

ALBION DISTRICT LIBRARY  
POLICY MANUAL  
Revised 12/09

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**ALBION DISTRICT LIBRARY  
POLICY MANUAL  
Revised December 8, 2008**

**I. THE MISSION OF THE ALBION DISTRICT LIBRARY**

Albion District Library believes in the freedom to read, to learn, and to discover. We seek to meet the needs of our diverse community in the enjoyment of reading and the pursuit of lifelong learning. Working together, we strive to empower our community by providing equal access to information, ideas, and knowledge through a wide range of materials and on-line resources.

In order to achieve our mission, the Library Board will develop and adopt a strategic plan every three years to address the needs of the community for that time frame.

**II. ADMINISTRATION OF THE LIBRARY**

A. The Board of Trustees

The governing body of the Albion District Library shall be the Board of Trustees. The members of the Board shall be seven in number and shall be appointed according to the provisions of District Library Establishment Act (MCL 397.171 *et seq.*) and the District Library Agreement effective April 1, 2007. The Board will. The Board will be organized according to its bylaws.

In accordance with the District Library Establishment Act (MCL 397.171 *et seq.*) and the District Library Agreement effective April 1, 2007, the Board shall have the authority to

- establish any reasonable policies and bylaws necessary for the operation of the Library,
- control the expenditure of all funds credited to the Library Fund,
- control the building and grounds of the Library,
- appoint a Library Director,
- adopt an annual budget,
- adopt rules and regulations regarding use of the Library.

Because the Library Board is a public body, its meetings are subject to the provisions of the Open Meeting Act (Act 267 of 1976).

Public participation at a Library Board meeting shall be limited to five minutes per person. Further limitations may be made at the beginning of a Board meeting if the President deems it necessary.

The Board of Trustees ascribes to the ethics statement for public library trustees adopted by the ALA, July 1985, amended July 1988, and amended January 1989.

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

B. The Library Director

The Library Director shall be the administrative employee of the Board of Trustees and shall be charged with executing the Board's policies. By virtue of delegated authority, the Director shall be held accountable to the Board for the proper management of the Library, for the preservation and care of all the Library's property, and for the efficiency and effectiveness of the Library's services.

The Director shall assign the duties of all staff members and shall delegate to the staff members such authority as is appropriate for the execution of their duties.

### III. PUBLIC RELATIONS POLICY

A. Public relations goals of the Albion District Library are:

- to promote a good understanding of the Library's objectives and services among the general public, governing officials, civic leaders, businesses and organizations;
- to promote active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations involve every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director or their designate.

D. The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

#### **IV. SELECTION POLICY**

As a public body, the Library will operate in accordance with the requirements of the First Amendment and will ensure that the Library collection is a marketplace of ideas, which are contained, in divergent materials and formats. The Board of Trustees endorses the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Statement on Labeling. In pursuit of the ideals set forth in these documents, the Board of Trustees supports the following policy regarding the selection of Library materials.

Both book and non-book materials shall be chosen at the discretion of the Library Director and such staff members as the Director may designate. Selection of materials shall be determined by the staff's professional judgment. Suggestions for titles from Library patrons are welcome with the understanding that these titles shall be subjected to the same criteria that are used for staff-selected items. Materials will be purchased in audiovisual formats when that is the most useful form of presentation of the information.

##### **B. Controversial materials**

The Board considers it the duty of the Library to provide Library patrons with materials representing the full spectrum of current thought on issues in contemporary society, including access to digital information. Individual items, which in and of themselves may be controversial or offensive to some, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole. Insofar as facilities and resources permit, the Library staff shall attempt to include all sides of controversial issues in the collection.

Factors to be considered in adding specific materials to the Library collection shall include:

- present collection composition
- interest
- demand
- timeliness
- audience
- significance of subject, author, or title
- diversity of viewpoint
- effective expression.
- No materials shall be excluded because of race, nationality, religion, political or sexual affiliation, or social view of the author.

### C. Challenged Materials

The Albion District Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility of access to Library materials by children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. For a more complete discussion on Challenged Materials see section VI on Access to Library materials and information.

Library materials will not be marked or identified to show approval or disapproval of their contents.

Although materials are carefully selected, there may be differences of opinion regarding suitable materials by the public. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form, which is available in the Library. The inquiry will be placed on the agenda of the next regular meeting of the Albion District Library Board of Trustees. Patrons challenging Library materials are requested to attend the meeting of the Albion District Library Board of Trustees.

**Albion District Library**  
**STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_\_ Book      \_\_\_\_\_ Audio-visual Resource  
\_\_\_\_\_ Magazine    \_\_\_\_\_ Content of Library Program  
\_\_\_\_\_ Newspaper    \_\_\_\_\_ Other

Title: \_\_\_\_\_  
Author/Publisher or Producer/Date: \_\_\_\_\_

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read or listened to or viewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional comments:

D. Gifts

Gifts of books or other materials shall be accepted; however, the staff shall evaluate such items in accordance with the criteria applied to purchased materials.

E. Withdrawals

When certain Library materials are no longer useful, they shall be withdrawn from the collection, according to the staff's professional judgment. Some criteria for the withdrawal of materials are: poor physical condition, outdated or incorrect information, and failure of materials to circulate. Materials shall not be removed based on controversy surrounding them.

F. Local History Room Accessions

The primary function of the Local History Room at the Albion District Library is to document with manuscript, printed and online materials the history of Albion and the surrounding area. A secondary purpose is the collection of written material pertaining to Albion's history. The collection includes manuscripts, photographs, maps, scrapbooks, newspapers and census records on microfilm, community and county histories, atlases and plat books, business and organizational records, Albion city and township records, indexes to local cemeteries, obituaries and biographical data, etc.

Donations and gifts are actively sought; however, unsolicited items that are inappropriate for the collection are either returned to the donor or forwarded to a more appropriate agency. Artifacts cannot be accepted in the Local History Room.

The Library's established policy is followed in the case of all gifts. Whether to accept or reject an item is the decision of departmental staff, and all items housed in the Library become Library property. No gifts with restrictions will be accepted. A release form is filled out upon receipt of donations to the Local History Room.

Family histories are not purchased for the Family History collection; however, unsolicited gift volumes are accepted if there is a family connection to the Albion area.

**V. REFERENCE POLICIES**

The Library staff will answer by phone questions that can be answered within five minutes. The Library staff may not do research for patrons when research is part of a school assignment; rather the staff will assist the patron in doing his/her own research. Laws may not be read over the phone, nor may any item that takes more than three minutes to read.

Local History Room staff may respond to local requests for information if the research involves no more than 15 minutes. More extensive research must be undertaken in person.

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A request for historical research will be evaluated by the Local History Room staff who will do the research for an hourly fee charged to the patron and paid to the Albion District Library. (See Fines and Fees Schedule)

Patrons requiring copies will be advised of the current charge for copies. If copying is extensive, the Local Historian may request payment for copies before embarking on requested research.

Requests for extended genealogical research will be forwarded to the Calhoun County Genealogical Society.

## HISTORY & GENEALOGY RESEARCH SERVICES

The Albion District Library's Local History Room offers research services to those individuals who live out-of-county who are interested in obtaining genealogical and historical data from our collection but who cannot conduct their own on-site investigation. The research is performed by staff experienced in conducting genealogical research and in using the resources of the Albion District Library's Local History Room. Up to an hour will be spent evaluating the research question, exploring primary and secondary sources, obtaining copies of pertinent documents, and composing a research report.

The fee for this service is \$15.00, and is non-refundable.

**Please allow at least 3 weeks for delivery of your report.**

Full Name of Person to be researched: \_\_\_\_\_

Time period to be covered by the search: \_\_\_\_\_

City/County/Geographic area: \_\_\_\_\_

\_\_\_\_\_  
Case/Problem statement (Please be concise. List sources already consulted on the back of this sheet.):

Your contact information:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Please make check payable to:

**Albion District Library**

Send your completed form and check to the:  
Albion District Library  
Local History Room  
501 S. Superior St.  
Albion, MI 49224

Phone: (517) 629-3993

FAX: (517) 629-5354

**LOCAL HISTORY ROOM'S  
RESEARCH SERVICES**

**VITAL RECORDS SEARCHES**

**Name to be searched:**

\$7.50 per name in the Albion County Area or in the State of Michigan.

**Vital Records Sub-Total:** \_\_\_\_\_

**U.S. CENSUS SEARCHES**

**Individual name to be searched:** \_\_\_\_\_

**Year to be searched:** \_\_\_\_\_

**County/State to be searched:** \_\_\_\_\_

Census Page—1790 through 1860  \$7.50 (index & census) per name & year

Census Page—1870 (for state with indexes)  \$7.50 (index & census) per name & year

Census Index Search (1790-1930 nationwide)  \$7.50 per name & year

**U.S. Census Sub-total:** \_\_\_\_\_

**ALBION PICTURES, DIRECTORY AND/OR SCHOOL YEARBOOK SEARCHES**

**Name to be searched:** \_\_\_\_\_

\$7.50 per name for each 5 year period.

**Pictures, Directories and/or School Yearbook Sub-total:** \_\_\_\_\_

**TOTAL ORDER:** \_\_\_\_\_

Your Name:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Please return this entire form & make check payable to: **Albion District Library**

Local History Department

501 S. Superior Street

Albion, MI 49224

Phone: 517-629-3368

FAX: 517-629-5354

## **VI. ACCESS TO LIBRARY MATERIALS AND INFORMATION**

In accordance with the Library Bill of Rights, the public's access to Library materials shall be as unrestricted as possible within practical limits.

Due to the wide variety of child-rearing practices, neither the Board of Trustees nor the Library staff can fairly act *in place of a parent* concerning the Library's juvenile patrons. Therefore, the access of children to the adult collection and/or to particular titles in the juvenile collections shall not be restricted. Parental consent for access to digital information will be required when patrons are under 18 years of age. The required consent form will inform parents of the Library's inability to act *in place of a parent* and will encourage parents to accompany their children if they wish.

User access to electronic resources may not be changed without notice and the right to appeal.

## **VII. INTERNET SAFETY POLICY**

**February 9, 2009**

### Acceptable Use of the Internet and Library Public computers

The Library's public computers allow users to search a variety of electronic resources, search the library's holdings, use Microsoft Office programs and access the Internet.

A. Albion District Library is committed to providing access to informational, educational, recreational and cultural resources for library users of all ages and backgrounds. Recognizing the First Amendment rights of its patrons and their desire for intellectual freedom, equity of access, and confidentiality, as well as the Michigan Legislature's mandate that the Library restrict access to minors with regard to obscene and sexually explicit materials deemed harmful to minors, the Library has adopted the following policy. The Library will enforce the rules by using filtering software stated in this policy, including those designed to meet the Legislature's stated intent of protecting minors from access to that material without interfering with the rights of adult patrons.

### B. Internet filtering

The Internet offers access to a wealth of material that is personally and culturally enriching to individuals of all ages. However, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate or incomplete.

Albion District Library's Internet computers are equipped with commercial filtering software. Tests by independent agencies have shown that filtering software may help to block access to objectionable Internet sites. However filters cannot block out all objectionable sites and will sometimes block useful material, including sites that are suitable for children, teens and adults.

Anyone over 18 years of age may request unfiltered access to the Internet.

Filtering software will help protect minors from access to electronic mail, chat rooms and other forms of direct electronic communication that may be harmful to minors.

#### C. Time and other limits

To access a computer a patron must sign up at the circulation desk and use his/her own library card number. An adult visitor who does not have a library card may receive a computer guest pass by signing in and showing identification at the circulation desk, however a visitor who is a minor must have the completed registration form signed by their guardian.

Each individual is limited to one hour per day of computer access. If no one is waiting their time may be extended.

The library's computers are set up for use for a single individual. A maximum of two persons may sit/work together at one computer, except when individual behavior is disturbing other patrons.

Due to the wide variety of parenting styles, neither the Board of Trustees nor the Library staff can fairly act in place of a parent or guardian concerning the Library's juvenile patrons. Parental consent for access to digital information will be required when patrons are under 18 years of age.

Children 13 and younger must use the computers in the children's room. Patrons 14 or older may use the computers in the adult room.

#### D. User Responsibilities

- Sign up for a computer before using it. Log on using your own library card or guest card number.
- Download files using only supported media. The Library is not responsible for damage to your files, including damage caused by virus or spyware.
- Pay for printing from public computers.
- Be aware that what you are accessing may be viewed by those around you.
- Comply with copyright law, licensing agreements and policies of individual Web sites.
- Refrain from activities that interfere with or disrupt the network, users, services and equipment.
- Do not transmit inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Refrain from unauthorized access and other unlawful online activity.
- Do not disseminate personal identification information of minors.
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and with Michigan Privacy Act Section 6 397.606 Act 455 of 1982.

#### E. Wireless Internet

The Albion District Library allows personal computer equipment to access the internet via a wireless network throughout the entire building.

Persons utilizing the wireless connection agree to comply with all provisions of the current Acceptable Use of the Internet and Library District Computer policy during Library hours of operation.

1. The Library's wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's computer.
2. As the Library's wireless connection is unfiltered, no one under 18 years of age may use a laptop without parent supervision on the Library's premises.
3. The Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the patron; and the patron indemnifies and holds harmless the Library from any such damage.
4. The Library accepts no responsibility regarding the ability of patron owned equipment to connect to the wireless network. Library staff will not change settings on patron equipment.
5. Any unauthorized use of the Library's wireless internet is not sanctioned by the Albion District Library.

### **VIII. CONFIDENTIALITY OF LIBRARY RECORDS**

The Library Privacy Act, PA 455 of 1982 (MCL 397.605), guarantees the privacy of library records. A record of overdue items may be released to the parent or guardian of a minor in an effort to secure the return of the items (Library Privacy Act Amendment 1996, PA 188). In all other cases, no record of library material requested or obtained can be released to anyone without a court order or written permission.

Names, addresses, phone numbers and online personal information of library users are also protected by the Privacy Act and may not be released without a court order.

### **IX. HOURS OF OPERATION AND HOLIDAYS**

A. The Board shall establish appropriate hours of operation to provide the public with adequate access to the Library's collection.

B. In the event of an emergency, the Library may be closed by the Director or a designated employee; the Director should be consulted if available.

## **X. LIBRARY CARDS & PATRON REGISTRATION revised 7/9/07**

### Library Card Responsibilities

Owners of Albion District Library borrower cards assume responsibility for the care and safekeeping of all materials borrowed on their cards. They also assume responsibility for settling fines, damages, losses or other assessments incurred by the use of their cards.

Card owners are asked to report changes in names, addresses, email and telephone numbers to the library as soon as possible, so that the library's borrower records can be kept up-to-date.

### Proof of Identification & Residency

Library cards of all categories will be issued only after the applicant presents proof of personal identity and Albion District Library residency. A valid Michigan driver's license is the preferred form of personal identification, any photo ID showing the applicant's name and current Albion district address will be considered acceptable proof of residency. If no photo ID is available, patron must show two other forms to prove residency.

### Persons Under 18 Years of Age

Children must have applications signed by parent or an adult acting in place of a parent for the minor.

A library card may be issued to anyone (babies included) regardless of applicant's age.

The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

### A. Borrowing privileges

#### 1. Local patrons

All residents of the Library's service area (the City of Albion and the surrounding townships that contribute penal fines and the current required millage level of support of the Albion District Library) shall be considered local patrons and, as such, shall be entitled to a library card free of charge. This shall include persons who live in, own property in, or own a business in the Library's service area.

#### 2. Albion College

All students attending Albion College shall be entitled to a library card free of charge for one calendar year. Students must show their college I.D. and include their permanent address on the application. Any affiliate of Albion College who does not otherwise qualify for a library card may have the same borrowing privileges that the Albion College extends to community patrons.

### 3. Community borrowers at Albion College

Albion College Library may extend to our eligible patrons in good standing who are within our Library's service area a Community Library Card for use at the College. This agreement does not cover community library cards given out under other College policies.

### 4. Temporary residents

Persons temporarily residing with friends or relatives in the Library's service area shall be entitled to a library card free of charge during the term of their visit, providing the friend or relative agrees to assume responsibility for their materials.

### 5. Non-Residents

Persons residing outside of the Library's service area who do not otherwise qualify for a library card shall be charged a fee to obtain a library card. This fee shall be established by the Library Board. Quarterly cards may be issued at a prorated fee.

### 6. Jackson District Library

A reciprocal agreement between the Albion District Library and the Jackson District Library waives the user fee for Jackson County residents.

## Replacement Cards

Patrons who lose their library cards will be charged \$3.00 for replacement. There is no charge for a new card when a patron changes his/her address or phone number.

## B. Loan Policy

1. The Library Board has established overdue fines as a way to encourage the timely return of materials. Fines are not charged to punish borrowers, or to generate revenue. Fines are charged only for days the Library is open.

### 2. Overdue Policy

Delinquent patrons will receive one overdue notice (via email if they have an account and have given us permission to use it) and one bill. The overdue notice will be sent two weeks after the due date. If the item(s) is not returned in two weeks, a bill for replacement will be sent. The Library may prosecute for theft of materials under City Ordinance 86-5, or the Library may attempt to retrieve materials through small claims court. Legal action will be based on total amount of overdue materials and/or total value of materials. Any patron who has received a bill for replacement of library materials shall be restricted. (A patron who has been restricted may not check out materials but may continue to use materials in the library.) Any patron who has two or more overdue items or \$5.00 in fines shall be restricted. Each item shall have a fine limit of \$3.00. A \$1.00 billing fee per item will be added to the fine for any patron who receives a bill to help defray the cost of sending bills at public expense. A processing fee of \$3.00 per item will be added to the bill for replacement. Patron accounts with over \$100 in overdue items will be turned over to the City of Albion’s Public Safety department.

#### Library Loan and Fine Rates

<b>Item</b>	<b>Loan</b>	<b>Renew</b>	<b>Reserve</b>	<b>Limit</b>	<b>Fine/day</b>	<b>Max fine</b>
Audio Books	3 weeks	Yes	Yes	None	10 cents	\$3
CD Music	3 weeks	Yes	Yes	None	10 cents	\$3
DVDs	1 week	Yes	Yes	None	10 cents	\$3
Videos	1 week	Yes	Yes	None	10 cents	\$3
Books	3 weeks	Yes	Yes	None	10 cents	\$3
Magazines	3 week	Current issues---No older---Yes	Yes	None	10 cents	\$3

#### C. Lost or Damaged Materials

The care of library materials while on loan to a borrower is the responsibility of the borrower. If material is lost while on loan to a borrower, it is the responsibility of the borrower to pay the replacement cost of the lost item.

If an item on loan to a borrower is damaged so badly that the library determines that the item is no longer fit for loan, the borrower will be charged the replacement cost of the item. If the borrower pays for a damaged item, s/he may keep the item after it is deleted from the database. If an item is no longer available for purchase, the borrower will be charged the out of print price established for that type of material. The borrower has the option of purchasing a new copy of the item and bringing it in, but must pay a \$3 processing fee. The borrower is not charged for items that have worn out.

At the discretion of the Library Director, fines and fees may be waived when warranted.

#### D. Loan of Library Furnishings and Equipment

The Library does not lend its furnishings and equipment except that which has been purchased for circulation. The Library bars private use of its furnishings and equipment with exceptions to be granted by the Library Director only in cases of exceptional need and for clearly established public purposes.

## **XI. CONDUCT**

The purposes of the Library's rules for behavior in the public sector are to protect the rights of individuals who are in the Library to use library materials and/or services, to protect the rights of staff members to conduct library business without interference, and to preserve library materials and facilities.

According to Michigan Statutes, the Library Board may exclude from the use of the Library any and all persons who shall willfully violate such reasonable rules and regulations as the Board may adopt (MCL 397.206). Such exclusion from this Library shall occur on the orders of the Director or his/her designee. In this document, "withholding of library privileges" is defined as meaning that an individual may not enter or use the Library.

In the event that a patron feels their privileges have been revoked unfairly, they may challenge the policy by submitting the **STATEMENT OF CONCERN ABOUT LIBRARY POLICIES** form found in the appendix.

On the premises of the Albion District Library, the violation of any federal or state statutes or local ordinances will also be regarded as a violation of library rules. The laws and ordinances that follow are examples and are not meant to be inclusive.

1. assault/assault and battery
2. fighting
3. larceny
4. knowing destruction, damage, defacement or removal of property
5. indecent/obscene conduct or exposure
6. selling or use of controlled substances
7. intoxication
8. patron in building after hours without permission
9. disturbance of peace by loud/aggressive behavior
10. solicitation for acts of prostitution
11. harassment of patrons or staff
12. loitering in a menacing manner
13. possession of a firearm, knife, or other weapon

**PERSONS WHO VIOLATE THE ABOVE LAWS AND/OR ORDINANCES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:**

**FIRST OFFENSE:** LIBRARY PRIVILEGES WILL BE REVOKED FOR 1 MONTH.

**SUBSEQUENT OFFENSES:** LIBRARY PRIVILEGES WILL BE REVOKED FOR 1 YEAR.

The following conduct policies are also in force:

1. No alcohol may be consumed on the premises except in the Meeting Rooms at a scheduled meeting and with the necessary permit/s.
2. No smoking in the building (Public Act 368 of 1978, Rule 21531) or within 25 feet of Library property (Section 2462 of the Michigan Public Health Code, 1978 P.A. 368).
3. No eating except in the Meeting Rooms during scheduled meetings or in staff areas.
4. No eating or drinking in the local history areas without special permission from the Director.
5. No conversations or other sounds louder in volume than the general noise level in the building at the time. Audio equipment allowed only with earphones.
6. Cell phones may be used in the lobby area. Ringers should be turned off in Library common areas.
7. No library users are permitted in non-public areas of the library unless accompanied by a staff member or through prior arrangement with the Director or his/her designee.
8. No animals (except for those assisting the handicapped), bicycles, skateboards, roller skates or shoes with rollers in the building. No use of skateboards on library property (building or grounds).
9. No entering or remaining in the library without shirt and/or shoes.
10. No soliciting for any reason.

PERSONS WHO VIOLATE THE ABOVE ORDINANCES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:

**FIRST OFFENSE:** THE PERSON MUST LEAVE THE LIBRARY FOR THE REST OF THE DAY.

**SECOND OFFENSE:** LIBRARY PRIVILEGES WILL BE REVOKED FOR 1 MONTH.

**THIRD OFFENSE:** LIBRARY PRIVILEGES WILL BE REVOKED FOR 1 YEAR.

**EXCEPTION: AT THE DISCRETION OF THE DIRECTOR, PATRONS UNDER 18 MAY BE ALLOWED TO USE THE LIBRARY UNDER PARENTAL SUPERVISION IN LIEU OF HAVING PRIVILEGES REVOKED FOR 1 YEAR.**

In the event that a patron feels their privileges have been revoked unfairly, they may challenge the policy by submitting the **STATEMENT OF CONCERN ABOUT LIBRARY POLICIES** form found in the appendix

## F. Personal Property

The Library shall not be responsible for any personal property left in the building or on the grounds.

## G. Unattended Children

The Albion District Library welcomes library use by children. Staff members are available to assist children with library materials or services. The Library desires to provide a safe and appropriate environment for visitors of all ages. The Library, however, is a public building with staff trained to provide public library services. The Library is not equipped and it is not the Library's role to provide long- or short-term child care.

For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.

Library staff members will be guided by this policy in situations, such as

- An unattended child is found frightened or crying in the Library
- An unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child
- An unattended child exhibits inappropriate behavior
- An unattended child has not been met by a responsible caregiver at closing time

After evaluating the situation, Library staff members will attempt to contact the parent or guardian of an unattended child. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the Albion Public Safety.

## **XII. MEETING ROOMS**

The meeting rooms exist for use by community organizations that serve the greater Albion community, for the Library and its programs, and for other meetings that are open to the public. If scheduling allows, the rooms may be used by private organizations.

Use of the library meeting rooms by a group does not in any way constitute an endorsement of that group's policies by the library staff, the Board of Trustees, or the City of Albion.

## **GENERAL GUIDELINES**

1. The meeting rooms may not be used for any money-making venture without prior permission by the Library Director.
2. The Library has first priority with regard to meeting room use and no restriction as to frequency of use.
3. Meeting rooms are available for use during the Library's regular open hours. Meetings outside of regular open hours may be scheduled at the discretion of the Library Director and may involve additional maintenance fees. (The Library's insurance carrier requires a Library employee in the building when used by any public group).
4. Room users are responsible for the condition of the room, including equipment and furnishings, following the meeting. Damage may be charged to the user.
5. No group may reserve meeting room space for more than twelve meetings in a six-month period.
6. No smoking is allowed in any of the meeting rooms or anywhere else in the Library.
7. Final determination for use of the meeting rooms is at the discretion of the Library Director.

### **MAINTENANCE FEES**

The rooms are available without charge any non-profit group whose meetings are free and open to the public.

Private use requires payment of a maintenance fee. (See Fines and Fees Schedule)

## **XIII. DISPLAYS AND EXHIBITS POLICY 4/05**

As an educational and cultural institution, the Albion District Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass lobby exhibit case and the children's glass exhibit case, adult area display cases and lower level case. The exhibitor must sign a release before any artifact can be placed in the library. An example of the release follows:

*Albion District Library Display and Exhibit Release*

*I, the undersigned, hereby lend the following works of art or other material to the Albion District Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.*

*Exhibition to be held in the \_\_\_\_\_*

*During \_\_\_\_\_*

*Description of materials loaned \_\_\_\_\_*

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Address* \_\_\_\_\_ *Telephone* \_\_\_\_\_

#### **XIV. PUBLIC NOTICE BULLETIN BOARD**

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The staff must approve all postings and may prohibit and/or remove postings, which do not meet library standards. Library staff will place and remove postings promptly.

#### **XV. WEATHER EMERGENCY**

The library may close, close early or postpone opening when weather conditions exist making it dangerous for travel. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours.

The Albion Police Department will be called upon for advice concerning impending road conditions. If hazardous road conditions occur, the director (or senior staff member) will call the Library Board president to advise him/her of the situation.

Employees who are scheduled to work when the library is closed for inclement weather will receive compensation for their normally scheduled work hours.

Information concerning closings, reduced service, or delays will be provided to local ~~media~~ enews in order to announce the closings.

#### **XVI. FAX**

The Library will allow use of its FAX machines for persons who have non-library related communications needs. When a patron requests a personal FAX, the fee will be \$1.00 for the first page and \$.50 for each subsequent page. The fees are the same whether the item is being sent or received.

For overseas faxes, the library charges \$2.00 for the first page and \$1.00 for each additional page.

Staff will operate the machine to assure proper operation and efficient use of connect time and supplies. Fax requests will be processed within four hours of receipt.

## **XVII. LIBRARY BUDGET**

**March 13, 2009**

### **A. Fines and fees**

The Board shall set reasonable fines and fees for overdue, lost, and damaged materials, ~~rental items~~, computer classes, meeting room use, and cards for non-local patrons. (See Fines and Fees Schedule)

### **B. Budget Preparation**

1. The Director shall prepare the Library's yearly budget for submission to the City Council. ~~The Library Board for their approval. shall approve the budget.~~

~~2. Any changes in the Library's proposed appropriations made by the City Council shall be brought to the attention of the Library Board by the Director.~~

### **C. Budget Expenditure**

1. The Director shall supervise budget expenditures.

2. State law appoints the Library Board of Trustees as the purchasing agent of the Library. Each month during their meeting the Board will approve payment of all expenditures under \$10,000.

~~3. State law appoints the Library Board of Trustees as the purchasing agent of the Library. The Board will authorize purchases of \$6,000 or under. All expenditures over \$610,000 will be authorized after a process of inviting proposals. In all other regards the Library will follow the purchasing ordinance of the City of Albion (Division 2).~~

### **D. State Aid to Public Libraries (received under Public Act 89 of 1977)**

The Board shall strive to maintain the Library's eligibility for State Aid by following the guidelines set forth by the Library of Michigan for this purpose.

### **E. All Library funds shall be kept in the Library System Fund.**

~~F. All Designated gifts will be acknowledged and honored. insofar as is practical. These gifts will be put into the Happy Day & Memorial Fund and the History Reserve (non-interest tracking reserves) to be used at the discretion of the Director or Local Historian as stipulated.~~

## **XVIII. INVESTMENT POLICY**

### **1. Purpose**

It is the policy of the Albion District Library ("District Library") to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Albion District Library and to comply with all state statutes governing the investment of public funds.

### **2. Scope**

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

### 3. Investment objectives

The primary objectives, in priority order, of the Albion District Library's investment activities shall be:

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

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

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

Return on Investment - The investment portfolio shall be designed with the objective of obtaining a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives.

### 4. Delegation of authority to make investments

Authority to manage the investment program is derived from MCL 397.182. Management responsibility for the investment program is hereby delegated to the Director (subject to the overall review of the Library Board who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: Safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director. The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

### 5. List of authorized investments

The Albion District Library is limited to the following investments authorized by Act 20 of

1943, as amended:

- a. Investment pools organized under the Surplus Funds Investment Pool Act, PA 367 of 1982 (MCL 129.111-129.118).
- b. Investment pools organized under the Local Government Investment Pool Act, PA 121 of 1985 (MCL 129.141-129.150).
- c. Bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States.
- d. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution as defined in MCLA 129.91(4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the State of Michigan or the United States.
- e. Repurchase agreements consisting of instruments listed in c. above.

#### 6. Statement concerning safekeeping and custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Albion District Library shall be on a cash basis. Securities may be held by a third party custodian designated by the Director and evidenced by safekeeping receipts as determined by the Director.

#### 7. Standard of prudence

The Director shall make such investments and only such investments as a prudent person would make in dealing with the property of another having in view the preservation of the principal and the amount and the regularity of the income to be derived.

#### 8. Statement of ethics

The Director and any Board members and staff involved in the investment of funds shall refrain from personal business activity that could conflict with the proper execution and management of District Library investments or that could impair their ability to make impartial investment decisions.

#### 9. Investment activity report

The Director shall provide an annual report to the Board concerning the investment of District Library funds.

#### 10. Effective Date

This policy shall become effective on April 10, 2007 the day following adoption by the Albion District Library Board of Trustees.

## **XIX. CAPITALIZATION POLICY**

In accordance with current accounting practice, the Albion District Library Board of Trustees hereby establishes a Capitalization Policy level of \$5,000. This policy is to give guidance for the fixed assets to be recorded and depreciated under GASB 34.

Fixed assets include land, buildings, equipment, furniture, and fixtures that have a useful life of more than two years.

Anything purchased under the Capitalization amount of **\$5,000** will be expensed in the year purchased.

Valuations of donations/gifts should be established based on the fair market value on the date of the gift.

Fixed Asset Inventory:

1. Any asset with a value of **\$5,000** or more is entered into the spreadsheet.
2. When assets for the inventory are purchased and received, the item, its description, the vendor, the present location and cost are entered into the current inventory spreadsheet.
3. A separate record is kept with the copies of receipts, descriptions, etc., of each item purchased in each fiscal year.
4. Each item is assigned a "useful life" Each item is then depreciated according to its useful life on a yearly basis.
5. The inventory is checked on a yearly basis to locate all items and log any changes to items.
6. Fully depreciated assets remain on the fixed asset list with related accumulated depreciation as long as the property is still in use.

## **XX. PROPERTY DISPOSAL POLICY**

Upon determination by the Library Director that stocks of supplies, materials, or equipment are no longer used or have become obsolete or worn out, the Director shall have the authority to dispose of, sell, or trade items with individual depreciated value of less than \$500 without the approval of the Library Board.

## **XXI. CREDIT CARD ISSUANCE AND USE POLICY**

### **I. Purpose**

This Credit Card Issuance and Use Policy (the "Policy") establishes rules and procedures for issuing, using, and accounting for the use of, credit cards on behalf of the Albion District Library (the "District Library"). The District Library Board (the "Board") may authorize the issuance and use of a credit card in accordance with Public Act 266 of 1995, being MCL 129.241 *et seq.* (the "Act") and this Policy.

### **II. Definition**

The term "credit card" as used in this Policy shall mean a card or device issued by a person under Public Act 379 of 1984, being MCL 493.101 *et seq.*, as amended, which provides for an arrangement whereby the cardholder has the privilege of obtaining credit from the card issuer or other person in purchasing or leasing property or services, obtaining credit or loans, or otherwise, and includes, but is not limited to, gasoline credit cards, telephone calling cards, cards issued by retail establishments, and cards issued by banks and other financial institutions.

### **III. Guidelines**

The issuance and use of a credit card shall comply with the following:

- A. The Board shall authorize the issuance and use of credit cards by adoption of a Resolution which references this Policy. In the Resolution, the Board may authorize the Director of the Library, or his or her designee, and any other Library officers or employees to use credit cards issued pursuant to this Policy and the Act.
- B. The Director ~~President of the Board~~ is responsible for issuing and retrieving a credit card, accounting for and monitoring the use of a credit card, and enforcing the requirements established by this Policy.
- C. A credit card issued pursuant to this Policy shall be used for official purposes only, such as the purchase of goods or services for the Library including, but not limited to, the acquisition of equipment, furniture, materials, resources, supplies, and travel-related expenses, consistent with the normal operation of a library. Any use of the credit card for any purposes other than authorized official business may subject the individual to disciplinary action up to and including discharge from employment, as well as any criminal penalties as provided for in the Act.
- D. After using the credit card, the individual authorized to use the credit card shall submit to the Board the following documentation:
  1. the goods or services purchased
  2. the costs of the goods or services

3. the date of the purchase
4. the official business for which the goods or services were purchased
5. any other information required by the President.

Upon request, the Director shall provide to the Board a report detailing all credit card use by authorized individuals based on the information provided above.

E. An individual issued a credit card pursuant to this Policy is ultimately responsible for the protection and custody of the credit card. An individual issued a credit card shall notify the Director if the credit card is lost or stolen. If a credit card issued to the Director is lost or stolen, the Director shall notify President.

F. Upon termination of employment or service, an individual authorized to use a credit card shall promptly return the credit card to the Director (or, in the case of the Director, the card shall be returned to the President) and not charge any expenses through the use of the credit card or any information relating to the credit card. Any charges incurred by the person on the credit card after the person's termination date and without prior approval of the Board shall be deducted from the person's pay checks(s). Such deductions shall also include interest charges, if any.

G. Invoices for credit card purchases shall be approved by the Board prior to payment. All credit card invoices shall be paid in full within 60 days of the initial statement date.

H. The system of internal accounting controls established by this Policy shall be adhered to at all times.

I. Under no circumstances shall the total combined authorized credit limit of all credit cards issued by the Library exceed 3 percent of the total budget of the Library for the current fiscal year.

Adopted: April 9, 2007

## **XXII. ALBION DISTRICT LIBRARY ACCESS TELEVISION CHANNEL 10 (PATV) RULES AND PROCEDURES**

Albion District Library has established a thorough set of rules and procedures for users of PATV. Every User is required to read and sign a document indicating that they have read and understand the rules and procedures before they actually receive access privileges.

The purpose of this document is to clearly set forth the rules and procedures that govern the operation of PATV's channel. These rules and procedures are intended to encourage maximum participation by groups in the Greater Albion area in a fair and equitable manner.

The Albion District Library Board, in response to the changes we face as demand on our resources increases and as the needs of the community evolve, may revise these policies. Approved changes in these

policies will be published and available during business hours. Effort will be made to notify all users of policy changes; however users are responsible for keeping up to date on current policies.

This document describes the policies guiding training, program production, channel use, and user responsibilities. They are guided by The Constitution of the United States of America; The Cable Communications Policy Act of 1984, as amended; the Cable Consumer Protection Act of 1992; the Telecommunications Act of 1996; other applicable federal and state laws and court decisions; and the Millennium cable franchise documents for the City of Albion.

## **RELATIONSHIP BETWEEN PATV AND PRODUCERS**

PATV is a service provided by the Albion District Library. Producers are not agents or employees of Albion District Library. They are considered to be independent producers and create programming for themselves or the organization they represent. At no time may any individual or organization identify himself or herself as an employee or agent of Albion District Library unless hired by the Albion District Library. Albion District Library exercises no control, beyond these policies, over production activities by producers except when members have been recruited by Albion District Library to crew productions that are specifically coordinated by Albion District Library. Producers must not identify their production efforts as being “for Albion District Library.” Rather, producers should indicate that their programs “will be seen on PATV.”

## **SECTION 2.0 - TRAINING**

**2.1 WORKSHOPS** - Before operating any PATV equipment, a community producer/user must take an appropriate production workshop or be certified to use the equipment. Production workshops are designed to ensure that the producer/user understands proper equipment operation. In addition, workshops will help familiarize the user with their rights and responsibilities as producers, programmers and viewers.

**2.2 WAIVERS** - Workshop waivers may be awarded to PATV members at the discretion of the Director providing the individual demonstrates proficiency in video production.

## **SECTION 3.0 – PROGRAMMING**

**3.1 PROGRAM RIGHTS** - By signing the Program Agreement, the producer agrees to indemnify and hold harmless PATV, its staff, board of directors, Millennium Cable, the City of Albion and Albion District Library, from any and all claims, demands, damages or other liabilities which may be made against or arise out of the cable casting of the program submitted by said producer whether or not the program has been reviewed by PATV prior to cablecast, and to pay PATV, the municipalities aforementioned, and/or Millennium Cable all legal fees and expenses incurred by it in connection with any legal proceedings concerning cable casting of said program, as such legal fees and expenses arise.

**3.2 PROGRAM CONTENT** - PATV encourages community producers to exercise the responsible expression of their First Amendment rights. Program producers are held solely responsible and legally accountable for the content of their programs and as such may be subject to prosecution for the cablecast of illegal material.

Producers are required to complete a PATV Program Agreement in which the producer accepts responsibility for the content of the program and provides PATV with a contact telephone number

through which the producer can be reached for comments. This number will be made available to all who request it. A program is not permitted to contain any of the following:

- a** Advertising material designed to promote the sale of commercial products or services.
- b** Unauthorized use of copyrighted material.
- c** Material that defames any racial, ethnic, sexual, age or religious group.
- d** Advocating of violence which are designed to invoke violence.
- E** Noncompliance with applicable Federal, State and local laws and regulations.
- f** Slanderous or libelous materials.
- g** Deliberate misinformation, which may result in harm to any individuals.
- h** Advertisement of or information concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part on chance.

A disclaimer shall be contained at the beginning and/or end of each program stating: **The views and comments expressed on this program are those of the producer and not those of PATV, its staff and board of directors.** The disclaimer must air for a minimum of 10 seconds, and must be readable.

PATV reserves the right to refuse to cablecast any program if the producer fails to disclose that the program contains any of the following:

- a.** Adult Material - A program that includes profanity, vulgarity, cursing, off-color humor, suggestive connotations or that which is otherwise inappropriate for minor children.
- b.** Violent Material - A program that includes actual or depicted acts of violence or physical abuse.

Programs that contain any of the above content must be scheduled to air between the hours of 11 p.m. and 6 a.m.

Videotaped programs must be submitted to PATV at least seven (7) days in advance of their scheduled cablecast. Content outlines and/or scripts for proposed "live" programming must be provided to PATV staff at least fourteen (14) days in advance of scheduled cablecast.

Producers may share content between each other, as long as both parties agree to it. Producers may not sell content created using PATV equipment.

**3.3 VIEWER COMPLAINTS** - Albion District Library's staff will notify producers of the nature of all viewer complaints. Viewers wishing to file a formal complaint may do so in writing on the form provided by PATV for this purpose. "Viewer Complaint" forms and a description of the complaint process are available at PATV upon request. All formal, written complaints will be presented to the Albion District Library Board for review unless resolution of the complaint can be accomplished to the satisfaction of all parties at an earlier stage in the process.

**3.4 PROGRAM SCHEDULING** - All producers must submit, sign and complete a Program Schedule Application form in person. No cable casting time will be scheduled via telephone. A Programming Schedule book will be accessible to all producers to indicate channel time availability. Requests for channel time will be processed daily on a first-come first-served basis. Producers will be notified only if there is a time conflict and the channel time requested is not available.

**3.5 LOCALLY PRODUCED PROGRAMMING** - Programs produced through the facility by PATV members or directly produced by individuals or organizations in the Greater Albion area through other area production facilities may be scheduled for cablecast on PATV's channels a maximum of four times.

PATV reserves the right to schedule the program an additional four times. A minimum of 51% of program content must be locally produced. PATV reserves the right to waive these restrictions on a case-by-case basis.

**3.6 IMPORTED PROGRAMMING** - All programming not produced locally must be sponsored by a local individual or organization. Imported programs may be scheduled on the access channels a maximum of two times and only before 6 p.m. PATV reserves the right to schedule imported programs an additional two times on the access channels. All imported programs must contain opening and closing credits including the producer's name and a means of contacting the local individual or organization sponsoring the program, along with a disclaimer. See *Program Schedule Application for disclaimer wording*.

**3.7 "LIVE" PROGRAMMING** - PATV reserves the right to pre-empt any program for the presentation of a "Special Live" production. PATV will then reschedule the pre-empted program and notify the producer or sponsor of the scheduling change. All "live" programming must be simultaneously recorded on a PATV tape and a copy left at PATV immediately following the production.

**3.8 REGULARLY SCHEDULED SERIES** - Regularly produced, local series may occupy one regularly scheduled time slot after 6 p.m. and one regularly scheduled time slot before 6 p.m. per week. During prime time (6 p.m. to 11 p.m.) a producer may not exceed more than one regularly scheduled program with similar content. Imported series may occupy one regularly scheduled time slot per week before 6 p.m. Regularly scheduled time slots may be reserved in blocks of 90 minutes or less on an indefinite basis. Programs must be delivered to PATV's programming manager at least seven (7) days prior to their scheduled airtime. If a program is not turned in at least a week in advance, it will not air until the following week.

**A regularly scheduled time slot is a privilege, not a right.** Failure to provide new programming two weeks in a row may result in the loss of the regularly scheduled time slot. Once a regularly scheduled time slot has been cancelled, a producer or anyone associated with said program may not have a regularly scheduled time slot for a minimum of a year. The second infraction will result in an indefinite cancellation of a regularly scheduled time slot. All producers are required to meet with the Director prior to the production and scheduling of any new "Regularly Scheduled" program.

**3.9 STAFF GENERATED PROGRAMMING** - Any program created by an Albion District Library staff member may not be used by other producers. News Media outlets may use video excerpts "only" (no audio), with proper credit to PATV during the airing of such video.

**3.10 TECHNICAL REQUIREMENTS** - All programs will be cablecast on S-VHS, VHS or DVD. Programs submitted for cablecast on other videotape formats must be transferred to S-VHS, VHS or DVD. Additional technical requirements are as follows:

- a. All videotapes submitted for playback on the access channels must contain 10-15 seconds of black followed by the programs open. All DVDs must contain a menu.
- b. All programs must contain a consistent control track.
- c. All programs must contain a disclaimer at the beginning and/or end of each program. For example:

"The views and comments expressed on this program are those of the producer and not those of PATV, its staff and board of directors."

(The disclaimer must air for a minimum of 10 seconds and must be readable.)

- d.** All videotapes must contain one minute of black following the program's credits without a break in the control track.
- e.** Only one program may be submitted on each videotape or DVD.
- f.** All programs must contain labels on the tape and container. Labels must include the program title, subtitle (when applicable) and exact length to the nearest second.

**3.11 UNDERWRITING** - Underwriting of programming produced with PATV equipment is permitted based on the following limitations and criteria:

- a.** Producers may not solicit any monetary support for the production of an access program except through a legitimate grant giving organization.
- b.** Producers, on their own behalf, may solicit "in kind" contributions such as food, set materials and other equipment necessary for the production of their program in return for underwriting credit.

Producers may in no way identify themselves as employees of PATV and must specifically inform the potential underwriter of their independent status.

- c.** Underwriting credit shall be limited to the following:
  1. The visual and/or audio presentation of the name and logo of the underwriter during the beginning and ending credits of the program only.
  2. A maximum of 10 seconds is permitted for identification of an underwriter.
  3. A maximum of six (6) underwriters may support any given program or series of programs.
  4. Any commercial statement or mention of a product, service or any other activity by which the underwriter might generate a profit is prohibited.
  5. The specific address, phone number and website are permitted only for underwriters of non-profit status. Identification of the city and state where the underwriter is located is permitted in all cases.
  6. Any deliberate presentation or emphasis on any visual sign, banner, logo or other item identifying the underwriter other than in the opening and closing credits of the program is prohibited.
- d.** Producers violating the underwriting guidelines set forth herein will be denied access to PATV equipment and channel thereafter.

**3.12 WORK FOR HIRE** - Albion District Library's PATV is a community service. PATV equipment and airtime are available free of charge to all citizens who desire to communicate through television via access to the cable system. Use of this community equipment to generate a profit is inappropriate and is in direct conflict with the volunteer spirit that makes access television unique and accessible. It is PATV's policy that no one may receive monetary compensation for any service rendered utilizing PATV production equipment and facilities.

Employees of an organization, producing programming for that organization may receive their normal compensation. Any attempt or scheme to utilize PATV equipment to perpetuate personal income is prohibited. Anyone determined to be in violation of this policy will be denied use of PATV equipment, channels and all tapes erased.

PATV reserves the right to provide copies upon request, to the general public of all programming produced through PATV equipment, unless permission to do so is specifically denied in writing by the producer.

## **SECTION 4.0 – SUSPENSION OF PRIVILEGES**

**4.1 GENERAL STATEMENT** - In order to ensure that PATV equipment remain in good working order and are used in such a manner as to fulfill its obligations to the community, PATV reserves the right to refuse access on a temporary or permanent basis or otherwise initiate disciplinary or legal actions against individuals or organizations that interfere with or jeopardize PATV operations or violate these Operating Policies. The Albion District Library Board will determine the termination or length of any suspension based on circumstances surrounding and the severity of the incident(s) that resulted in the suspension. Services may also be suspended or prohibited to individuals for criminal activities off-site that may pose a danger to its operations. Suspension/termination of privileges may be appealed to the courts.

**4.2 CODE OF CONDUCT** - Individuals and organizations who use the PATV equipment/channels must agree to abide by all PATV policies regarding the use of equipment and the channel for the production and presentation of their programming.

## **XXIII. FRAUD RISK MANAGEMENT POLICY**

Albion District Library (ADL) is committed to the highest standards of openness, honesty, and accountability. In consideration of that commitment, ADL expects employees and others with serious concerns about any aspect of Albion District Library's ongoing operations to come forward and voice those concerns

Fraud is the intentional theft of money or assets or the intentional misrepresentation of facts. Some examples of fraud are: stealing money out of the cash drawer, stealing books or other media, misrepresenting hours on your timesheet, misstating financial reports, etc. If you suspect that another employee committing fraud, you are obligated to report it to either the Library Director or to the President of the Library Board if it concerns the Director. All reports made in good faith will be treated with confidentiality and the appropriate follow-up action will be taken.

The consequences for committing fraud are that the employee may be immediately dismissed and reported to the City Prosecutor.

## **XXIV. CHALLENGED POLICY**

The Albion District Library recognizes that some policies may be controversial and that some may offend some patrons. Although policies are carefully created, there may be differences of opinion regarding them by the public. Patrons requesting that a policy be changed may complete a "Statement of Concern About Library Policies" form, which is available in the Library. The inquiry will be placed on the agenda of the next regular meeting of the Albion District Library Board of Trustees. Patrons challenging Library policies are requested to attend the meeting of the Albion District Library Board of Trustees.

**Albion District Library**  
**STATEMENT OF CONCERN ABOUT LIBRARY POLICIES**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Policy on which you are commenting:

9. What brought this policy to your attention?
  
10. To what do you object? Please be as specific as possible.
  
11. What do you feel the effect of the policy might be?
  
12. In its place, what policy would you recommend?
  
13. Additional comments:

**FEES**

Out-of-service-area patron \$60.00 per year

Lost materials

**The fee for processing to be added to billed items is \$3.00.**  
**No processing fee will be charged for lost magazines.**

Copies \$0.15 per page

LHR reader/printer \$0.25 per page

Black & White Printing \$.10 per page

Color Printing \$0.25 per page

LHR scanner (restricted to materials appropriate to LHR collection)

\$3.00 per scan (Albion service area)

\$5.00 per scan (Outside service area)

Fax sending and receiving

\$1.00 first page

\$0.50 each additional page

\$2.00 overseas first page

\$1.00 each additional overseas page

Meeting Room fees

Private, non-profit groups

Without food or drink: \$20. With food or drink: \$25.

Private, for-profit groups

Without food or drink: \$30. With food or drink: \$35.

Groups who qualify under this fee schedule should submit payment at the time of room reservation. Fees will be refunded upon cancellation if the Library receives notice at least five business days prior to the scheduled meeting date.

## **XXV. AMENDMENTS, ADDITIONS, AND REVISIONS**

Any Library policy may be amended or a new policy adopted by the Board of Trustees.

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.

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

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

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

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

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

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

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

### The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.* Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation 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 should be published or circulated.*  
Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*  
No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. *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.*  
To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*  
The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. *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; and by the government whenever it seeks to reduce or deny public access to public information.*  
It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
7. *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, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*  
The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply

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important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association

Association of American Publishers

## LABELS AND RATING SYSTEMS

### An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.

## Labels

Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage or prohibit users or certain groups of users from accessing the material. Such labels may be used to remove materials from open shelves to restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

## Rating Systems

A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the Library Bill of Rights. Adopting such systems into law may be unconstitutional. If such legislation is passed, the library should seek legal advice regarding the law's applicability to library operations. Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or destroying such ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see Expurgation of Library Materials: An Interpretation of the Library Bill of Rights).

Some find it easy and even proper, according to their ethics, to establish criteria for judging materials as objectionable. However, injustice and ignorance, rather than justice and enlightenment, result from such practices. The American Library Association opposes any efforts that result in closing any path to knowledge.

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Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005.

**SPECIAL COLLECTIONS**  
**Deed of Gift Form**

I, \_\_\_\_\_, hereby donate the materials described below to Albion District Library for inclusion in Albion District Library Local History Collections. As sole owner of these materials, I donate physical ownership of them to Albion District Library, which shall occur upon delivery to the Library. However, the donor, his/her heirs, and his/her estate shall retain title to such literary property rights (copyright) as he/she may possess unless otherwise stipulated below.

**Description of Gift (Office Use Only)**

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Total Number of Boxes/Items \_\_\_\_\_  
Inclusive Dates \_\_\_\_\_

Condition \_\_\_\_\_

Subject Matter

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*Arrangement*

\_\_\_\_ Alphabetical                      \_\_\_\_ Numerical                      \_\_\_\_ Chronological                      \_\_\_\_ Topical

**Physical Formats**

____ Correspondence	____ Microfilm	____ Photographs
____ Reports	____ Institutional Records	____ Books
____ Memorabilia	____ Research Materials	____ Studies
____ Publications	____ Conference Materials	____ Slides
____ Film	____ Sound Recordings	____ Video Recordings

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**Copyright**

I do not control copyright for any of the donated materials. To the best of my knowledge, the copyright is controlled by:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

If you wish to transfer, convey, and assign to Albion District Library, on behalf of The Local History Room, any copyright which you control in the above-named materials, subject to the limitations, if any, stated below, please initial here

\_\_\_\_\_

If you do not wish to transfer copyright, but give permission for the library to make copies for users of the materials, please initial here \_\_\_\_\_

Limitations (if any):

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### Special Collections Responsibilities

The materials shall be preserved, organized, and made available for research in accordance with Albion District Library Special Collections access and use policies. At any time hereafter, the donor shall be permitted to examine any of the materials upon making an appointment with the Local Historian.

Albion District Library is authorized to display any donated materials in non-profit exhibitions both on and off campus. Materials may be used to illustrate exhibition catalogs and Library publications.

Albion District Library is authorized to dispose of any duplicate or inappropriate material in the collection that it determines has no permanent value or historical interest. The Public Library is also authorized to sell, trade or dispose of any material in the collection that does not fit the collecting parameters of the Special Collections unit. If so desired, such materials as specified will be returned to the Donor.

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### Additions to the Collection

In the event that the Donor may hereafter donate additional materials to Albion District Library, such gifts will be governed by the terms and conditions stated above. A description of the additional materials so donated shall be prepared and attached hereto.

### Tax Deduction Information

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Appraised Value (If the Donor has had the gift appraised) \_\_\_\_\_  
*\*Please attach a copy of the independent appraisal if available*

If you do not intend to take a tax deduction, please initial here \_\_\_\_\_

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### Acceptance of Terms & Conditions

#### Donor

I represent and warrant that I am the sole owner of the materials described above and that I have full right, power and authority to give the materials mentioned above to Albion District Library. I have received a copy of this **Deed of Gift** and agree to all terms and conditions as stated, indicated by my signature below.

If applicable, I understand the sections on copyright and acknowledge that the information I have provided is accurate.

ALBION DISTRICT LIBRARY  
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Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

***Albion District Library Representative***

The Local Historian, on behalf of Albion District Library, gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_