

ALBION DISTRICT LIBRARY POLICY MANUAL

Revised March 2024

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I. THE MISSION OF THE ALBION DISTRICT LIBRARY

(Revised November 12, 2012)

Albion District Library empowers people to read, to explore, and to imagine a world of possibilities.

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

(Revised May 10, 2010)

2.1 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 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.

2.2 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

(Revised June 11, 2012)

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.

The Board recognizes that public relations involves every person who has a 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. Board members and staff should consistently practice positive, responsible public service with the goal of sustaining good public relations.

The Director will be expected to make presentations and to participate in community activities to promote library services. Materials to be used by press, radio, television, or internet will be approved by the director or his/her designate.

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

IV. SELECTION POLICY

(Revised June 11, 2012)

As a public body, the Library will operate in accordance with the requirements of the First Amendment and will ensure that the Library collection represents a broad spectrum 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 (see Appendix XXVI). In pursuit of the ideals set forth in these documents, the Board of Trustees supports the following policy regarding the selection of Library materials:

All 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.

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 orientation, or social view of the author.

4.1 Controversial Materials

The Board considers it the duty of the Library to provide Library patrons with materials representing a full spectrum of issues. 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.

4.2 Challenged Materials

(Revised June 14, 2010)

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 board meeting. (See *Statement of Concern About Library Resources in Appendix*).

4.3 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.

4.4 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.

4.5 Local History Room Accessions

The primary function of the Local History Room at the Albion District Library is to document with manuscripts, photographs, printed and online materials the history of Albion and the surrounding area. 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, digitized material, 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 deed of gift 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

(Revised June 14, 2010)

The Library staff will answer reference questions by bringing the Library's resources and potential users together through a variety of services. Reference service will be provided at all times that the Library is open. Reference will be provided by professionally trained individuals who will provide quality service.

It shall be the policy of the Library to answer all reference and information questions efficiently, accurately, completely, and in a timely manner. If it is not possible to find an answer using Albion District Library's resources, other libraries, agencies, and community resources should be utilized.

5.1 Local History Room Reference Requests

Local History Room staff may respond to local requests for information within reasonable limits. Assistance must be given within the constraints of time and various job demands. More extensive research must be undertaken in person.

Requests for historical research will be evaluated by the Local History Room staff. Research materials may include primary and secondary resources of the Local History Room, copies may be made of pertinent documents, and a written research report. An hourly, nonrefundable fee of \$15.00 will be charged to the patron and paid to the Albion District Library. (See Fines and Fees Schedule) Research beyond the holdings of the Local History Room cannot be accommodated. Payment for research is expected prior to delivery of the completed research.

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

The fee for obituary research will be \$2.00 per obituary. Obituaries may be scanned and sent by email or photocopied and sent by mail. Additional family research may be requested subject to a \$15.00 per hour, non-refundable research fee.

See appendix for LHR research request forms and Fines and Fees schedule.

VI. ACCESS TO LIBRARY MATERIALS AND INFORMATION

(Revised June 11, 2012, revised 09/16/2014)

The Albion District Library ascribes to the Library Bill of Rights (see Appendix XXVI). 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.

VII. INTERNET ACCEPTABLE USE AND SAFETY POLICY

(Revised June 11, 2012, revised 09/16/2014)

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

7.1 Commitment to Providing Access

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 as 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.

7.2 Internet Filtering; Unfiltered Access by Adults; Non-protected Material

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.

In order to comply with the Children's Internet Protection Act (CIPA) and Michigan Public Act No. 212 of 2000 (Act 212) all Library computers with Internet access are filtered to protect against visual depictions that are obscene, child pornography, or harmful to minors. As no filter is 100% effective, parents or guardians of Minors are responsible for their child's use of the Internet through the Library's connection. Minors will be allowed access to web-based e-mail and social media. The Library reserves the right to require Minors to exit any social media discussions or prevent access to any e-mail, including attachments, containing sexually explicit material that is harmful to minors as covered under P.A. 212. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The library urges parents and guardians to discuss internet use with their children and to monitor their use of this tool.

User Responsibilities

- 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 unlawful 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

Any adult as defined under state and federal law may request unfiltered access to the Internet as provided in CIPA and upon such a request, the filter shall be disabled. However, the Albion District Library's computers may not be used to access material that is not protected speech under the First Amendment to the U.S. Constitution, including material that is obscene under prevailing definitions, and specifically including, but not limited to, child pornography. Violations of this policy may result in the suspension of Library privileges or referral to law-enforcement agencies.

Michigan law prohibits users from allowing minors access to sexually explicit materials harmful to minors. Internet users shall not permit any minor to view sexually explicit material or any other material deemed harmful to minors.

Albion District Library respects the privacy of patrons when they use a Library computer. The Library reserves the right, however, to monitor a patron's use of a Library computer for compliance with this Internet Acceptable Use and Safety Policy.

In addition to any other provisions of this Policy, the Library's computers and Internet access shall not be used by any patron for any purpose that violates Federal or State laws (including, but not limited to, copyright and license laws and "hacking" or other unlawful access), the harassment or bullying of others, or for the sending, receiving, or displaying of any material that is fraudulent or defamatory. Any illegal acts involving the Library's internet access will result in the City of Albion Public Safety Department being contacted and may be subject to prosecution by local, State, or Federal authorities.

7.3 Violations

The Library reserves the right to end an internet session at any time. The Library reserves the right to suspend or restrict access to or use of the Internet or other Library privileges by patrons who violate this Policy. Patrons who commit succeeding violations are subject to increased suspensions or restriction on access to or use of the internet or other Library privileges pursuant to the Library's procedures set forth below.

PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE SUSPENSION OF LIBRARY PRIVILEGES BY THE LIBRARY DIRECTOR OR DIRECTOR'S DESIGNEE AS FOLLOWS:

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

SECOND OFFENSE WITHIN ONE YEAR: LIBRARY INTERNET PRIVILEGES WILL BE SUSPENDED UP TO 1 MONTH.

THIRD AND SUBSEQUENT OFFENSE WITHIN ONE YEAR: LIBRARY INTERNET PRIVILEGES WILL BE SUSPENDED UP TO 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 SUSPENDED FOR 1 YEAR.

In the event that a patron feels his/her privileges have been suspended unfairly, he/she may submit an **APPEAL** form found in the appendix to the Library Director within five (5) days after receiving notification of the violation. Appeals of Internet violations must be presented in writing using the **APPEAL** form and must include the patron name, date and time of the violation, the violation type and the patron's reason for challenge to the Internet violation decision. Upon receipt of a timely appeal, the Library Board will promptly hear the appeal and render a final decision.

7.4 Time and Other Limits

To access a computer, a patron must set up a password 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 asking at the circulation desk

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

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

Children 12 and younger must use the computers in the Children's Room. Patrons 13 or older may use the computers in the Adult Room.

7.5 Wireless Internet

(Revised September 16, 2014)

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 Internet Acceptable Use and Safety Policy during Library hours of operation.

- 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.
- 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 or patron's equipment 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.
- 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.
- Any unauthorized use of the Library's wireless internet is not sanctioned by the Albion District Library.

VIII. CONFIDENTIALITY OF LIBRARY RECORDS

(Revised June 14, 2010)

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

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

In the event of an emergency, the Library may be closed by the Director or a designated employee.

X. LIBRARY CARDS AND PATRON REGISTRATION

(Revised 06/14/10, 11/18/14, 05/14/15, 12/19/19)

The Albion District Library offers two types of library cards: Standard Borrower cards and Library1 cards. The Standard Borrower cards allow patrons full borrowing privileges. For item-specific borrowing limits, see 10.4.3. The Library1 cards allow borrowers to check out one item at a time.

All Albion District Library cardholders assume responsibility for the care and safekeeping of all materials borrowed on their cards and for settling any fines incurred on their cards. Standard Borrower cardholders assume responsibility for damages, losses, or other assessments incurred by the use of their cards; Library1 cardholders do not. For more information regarding the Library1 card, see 10.2.

Cardholders are asked to report changes in names, mailing addresses, email addresses, and telephone numbers so that the Library's patron records can be kept up-to-date.

10.1 Standard Borrower Card

Standard Borrower cards allow patrons full borrowing privileges. Full borrowing privileges allow a patron to check out the maximum number of items for the specified periods of time stated in 10.4.3.

10.1.1 Local Patrons

Local patrons shall be entitled to a library card free of charge. A patron is local when that person has an address within the library service area, be that address residential, commercial, or agricultural. Said differently, patrons are local who live in or own or rent property in the Library's service area. The service area includes the City of Albion and the surrounding townships that contribute penal fines and the current required millage level of support to the Albion District Library.

Local patrons may give permission to specific people to borrow on their card. In such cases, the patron must notify the Library before anyone other than the patron is allowed to use the patron's card. The patron is responsible for any fines, fees, damages, losses, or other assessments.

10.1.1.1 Proof of Identification and Eligibility

Standard borrower cards will be issued to local patrons only after the applicant presents proof of personal identity and of an address in the Albion District Library service area. The preferred form of personal identification is a valid Michigan driver's license. Any current government-issued photo ID showing the applicant's name and current address will be considered acceptable proof of address.

If the patron is a resident of the Library's service area but does not have a photo ID that documents an eligible address, the patron must show two other forms to prove they have such an address. Preferred forms of proof include utility bills, rental agreements, and correspondence from the local, state, or federal government. In the case of a non-resident property-owner, a preferred proof of address is a current tax bill for the eligible property. In the case of a nonresident renter, a preferred proof of address is a rental agreement for the eligible property. In the event that a patron has only one proof of address, the Director may use their discretion.

10.1.1.2 Renewal

Cards must be renewed every twelve months. Patrons must provide current proof of identification and address at time of renewal.

10.1.1.3 Persons Under 18 Years of Age

A Standard Borrower card may be issued to anyone regardless of the applicant's age.

A person under the age of 18 seeking a Standard Borrower card must have their application signed by a parent, a grandparent, or an individual legally authorized to act in place of the minor's parent. In the event that the person who signs for the child does not already have a Standard Borrower card, they will be required

to apply for one.

The person who signs the standard borrow card application for a minor is responsible for any outstanding fines, fees, damages, losses, and other assessments on the minor's library card.

In the case of an emancipated youth, that youth applicant must provide proof of emancipation in order to be exempt from having an adult cosigner.

10.1.2 Employees of Local Businesses, Nonprofits, and Government Entities

Persons employed by businesses, nonprofits, and government entities located within the Albion District Library's service area are entitled to a Standard Borrower card free of charge.

10.1.2.1 Proof of Identification and Eligibility

To secure a Standard Borrower card, employees of entities listed above must provide a permanent address, current government-issued photo ID, and current proof of employment by an Albion business, nonprofit, or government entity. A pay stub is the preferred proof of employment.

10.1.2.2 Renewal

Such cards must be renewed every six months. At the time of renewal, the cardholder must provide a current government-issued photo ID and proof of employment.

10.1.3 Patrons of Libraries with which ADL Has a Reciprocal Agreement

The Albion District Library has reciprocal agreements with the following libraries: Jackson District Library, Albion College Stockwell-Mudd Libraries, and Homer Public Library. Patrons at these libraries are entitled to a Standard Borrower card free of charge, per the terms of the agreement.

10.1.3.1 Proof of Identification and Eligibility

To secure a Standard Borrower card, patrons at libraries with reciprocal agreements must provide a permanent address, a current government-issued photo ID, and proof of patronage at the reciprocating library.

10.1.3.2 Renewal

Such cards must be renewed every twelve months. At the time of renewal, the cardholder must provide a current government-issued photo ID and proof of patronage at the reciprocating library.

10.1.4 Non-residents

Persons residing outside of the Library's service area who do not otherwise qualify for a standard borrower card shall be charged a fee to obtain a Standard Borrower card. This fee shall be established by the Library Board. Cards may be purchased for a full year, or for one quarter, one half, or three-quarters of a year at a pro-rated fee.

10.1.4.1 Proof of Identification and Eligibility

To secure a Standard Borrow card, a non-resident must provide a current government-issued photo ID showing the applicant's name and address.

10.1.4.2 Renewal

Such cards must be renewed at the end of their designated period.

10.2 Library1 Card

Library1 cards are available to patrons who do not otherwise meet the criteria for a Standard Borrower card. The Library1 card allows borrowers to check out one item at a time. Should the item be lost or damaged, the patron is not financially responsible for it. Should a patron establish a pattern of losing or damaging materials, the Director may use their discretion to revoke the Library1 card. The Library1 card does not allow patrons to borrow equipment.

10.2.1 Proof of Identification and Eligibility for Library1 Card

Any patron, regardless of age, may apply for a Library1 card. Applicants for the Library1 card **do not** need proof of identification or of address to secure a Library1 card. Applicants will be required to provide a local address and have their photograph taken. That photograph will be kept in the records for identification purposes.

10.2.2 Renewal

Such cards must be renewed every twelve months.

10.3 Replacement Cards

There is no charge for a replacement card. Director's discretion may be applied in cases in which patrons habitually require replacements.

10.4 Loan Policy

The Library has established loan periods for its materials. Those loan periods may vary based on the type of material. For specifics, see 10.4.3. Patrons will receive a courtesy reminder three days before the materials are due.

10.4.1 Renewal Policy

Patrons may renew eligible materials. They may do so themselves through the Library's catalog page on the website or by contacting the Library.

Materials can be renewed for up to two additional loan periods, provided that those materials are not on hold for another patron.

In the event that a patron has not returned materials by the due date, the Library will automatically renew them for a single loan period and send a notification of the renewal with a new due date.

10.4.2 Overdue Policy

(Revised 07/08/13, 11/04/14, 05/14/15, 12/19/19, 03/28/24)

Materials not returned by the due date are overdue. Patrons will receive overdue notices via email or text when the materials' borrowing period has come to an end.

In the case of most materials, should they remain overdue for thirty days, the patron will be billed for the replacement. The Library will charge the patron either the default value of the materials or the actual replacement cost of materials plus \$3.00 processing fee per item, whichever is less.

If a patron has fines or fees between \$5.00 and \$20.00, that patron shall be limited to borrowing one item at a time. Patrons who owe the Library in excess of \$20.00, either in fees or replacement costs, shall have their borrowing privileges restricted. A patron whose borrowing privileges have been restricted may not check out materials, but may continue to use materials in the Library.

Users who have fees outstanding from the Albion Public Library have no financial obligation to repay those fees to the Albion District Library. Those referred to the court system for petty larceny will not be subject to court action. The Albion District Library has no records of the lost/stolen material or proof a referral was ever made to the courts.

10.5 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, he/she 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.

10.6 Loan of Library Furnishings and Equipment

(Revised September 13, 2010)

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

XI. PATRON CONDUCT

(Revised November 17, 2016)

To maintain pleasant facilities for all library patrons, the Albion District Library Board of Trustees has adopted the following Code of Conduct.

11.1 Rules and Regulations

1. Pursuant to the Calhoun County Clean Indoor Air Regulation Act, tobacco, tobacco products and/or other burnable products may not be used in the library or on library property. Smoking shall also be prohibited within 25 feet of any entrance, window or ventilation system. This includes no smoking, chewing, rolling or display of tobacco, other burnable products or electronic cigarettes. Library property includes the parking lot and sidewalks.
2. Library patrons may not possess, consume or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
3. All weapons are banned from Library premises to the fullest extent permitted by law.

4. Patrons may not disturb others in any manner. Patrons may not behave in a rowdy manner, stare at another person, follow another person about the building, play audio equipment so that others can hear it, sing or talk loudly, use profane or abusive language, or behave in any manner that can reasonably be expected to disturb others.
5. Patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others. Physical violence or the threat of physical violence will not be tolerated.
6. Patrons need to be respectful of library furnishings including library equipment and materials. Users may not deface, mark on, or mutilate any library furnishings, materials or equipment. Users shall not remove or attempt to remove any library materials without first checking them out.
7. Patrons need to dress in an appropriate manner. Shoes (or other footwear) and shirts are required at all times for hygiene and safety purposes.
8. Non-alcoholic beverages in a lidded container are permitted except at computer workstations or in the Local History Room. Other beverages and food may only be consumed in connection with events sponsored by the Library or if approved by Library Staff.
9. Cell phone users need to turn devices to “silent” when they enter the library. Patrons may use cell phones in the library as long as they do not disturb others. Patrons may be asked to move outside if their conversations are disruptive to others.
10. Patrons may not sleep in the library.
11. Patrons may not use restroom facilities for washing or drying clothes, bathing, shaving, or any other purpose that might reasonably be considered inappropriate.
12. Patrons may not exhibit problematic personal hygiene that would disturb library patrons and staff or interfere with other library patrons' or staff members' use of the facilities.
13. People may not use roller blades, roller skates, or skateboards on library property.
14. People may not solicit or beg library patrons in the library or on library property unless approved by the Library Director. People may not circulate petitions, distribute literature or leaflets, hang printed material, or make appeals to the public inside the library or on library grounds without first obtaining permission from library staff.
15. Only animals needed for library programs and service animals are allowed in the library.

16. Patrons may not enter an area that is designated "Staff Only" unless they are accompanied by a staff member. Patrons may not remain in the Library after closing time or after a request to leave, including emergencies and evacuation drills.

17. Patrons may not convene on stairwells or block library entrances or exits.

18. Patrons must follow library procedures when instructed to do so by library staff.

19. Patrons may not violate any local ordinance, state, or federal law.

11.1.1 Penalties

Any person who violates these rules and regulations may be denied access to the library and to library services by the Director or designee upon notice for a period commensurate with the infraction. Library employees will contact the police when necessary.

11.1.2 Appeal

Any person denied access to the Library or its services may appeal the denial to the Library Director. If the appeal is not resolved by the Director, it may be submitted in writing to the Library Board. The Library Board will provide the person with an opportunity to be heard before deciding the appeal.

11.2 Unattended and Disruptive Children

(Revised 11/18/14, 05/14/15)

Albion District Library assumes no responsibility for children of any age left unattended at the library. Parents and legal guardians assume all liability for damage done by their children to the library facility, equipment, and materials. For more information, please refer to the Library's Unattended and Disruptive Child Procedures.

Under no circumstance will a library staff member transport a minor to another location.

11.2.1 Unattended Children

- Children 5 years of age or under must have a parent/caregiver, 16 years of age or older, within visual proximity of them at all times. Exceptions may be made for library programming.
- Children ages 6 through 8 may use the Children's Room unattended, provided they have a parent or caregiver, 16 years of age or older, present in the building.
- Children ages 9 and up may utilize the Library unattended.
- Children ages 8 and under will be referred to Albion Public Safety if Library staff members are unable to contact a parent or caregiver by closing time.

- For the safety of all minor library patrons, Library staff will not confirm or deny the whereabouts of a minor to anyone other than a public safety officer, nor will they verbally page a minor for a phone call using the Library telephone.

11.2.2 Disruptive Children

- Children are expected to adhere to all Library policies and procedures. If they fail to do so, the child's parent or caregiver may be contacted.
- If a child violates a library policy or the Code of Conduct, Library staff will adhere to the steps outline in the Unattended and Disruptive Child Procedures.

11.3 Patrons with Special Needs

Any person who, due to physical or developmental challenges, is incapable of adequately caring for their self or interests must have a guardian/caregiver, 18 years of age or older, in the immediate vicinity of and within visual contact of them.

If a child or adult with special needs is found in distress, library staff will attempt the patron's guardian/caregiver in the Library. If the guardian/caregiver is not in the building, library staff will attempt to contact the patron's guardian/caregiver via telephone. If library staff is unable to locate the patron's guardian/caregiver, Albion Public Safety will be notified.

11.4 Personal Property

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

XII. MEETING ROOMS

(Revised September 13, 2010)

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.

12.1 General Guidelines

- The meeting rooms may not be used for any money-making venture without prior permission by the Library Director.
- The Library has first priority with regard to meeting room use and no restriction as to frequency of use.

- 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.
- Room users are responsible for the condition of the room, including equipment and furnishings, following the meeting. Damage may be charged to the user.
- No group may reserve meeting room space for more than twelve meetings in a six-month period.
- Final determination for use of the meeting rooms is at the discretion of the Library Director.

12.2 Maintenance Fees

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

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

XIII. DISPLAYS AND EXHIBITS POLICY

(Revised September 13, 2010)

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 review and consider material offered for display based on availability of space.

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. The Display and Exhibit Release form may be found in the appendix.

IXV. 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. EMERGENCY CONDITIONS

(Revised April 9, 2015)

The library may close, close early, or postpone opening when conditions endanger the safety of the patrons and staff. Additionally, programs may be canceled or rescheduled as necessary. Maximum effort will be made to maintain regular library operating hours.

The appropriate officials will be called upon for advice concerning safety conditions. Information concerning closings, reduced service, or delays will be provided to local media.

XVI. FAX

(Revised September 13, 2010)

The Library offers FAX services for a fee. The fees are the same whether the item is being sent or received. (See Fines and Fees Schedule.)

XVII. LIBRARY BUDGET

(Revised March 13, 2009)

17.1 Fines and fees

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

17.2 Budget Preparation

The Director shall prepare the Library's yearly budget for submission to the Library Board for their approval.

17.3 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. All expenditures over \$10,000 will be authorized after a process of inviting proposals.

17.4 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.

17.5 Library Funds

All Library funds shall be kept in the Library System Fund.

17.6 Gifts

All gifts will be acknowledged and honored.

XVIII. FUND BALANCE POLICY

(Added 02/27/2020)

Fund Balance is the accumulated equity balance in a governmental fund resulting from the cumulative difference of all revenue and expenditures. This policy has been adopted by the Albion District Library (“the Library”) Board of Trustees (“the Board”) to address the implications of Governmental Account Standards Board (GASB) Statement No. 54.

The general purpose of this policy is to improve the Library’s financial stability by protecting itself against emergencies and economic downturns. The policy is designed to help the Library prepare for a financial emergency and ensure the continuity of financial operations, enable realistic long-term planning, assist with effective development of annual budgets, and to promote clear communications with the general public, staff, and administration.

Fund Balances Categories

The five categories of fund balance, as established by GASB 54, are as follows:

1. *Non-spendable* - amounts that cannot be spent because they are not in spendable form (e.g., the principle portion of any permanent fund).
2. *Restricted* - amounts not available for expenditure due to external restrictions, including grant restrictions, laws, or regulations.
3. *Committed* - amounts that are designated for specific purposes by formal action of the Library Board. (The Library Board may reverse this action if it is later determined the funds are needed for another purpose.)
4. *Assigned* - amounts management (i.e., Library Director) intends to use for specific purposes.
5. *Unassigned* - refers to amounts available for any purpose.

Restricted fund balances are the non-spendable and restricted categories. Unrestricted fund balances are the committed, assigned, and unassigned categories.

In order to ensure a fully operational library the Fund Balances may be used for:

- cash flow requirements,
- projected building and grounds maintenance,
- improvement needs,
- technology requirements,
- special projects, and
- other purposes deemed appropriate by the Board.

The division of these funds will be decided upon and approved by the Board as part of the budget process.

Note: When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, partly by funds set aside by the Board, and partly by unassigned fund balance), the Library will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

Level of Unassigned Fund Balance

It is the goal of the Library to achieve and maintain an unassigned fund balance of not less than 35% and no more than 75% of operating expenses in the General Fund. If the unassigned fund balance at fiscal year-end falls below this goal, the District shall develop a restoration plan to achieve and maintain the minimum fund balance.

Monitoring Targets

For presentation to the Board, and coinciding with the budget, the Library Director, Board Treasurer, and Finance Committee shall advise the Board whenever revenue projections suggest that revenue will fall short of expectations, unexpected expenditures will exceed budget, or fund target(s) may not be met by the end of the fiscal year. Fund balances may fall occasionally outside of the target ranges because of special projects, construction, emergencies, other extenuating circumstances, and/or levy restrictions.

XVIX. INVESTMENT POLICY

(Revised August 17, 2009)

19.1 Statement of Purpose

It is the policy of the Albion 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.

19.2 Scope of Policy

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.

19.3 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.

19.4 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.

19.5 List of Authorized Investments

The Albion District Library is limited to the following investments authorized by Act 20 of 1943, as amended:

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCL 129.91(7), 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.

- Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- Repurchase agreements consisting of instruments listed in subdivision (1) above.
- Bankers' acceptances of United States Banks.
- Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 USC 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - The purchase of securities on a when-issued or delayed delivery status.
 - The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
 - The mutual funds may include securities whose intention is to maintain a net asset value of \$1.00 and may also include securities whose net asset value per share may fluctuate on a periodic basis.
- Obligations described in subdivisions 1 through 7 above if purchased through an interlocal agreement under the Urban Cooperation Act of 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- Investment pools organized under the Surplus Funds Investment Pool Act, 182 PA 367, MCL 129.111 to 129.118.
- The investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.
- In addition to the investments authorized under subdivisions 1 through 10 above, the Albion District Library Board by resolution may authorize the Director to invest the funds of the Albion District Library in certificates of deposit in accordance with all of the following conditions:
 - The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
- The financial institution arranges for the investment of the funds in certificates of deposit in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
- The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
- The financial institution acts as custodian for the Albion District Library with respect to each certificate of deposit.

- At the same time that the funds of the Albion District Library are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the Albion District Library through the financial institution.

19.6 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.

19.7 Standard of Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

19.8 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.

19.9 Investment Activity Report

The Director shall provide a quarterly report to the Board concerning the investment of District Library funds.

19.10 Effective Date

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

XX. CAPITALIZATION POLICY (Revised 2009)

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:

- Any asset with a value of \$5,000 or more is entered into the spreadsheet.
- 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.
- A separate record is kept with the copies of receipts, descriptions, etc., of each item purchased in each fiscal year.
- Each item is assigned a “useful life.” Each item is then depreciated according to its useful life on a yearly basis.
- The inventory is checked on a yearly basis to locate all items and log any changes to items.
- Fully depreciated assets remain on the fixed asset list with related accumulated depreciation as long as the property is still in use.

XXI. 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.

XXII. STORAGE POLICY

(Added February 11, 2013)

The Albion District Library does not store items or property for community clubs or for patrons due to liability concerns. The Library is a public building and the safety of stored items cannot be guaranteed. All items permanently housed in the Library automatically become Library property and will be tagged and inventoried with Library property plates and will be subject to the Library’s Capitalization and Property Disposal Policies

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 anyone associated with the Library, i.e. staff, Board, volunteer, etc. is committing fraud, you are obligated to report it to 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. 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 or on the Library's website. The inquiry will be placed on the agenda of the 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. See *Statement of Concern About Library Policies* in appendix.

XXV. FOIA PROCEDURES AND GUIDELINES

It is the public policy of this state that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials.

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Library's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Library's FOIA Procedures and Guidelines. For more details and information, copies of the Library's FOIA Procedures and Guidelines are available at no charge at the Library's Adult Room Front Desk and on the Library's website: www.albionlibrary.org.

1. How do I submit a FOIA request to the Library?

- A request must sufficiently describe a public record so as to enable the Library to find it.
- Please include the words “FOIA” or “FOIA Request” in the request to assist the Library in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Library may be submitted on the Library’s FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by the Library on the Library’s FOIA Request Form.
 - No specific form to submit a written request is required. However, a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Library’s website at www.albionlibrary.org, and at the Adult Room Front Desk.
- Written requests may be delivered to the Library in person or by mail at 501 S. Superior Street, Albion, MI 49224.
- Requests may be faxed to: (517) 629-5354. To ensure a prompt response, faxed requests should contain the term “FOIA” or “FOIA Request” AND “Attn: Director” on the first/cover page.
- Requests may be emailed to director@albionlibrary.org. To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Library will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Library will respond to your request in one of the following ways:
 - - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request the Library needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the Library’s website.

- If the request is granted, or granted in part, the Library will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Library will require a deposit before processing the request.

3. What are the Library's deposit requirements?

- If the Library has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Library will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Library requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Library receives a request from a person who has not paid the Library for copies of public records made in fulfillment of a previously granted written request, the Library will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the Library's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Library to provide the records;
 - Ninety (90) days have passed since the Library notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the Library; and
 - The Library has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Library will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the Library;
 - The Library is subsequently paid in full for all applicable prior written requests; or

- Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the Library.

4. How does the Library calculate FOIA processing fees?

The Michigan FOIA statute permits the Library to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Library.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Library.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the Library's website if you ask for the Library to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the Library's website if you ask for the Library to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Library employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Library may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Library. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Library's usual FOIA requests, because of the nature of the request in the particular instance. The Library must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The Library must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Library has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The Library may charge for the least expensive form of postal delivery confirmation.

- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Library Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The Library will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Library twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the Library has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Library FOIA Request Form, which is available on the Library's website: www.albionlibrary.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

- Is accompanied by documentation of its designation by the state, if requested by the public body.

6. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Library Board by filing a written appeal of the denial with the office of the Library Director/FOIA Coordinator.

The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial. You may use the Library FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Library’s website: www.albionlibrary.org.

The Library Board is not considered to have received a written appeal until the first regularly scheduled Library Board meeting following submission of the written appeal. Within 10 business days of receiving the appeal the Library Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Library Board, you may file a civil action in Calhoun County Circuit Court within 180 days after the Library’s final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs and disbursements. If the court determines that the Library acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the Library to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Library Board by filing a written appeal for a fee reduction to the office of the Library Director/FOIA Coordinator.

The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. You may use the Library FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Library and on the Library’s website: www.albionlibrary.org.

The Library Board is not considered to have received a written appeal until the first regularly scheduled Library Board meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the Library Board will respond in writing by:

- Waiving the fee;

- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Library Board will respond to the written appeal.

Within 45 days after receiving notice of the Library Board's determination of the processing fee appeal, you may commence a civil action in Calhoun County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Library acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

XXV. Local History Room

25.1 Mission Statement

The mission of the Albion District Library's Local History Room is threefold: a.) To build, preserve, protect, and provide access to the Library's local history collection; b.) To promote awareness of and appreciation for the visual and written record of Albion-area history; and c.) To support the needs of users and promote research and scholarship in all areas of Albion's history. The Local History Room also serves as the repository for the noncurrent records of the Albion District Library.

25.2 Scope of Collections

The Local History Room (LHR) seeks actively and comprehensively to acquire manuscripts, records, photographs, maps, pamphlets, prints, recordings, and other written, visual, and audio-visual materials, both published and unpublished, that document the history of the Albion area, (including Albion College): its people; organizations; businesses; social, cultural, ethnic, and religious groups; and built environment. Except in cases where the original no longer exists, the LHR maintains a strong preference for original items rather than photocopies.

In addition, the LHR actively but more selectively collects published and unpublished materials relating to the history of Calhoun County, the state of Michigan, and to subjects important in Albion's history but not primarily about Albion (for example, twentieth-century African American history, and nineteenth-century immigration to Michigan from New England and New York State).

Note regarding Albion College materials

As the College maintains its own extensive archives, the LHR will retain general material related to the College and its people, such as yearbooks, published histories, and books by College-related authors, but should as a general rule transfer most one-of-a-kind College-related manuscript and photographic material to the College Archives. Exceptions to this include duplicate copies of the latter items (for example, a student thesis on an Albion-area topic), as well as manuscript collections which include significant Albion-area history in addition to their Albion College connection(s).

25.3 Acquisitions

Collections may be acquired through donation, purchase, or transfer from another institution.

Donations will be accepted provided that a.) the items fall within the scope of collections outlined above; b.) there is a signed Deed of Gift form that legally transfers ownership of the materials to the Albion District Library (ADL); and c.) the donor does not require excessive restrictions upon use. In addition the LHR may choose not to accept items which are in poor condition, or which duplicate similar items in the collection. In cases where the LHR declines to accept gift material, the staff will make an effort to suggest another repository to the donor.

All purchases must be approved by the Directory and/or Board of Trustees in advance. Items will not be accepted on deposit except by separate signed agreement which has been approved by the Board. The only exception is the temporary loan of items for exhibit.

All acquisitions must be recorded on Deed of Gift forms signed by the donor and an authorized staff member or volunteer of the LHR. Both the donor and the LHR receive signed copies of the Deed of Gift for their files.

LHR staff/volunteers are responsible for keeping accurate, detailed documentation of all accession activity.

Donations are tax deductible.

LHR staff and volunteers are discouraged from managing materials in subject areas in which they collect personally, as this could result in, or be construed as, conflict of interest.

LHR staff does not appraise items for monetary value, but can assist patrons in locating appraisal resources. Donors are responsible for arranging and paying for their own appraisals.

25.4 Deaccession

The LHR reserves the right to deaccession duplicates, materials deemed out-of-scope or not relevant to the LHR mission, and items whose physical condition renders them impossible to preserve within the limits of institutional resources, or which causes them to be a danger to the rest of the collection in their original form (for example, mold or insect infestation). In some cases LHR staff/volunteers may make preservation photocopies or digital reproductions of items determined to be unpreservable in their original condition, and discard the originals. This should only be done under very specific circumstances, however, such as the aforementioned severe mold or insect infestation.

Options for disposal of deaccessioned items include returning the materials to donors, transfer to other appropriate non-profit institutions, and sale. Donors may specify at the time of donation (via the Deed of Gift) what they prefer to be done with items that the LHR chooses not to retain.

In case of disposition of LHR items by sale, any funds generated must be used to benefit the collections. Proceeds from the sale of individual items or collections are to be used in a manner consistent with the established standards of the museum and archives disciplines, but in no event shall they be used for anything other than acquisition or direct care of collections.

Items may be accepted solely for the purpose of sale or exchange, provided that the donor is informed of that purpose and agrees to it in the Deed of Gift.

25.5 Loan of LHR Materials

Under special circumstances items from the LHR may be loaned to other non-profit institutions of similar purpose for exhibit. Loans from the LHR collections are made only for a limited time period, and in all cases a separate, signed loan agreement, specifying the items to be loaned, must be on file with the ADL.

All LHR materials loaned to other institutions for exhibit purposes must be identified in the exhibit text as being on loan from the LHR.

XXVI. AMENDMENTS, ADDITIONS, AND REVISIONS

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

APPENDIX

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

Adopted June 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.*
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.*
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.*
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.*

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.*
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.*
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.*

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 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.

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.

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

Albion District Library
Statement of Concern About Library Resources and Policies

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/policy 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 or policy 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:

Albion District Library

Appeal of Suspension of Library Check Out Privileges

Patron Name: _____

Date/Time of Violation: _____

Type of Violation: _____

I hereby appeal the suspension of my Library check out privileges for the alleged violation above to the Albion District Library Board for the following reasons:

(Attach additional pages if necessary)

Date: _____

Patron Signature

Albion District Library

Appeal of Suspension of Library Internet Privileges

Patron Name: _____

Date/Time of Violation: _____

Type of Violation: _____

I hereby appeal the suspension of my Library internet privileges for the alleged violation above to the Albion District Library Board for the following reasons:

(Attach additional pages if necessary)

Date: _____

Patron Signature

Local History Room - Research Services

The Albion District Library's Local History Room offers research services to those individuals who live out-of-district 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 using the resources of the Albion District Library's Local History Room. Requests for historical research will be evaluated, primary and secondary sources of the Local History Room explored, copies made of pertinent documents, and a research report written.

The hourly, non-refundable fee for this service is \$15.00. Research beyond the holdings of the Local History Room cannot be accommodated. Payment for research must be made before completed research will be mailed.

OBITUARY RESEARCH SERVICES

The fee for obituary research will be \$2.00 per obituary. Obituaries may be scanned and sent by email or photocopied and sent by mail. Additional family research may be requested subject to a \$15.00 per hour, non-refundable research fee.

Please allow at least 3 weeks for delivery of your report

LOCAL HISTORY ROOM RESEARCH REQUEST FORM

Subject or Person(s) to be researched:

Time period to be covered by the search:

Research request details (Please be concise. List additional details and sources already consulted on the back of this sheet.):

OBITUARY REQUEST FORM

Full name of person to be researched: _____

Date of birth/death: _____

Full name of person to be researched: _____

Date of birth/death: _____

List additional names on the back of this sheet.

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

Your contact information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Email _____

Please make check payable to: **Albion District Library**

Send your completed form and check to:

Albion District Library

Local History Room

501 S. Superior St.

Albion, MI 49224

Phone: (517) 629-3993

FAX: (517) 629-5354

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)

Total Number of Boxes/Items _____

Inclusive Dates _____

Condition

Subject Matter

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

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):

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 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.

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

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

Acceptance of Terms and 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.

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 _____

Fines and Fee Schedule

(Revised 12/16/2014, 12/19/2019, 03/28/2024)

Out-of-service-area library card \$60.00 per year

LIBRARY FINE & FEE RATES

Item	Limit	Loan	Renew	Fine/day	Max Fine
Books, Magazines	None	3 weeks	Yes	None	\$0
DVDs, Blu-Rays	5	1 week	Yes	None	\$0
Wifi Hotspots	1	2 weeks	No	\$5	\$15

PHOTOCOPIES

Black and white copying \$.10 per page
Color copying \$.25 per page
Photo paper printing \$1.00 per page

PRINTING

LHR microfilm reader/printer \$0.25 per page
Black and white printing \$.10 per page
Color printing \$0.25 per page

SCANNING

LHR scanner (restricted to materials appropriate to LHR collection)
\$3.00 per scan (Albion service area)
\$5.00 per scan (Outside service area)
Circ desk scanner
\$.50 first page
\$0.25 each additional page

FAX SENDING AND RECEIVING

\$0.50 first page
\$0.25 each additional page
\$1.00 overseas first page
\$.50 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.

RESEARCH SERVICES

The fee for obituary research is \$2.00 per obituary.

Family research is \$15.00 per hour, non-refundable research fee.

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* _____

Email _____