staff.

**j. Library Key Policy**

- Keys will be issued by the Library director to library staff who open or close the building as well as Dorr Township, the Township maintenance staff and cleaning personnel. Keys will be promptly returned by employees if they are no longer needed or that employee is terminated.

#### **k. Township Owned Building**

- The Dorr Township Library and grounds are owned and maintained by Dorr Township. Alterations to the building, emergencies with the building, and other building related issues will be referred to the Township for prompt repair.

#### **l. Competitive Bidding Policy**

- The Dorr Township Library will seek competitive bids for all projects/purchases/services anticipated to cost over \$2500 through issuing a Request for Proposal (RFP) for the project. Purchases of standard library materials including books, media, periodicals, software, and office supplies are exempt from this policy.
- Advertising: Requests for bids shall be advertised in two general circulation newspapers located within the service area of the library. Bid advertisements must appear at least two weeks in advance of the bid deadline. Advertisements will include a brief statement of the project, submission deadline, instructions to obtain full specifications at the library, notification of public bid opening, and staff contact information.
- Bid Submissions and Opening: All bids must be sealed and delivered to the library by the posted deadline. Any bids that arrive after the posted deadline will not be considered. Bids must include proof of appropriate business license and appropriate insurance coverage. Bids will be publicly opened by the Library Director and/or a Trustee. Any bidder may attend the opening.
- Awarding of Contracts: The Board of Trustees will discuss the qualifying bids at the next scheduled meeting of the board following the bid opening. The Board of Trustees reserves the right to reject all bids and/or cancel a proposed project if costs are too high. When costs, qualifications, and other considerations are comparable the Board of Trustees reserves the right to give preference to bidders located within the Library's service area.

### **7. Financial Policies**

#### **a. Budget Policy**

- The Dorr Township Library Board of Trustees and Library Director will establish an annual budget at its March meeting for the following calendar year. The Library Director will present the annual budget with historical data and future projections to the Board at its usual meeting in March.
- The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. During the course of the fiscal year (April – March) budget adjustments will be presented by the Library Director and/or the Library Board Treasurer to the Board as needed to keep the budget accurate.



## **b. Fund Balance Policy**

- This policy has been adopted by the Dorr Township Library Board to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:
  - Provide sufficient cash flow for daily financial needs;
  - Offset significant economic downturns or revenue shortfalls;
  - Provide funds for unforeseen expenditures related to emergencies; and
  - Secure and maintain investment grade bond ratings.
- The following definitions of fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.
  - General Fund – used to account for all financial resources not accounted for and reported in another fund.
  - Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.
  - Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.
  - Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.
  - Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library’s objectives.
- The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:
  - Non-spendable fund balance – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact. *Classification* of non-spendable amounts will be determined before all other classifications and consist of the following:
    - The Library will maintain a fund balance equal to the balance of any long term outstanding balances due from others;
    - The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and actually result in fund balance;

- The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and
  - The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.
- Restricted fund balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
- Committed fund balance – amounts that can be used only for the specific purposes determined by a formal action of the KDL Board. (*Authority to Commit:* a majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.)
- Assigned fund balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. (*Authority to Assign:* the KDL Board delegates to the Finance Director the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any particular fund.)
- Unassigned fund balance – is the residual classification for the Library’s General Fund and includes all spendable amounts not included in the other classifications. In other funds, the unassigned classification is used to report a deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.
- The following guidelines address the classification and use of fund balance in governmental funds:

- Classifying fund balance amounts – Fund balance classifications indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount. Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed or assigned based on the definitions and criteria set forth in GASB Statement No. 54. Prioritization of fund balance use – When an expenditure is incurred, when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available it will be the policy of the Library to consider restricted amounts to have been reduced first. If an expenditure is made that is applicable to any of the unrestricted fund balance classifications, it will be the policy of the Library to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.
- Minimum unassigned fund balance – The Board has designated a minimum unassigned fund balance for the Library’s General Fund of 15-20 percent of the subsequent year’s budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. The Director and Finance Director will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested.

### **c. Credit/Debit Card Policy**

- The Dorr Township Library could maintain a debit card tied to the checking account. This card is to be used for the purchase of goods or services for the official business of the Library. The Library Director is responsible for any debit or credit card. The purchases made through the Library's credit/debit cards will not exceed \$5,000 per month.
- The balance including interest due on an extension of credit under the credit card arrangement shall be paid within not more than 60 days of the initial statement date.

### **d. Petty Cash Policy**

- The Library Board of the Dorr Township Library authorizes individual petty cash funds to exist at the library up to \$35. The funds are to be used for small miscellaneous purposes. The Library Director will be responsible for the petty cash.

### **e. Investment Policy**

- This policy will govern the investment activities of the Dorr Township Library. It is the policy of the Library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds.
- The primary objectives, in priority order, of the Library's financial investments are:
  - o Safety of Principal – Safety of principal is the foremost objective of the investment program. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.
  - o Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.
  - o Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives outlined above.
- Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.
- The following investments are deemed to be suitable for inclusion in the Library's investment program. The Treasurer is authorized to invest Library funds in only those investments specifically delineated below.
  - o U.S. Treasury Bills and Notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest. Bills are short term (one year or less) obligations issued and sold at a discount. Notes have fixed coupon rates with original maturities of between one and five years.

- Demand deposit accounts (such as checking accounts) established with local financial institutions.
- Certificates of Deposit (CDs) issued by local financial institutions.
- No investment shall have a maturity date of more than ten years from its date of purchase by the Library. To the extent possible and prudent, the Library will attempt to match its investment maturities with anticipated cash flow requirements.

#### **f. Record Retention Policy**

- In order to meet the administrative, legal, fiscal and archival requirements of the State of Michigan, Dorr Township Library will manage its records in accordance with the general schedule 17 (GS #17), developed for Michigan public libraries by the Michigan Department of History, Arts and Libraries/Records Management Services and approved by the State Administrative Board.
- If and when the general schedule GS #17 is amended, Dorr Township Library will amend its procedures as necessary to remain in compliance.

#### **g. Check Policy**

- The Library Board authorizes the Library Director to pay bills and print checks when needed. The Library Board will review a copy of all checks written each month at the monthly board meeting and may require that the receipt be presented to clarify what each check was written for.

### **8. Emergency Preparedness Policies**

#### **a. In case of Weather Emergency**

##### **i. Tornado**

- In case of a Tornado Warning: close building, unplug computers, put notices up on doors and evacuate the building if possible or seek shelter in the bathroom.
- If there is time, evacuate the building and advise patrons to find shelter, lock the doors and make sure the windows are shut.
- If there is no time, move patrons into either the bathroom or the backroom.
- Call the library director so that any damage can be assessed.

##### **ii. Fire**

- Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

##### **iii. Flood**

- In case of a Flood Warning: close library, put up notices, evacuate building and elevate books and other items if possible.
- Make sure that the water main/pump is shut off.
- If there is a leak, call a plumber and the library director. If there is a leak in the ceiling move library materials away from the damaged area.
- If there is an outside flood which threatens the library building, sand bag the building (time permitting), keep the doors closed, move materials off the floor, and unplug all electronics and shut off the breakers.

#### iv. Blizzard/Snow Storms

- If there is a Blizzard Warning: close the library, put up notices, unplug computers, and evacuate building.
- Closing will be at the discretion of the Library Director or an employee designated by the director.

### **b. In case of Health Emergency**

- Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. 911 should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public

### **c. In case of Power-outage**

- Close the Library to the public. Assist patrons in evacuating the building. Check all bathrooms to make sure that patrons are not trapped inside without light.
- There are flashlights in the back room.
- An AM/FM radio, which will operate on both electricity as well as batteries, is located in the back room.
- If possible, do not run any water as the well pump will not be operating.
- Call Consumers Energy to report the power outage at the Library: 1-800-477-5050  
Consumers Energy Account # 1000-2165-1854
- If the Library Director is not in the building, call the Director to advise the situation.

### **d. In case of Bomb Threat**

- Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller

hangs up, call the police. Clear the building. The police will handle the actual bomb search.

**e. In case of Terrorist Threat**

- Stay calm. Pay as much attention to the details as in the case of a bomb threat.
- If possible escort the threatening individual out of the building and call 911. Try to clear the patrons and staff away from the area of the individual and wait for police response.
- If you cannot escort the individual out of the building or call 911, stay calm and comply with the individual's demands as much as possible.

**9. Volunteer Policy**

- The Dorr Township Library welcomes members of the community serving as volunteers. The services volunteers perform are valued and valuable. Volunteer activities are governed by the following guidelines:
  - o A volunteer represents the library to the community while actively serving as a volunteer.
  - o A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering within the Library building and at library events elsewhere.
  - o The library may decide to discontinue or change a volunteer's service assignment if it is determined that the assignment is no longer beneficial.
  - o The library cannot guarantee any specific amount of hours for individual volunteers.
  - o Preference for most volunteer activities is given to local students who must fulfill school requirements.
  - o The library will not accept any court-ordered volunteers who have committed crimes involving theft, assault, or danger to children or other felonies.
- The Dorr Township Library welcomes volunteers, but will not provide any compensation besides a letter of acknowledgement of service. Volunteers will be asked to check in before beginning work so that hours can be accurately logged.

**10. Friends of the Library Policy**

- The Dorr Township Library views the 'Friends of the Library' as an extremely worthwhile not for profit organization whose aim is to benefit the Dorr Township Library.
- The Library Board acknowledges that the Friends of the Library is an organization separate and apart from the Dorr Township Library, and that the Friends of the Library has its own Board and its own goals and purposes. In order to maintain open communication between the Library Board and the Friends group a liaison (the Library Director or other staff member) will attend both Library Board and Friends of the Library meetings.
- The Friends of the Library is distinct and separate from the Dorr Township Library, and neither the Friends of the Library as an organization nor any member or participant

thereof may assume any liability or take or authorize any act on behalf of the Dorr Township Library. Library trustees or staff acting within their capacities are exempted.

- Because Friends of the Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any act on behalf of the Friends of the Library, except that Library staff members may act in an advisory capacity for Friends activities.
- Operating expenses of the Dorr Township Library are provided through allocation of tax monies which are audited by an independent auditor. Friends' funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be subject to the Gift/Donation/Memorial Acceptance Policy below (although donations for specific items will be honored unless deemed unnecessary by the Library Board). In the event the Dorr Township Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.
  - o Complete advance information regarding all Friends of the Library projects and public relations programs on behalf of the Dorr Public Library will be provided to the Library Director and the Library Board of the Dorr Township Library. The Library Board acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Projects and public relations programs adopted by the Friends shall not be part of the budget of or funded by the Dorr Township Library.

## **11. Donation Policy**

Dorr Library accepts material and monetary gifts as well as certain gift materials that reflect the Library's strategic plan. Gifts must be unconditional and non-returnable to be used for the good of the Library. Gifts of money are acknowledged formally by the Dorr Township Library Director.

### Gifts for the Collection

Gift materials to be added to the Dorr Township Library collection must meet the Library's needs and the general standards of selection, and be based on the Dorr Township Library Materials Selection Policy. Any large donations of materials which would comprise a unique or coherent collection would be subject to restrictions as determined by the Dorr Township Library Board.

Gift materials not accepted into the Library collection may be disposed of at the staff's discretion. Gift materials accepted into the collection may be disposed of without notification to the donor. No monetary appraisal is made of materials donated for the collection. The quantity of gift materials may be acknowledged for tax purposes at the request of the donor. Gifts of money, including memorial gifts, for the purchase of collection materials are accepted by the Library with the understanding that the Library retains the right to select materials it deems appropriate for the collection.



Dorr Township library will not accept materials that show signs of damage, are moldy, are infested or in other ways unsuitable for distribution to the public if they are entered into our catalog or book sale.

#### Other Gifts

Gifts other than collection materials are reported at their estimated fair market value at the time of donation and recorded according to Dorr Township Library's policies.

Approved 2/10/14