

ELK TOWNSHIP LIBRARY

POLICY MANUAL

Revised and Updated

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MISSION STATEMENT

The Elk Township Library has the following mission:

*To facilitate independent learning through the provision of relevant materials, and to teach skills which will enable people to use this and other libraries.

*To provide convenient access to information on a wide variety of subjects compatible with the interests and needs of the general public and to collect, organize and provide local community information.

*To provide reading, listening and viewing materials for leisure use.

To realize this mission the Library affirms the following responsibilities:

1. To build collections of books and other materials for all ages, a wide range of educational levels and a variety of tastes.
2. To provide reference and reader's advisory services to the public.
3. To provide specialized services and programming for all ages.
4. To provide outreach services, especially to those parts of the community which cannot otherwise use the Library.
5. To provide convenient access to the Library's collections.
6. To establish a secure, comfortable and friendly environment.
7. To develop, maintain and improve the physical facilities of the Library.
8. To publicize the Library's resources and services.
9. To improve library services by working with other libraries, Peck Community Schools, White Pine Library Cooperative, and beyond.
10. To review and develop library resources and services continually to meet changing community needs.

MATERIALS SELECTION POLICY

The selection policy of the Elk Township Library supports the general goals of the Library, the [Library Bill of Rights](#) and the [Freedom to Read Statement](#)*

All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards govern the replacement, duplication, and withdrawal of materials.

1. The Library's collection and the community.
 - a. Anticipated needs and number of potential users.
 - b. Public demand, both specific and general, expressed through requests, suggestions and use.
 - c. Availability of same materials in other libraries or agencies.
 - d. The need in collection for subject covered and its effect and appropriateness on the balance of collection - both in terms of subject matter and viewpoint.

2. Characteristics of the item under consideration.
 - a. Literary quality.
 - b. Reputation, qualifications and significance of author, producer, or publisher.
 - c. Accuracy, timeliness and importance.
 - d. Physical quality.
 - e. Appropriateness of format to subject.
 - f. Cost, as measured against competing materials on the same subject in the same style and format.
 - g. Suitability for intended audience.

3. Purchasing of materials
 - a. If at all possible, materials should be purchased through a recognized vendor.
 - b. Telephone solicitations will not be accepted. All sales offers, etc. will be accepted in written form only.
 - c. The purchase of books through salesmen is discouraged unless this is the only source for needed items or the items are of special interest. This does not forbid purchase of items through salesmen, but allows the librarian to use his/her own judgment in selection.

CONFIDENTIALITY

All library records are strictly confidential. To gain access to Library records, a Court Order must be presented.

LIBRARY BOARD MEETINGS

The Elk Township Library Board will meet on the Tuesday before the fourth (4th) Wednesday of the following months: April, May, June, August, September, October, November, January, and March. Additional meetings will be held if necessary to conduct library business.

APPLICATION FOR LIBRARY CARD

On filling out an application card, identification will be required. The identification required shall be in the form of two (2) sources.

1. One piece of photo identification (driver's license, state identification card, College Identification, etc.) is required for all cards with the exception of children who Must have a parent or legal guardian provide identification.
2. Social Security Card
3. Bill addressed to applicant at the stated address
4. Letter addressed to applicant at the stated address
5. Library card from another library

Children applying for a library card must have their card application signed by a parent or legal guardian. The parent or legal guardian must provide the required identification.

LENDING POLICY

A reasonable number of items may be checked out after a probation period of three (3) months during which time, the new patron may only borrow two (2) items at a time. (Subject to Librarians discretion)

Material will be checked out for a period of three (3) weeks.

Items may be renewed if necessary. The limit is one (1) renewal or a total period equal to six (6) weeks of check-out time.

High demand and new items will not be renewed.

OVERDUE MATERIAL

Overdue notices will be sent once each week. All items overdue more than two (2) days will receive notice of overdue charges.

A second notice will be sent two (2) weeks after the initial notice. Non-Compliance with second notice may result in legal action.

All overdue fines must be paid before any additional material may be checked out.

Overdue fines will be as follows.

5¢ per day/per item: paperbacks and magazines

10¢ per day/per item: hard cover fiction (adult and juvenile), "stack" of children's books (picture & easy)

25¢ per day/per item: reference materials (adult & juvenile), compact discs (cds) \$1.00

per day/ per item: video cassettes and DVDs.

Charges for each item are not to exceed the cost (or estimated cost if unknown) of item.

Senior citizens and shut-ins will not be charged overdue fines.

COMPLAINTS

In the event of a complaint or challenge to library material the procedure will be as follows:

1. A complaint form must be filled out by the patron.
2. Item is pulled from collection until matter is resolved.
3. Patron attends next scheduled library board meeting where the complaint is presented and discussed. ...
4. If matter is still unresolved after discussion, item will be reviewed by a panel of three (3) people consisting of two (2) Library Board members and a library patron selected and willing to assist in determining the suitability of article. This will be done before the next Library Board meeting.
5. Challenged item will be retained/withdrawn on a majority vote of the reviewing panel.

GIFTS

Unconditional gifts and memorials are accepted by the library without commitment as to their final disposition. The same criteria used to reflect purchased materials will apply also to gifts and donations. The library will attempt to dispose of all gift materials to the best advantage.

The library will provide a receipt showing the number of items donated by type or the amount in dollars of a cash donation. The library will not make a formal appraisal of the item or assign a monetary value to gifts for tax purposes

The Librarian and the Library Board of Elk Township Library have the right to refuse any and all donations.

MEMORIALS

Notification will be sent to the family and the donator (if requested) that a memorial donation has been made to the library.

Family wishes as to the use of monetary gifts will be considered but the criteria that is used for material selection will also be used.

The name of the loved one will be inscribed on the Elk Township Library Memorial Plaques. A book plate will be placed in the memorial item stating who the item is in memory of and giving the donators name (unless asked not to disclose).

All memorials, once added to the collection, will be subject to library policy. (Weeding, mending, etc.)

WEEDING

Weeding shall be done on annual basis during the first quarter of the year. The librarian or a person authorized by the librarian and/or the library board shall do the weeding.

Considerations for the weeding of an item from the library collection: (Any or all may apply)

1. Timeliness
2. Physical condition
3. Item has not been checked out in five (5) years
4. Importance
5. Value
6. Replacement is possible

Weeded material shall be disposed of by placing in used book sale or by giving to a benevolent organization. Any material in poor physical condition will be disposed of. Any unsold items or items that could not be given away may be kept for the next years used book sale if space permits or disposed of at the Librarians discretion.

USED BOOK SALE

The Library will have one (1) used book sale each year during the month of June. Prices are to be left to the discretion of the Librarian and the Board of Elk Township Library. Proceeds from the book sale are not to be deposited in the bank, but kept in cash to pay for prizes and treat for the Summer Reading Program.

MAGAZINES

Indexed magazines will be saved for reference purposes for a period of one year plus the current year. All non-indexed materials deemed suitable for saving shall be kept for reference or book sale purposes.

MENDING

Mending of articles will be done on as "as needed" basis.

RE-BINDING

Re-binding will only be done on items of major importance, expensive replacement, or for items that cannot be replaced.

PATRON CONDUCT

To protect the rights of everyone using the Elk Township Library, the following rules will be posted and enforced by Library personnel.

NO PERSON SHALL:

1. Make unauthorized solicitations for any reason
2. Willfully annoy another person or engage in loud or boisterous conduct.
3. Damage or deface public property
4. Improperly remove library materials or equipment
5. Run or jump in the library
6. Enter or remain in the library without wearing proper attire
7. Interfere with another person's use of the facilities through extremely poor personal hygiene.
8. Violate any governmental regulations

POLICY AGAINST SEXUAL HARASSMENT

All employees have the right to work in an environment free from intimidation and harassment, including freedom from sexual harassment. The Library prohibits sexual harassment of its employees in any form. Such conduct may result in disciplinary action up to and including dismissal. Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the work place, whether physical or verbal, committed by supervisors or non-supervisory personnel, is also prohibited. This includes sexual harassment through offensive sexual flirtation, advances, propositions, graphic or verbal commentary of a sexual nature, or any other abuse of a sexual nature.

If you feel you are being harassed by another employee, whether or not a supervisor, you should, in appropriate circumstances, report such conduct to the librarian of Elk Township Library. If this is not appropriate, employees are urged to seek the assistance of the President of the Elk Township Library Board. Where investigation confirms the allegations, appropriate corrective action will be taken.

DESIGNATION OF DEPOSIT

The library will designate an institute of deposit for the next fiscal year at the last meeting of the current fiscal year.

PAYMENT OF BILLS

All invoices are to be paid at the time of the monthly meeting. The only exception to this is payroll and expected bills that come after one meeting with a due date before the next scheduled meeting. At this time, the librarian will ready the payment and contact the appropriate board member to sign the check.

When there is no meeting scheduled or when a meeting is canceled because of weather or a lack of quorum, the librarian is instructed to pay the bills and have the appropriate board member sign the checks,

A list of all payments made is to be presented to the Elk Township Board for approval.

RETURNED CHECKS

All checks that are returned to the Library for insufficient funds will have the following chargers passed on to the check writer:

1. Amount of check
2. Bank fee(s) charged
3. \$10.00 Library service fee

EMERGENCY PROCEDURES

Elk Township Library will make every effort to remain open during posted hours; however we will not endanger patrons or staff to do so.

The following procedures are to be followed.

EMERGENCY PHONE NUMBERS will be posted prominently near the phones in readable print.

FIRE

Determine where the smell of smoke and/or smoke is coming from. (Since we share the building with the fire department, the smoky smell may be coming from the fire trucks.) Evacuate the building if necessary and call 911.

HEALTH EMERGENCIES

Caution will be exercised by staff when administering first aid.

In the event of a serious injury/illness call 911 immediately.

Make the injured as comfortable and safe as possible until medical help arrives.

In the event of an injury or illness on the Township grounds, follow the above procedures. Notify Township Board members. Note any witnesses and compile a written report with photos if possible.

PROCEDURE FOR NOTIFICATION OF CLOSING

Every effort shall be made to notify the public that the Library is closed / closing. Power failure may make this difficult.

Notice of closure will be broadcast over WMIC (Sandusky) 660 am.

Notice will be posted on entry door.

SNOW STORMS

The Library will close when Sanilac County declares emergency conditions and the public is ordered to stay off the roads. (Yellow Alert)

School closures do not constitute grounds for closure.

If a storm occurs during the workday, a determination will be made using available information at the discretion of the Librarian or the person in charge of the library at the time.

Procedure for notification of closing is to be followed.

TORNADO - SEVERE STORM WATCH / WARNING

A watch means conditions are right for the formation of a tornado I severe storm. Every effort should be made to keep track of changing weather conditions and to keep patrons and staff advised.

A warning means to take cover immediately. Escort patrons and staff to cover until the all clear sounds.

If the warning occurs near closing time and no patrons are in the library, the library will close and the staff will go home - bearing in mind weather conditions and advisability of taking cover.

In this situation, only a notice will be posted on the door.

HEAT

Since the building is not air-conditioned, excessive heat may be a serious problem.

The Library may close when extreme heat and humidity result in warnings being issued for all non-essential businesses (medical, police, etc. being essential) to close to protect life and to help decrease power usage.

The Library will not automatically close because of high heat but common sense should be used.

Follow closure procedure.

WATER SERVICE

The Library as a public facility requires the use of water for drinking and for the restrooms.

In the event of a lack of water due to broken water lines or other un-foreseen problems, there will be a determination made as to the probable duration of the interruption.

If the water will not be back on within a reasonable time limit, the library will close until water is restored.

Procedure for notification of closing is to be followed.

POWER / HEAT OUTAGES

Heat (furnace) problems are to be reported to the township board. If repair work cannot be done within a reasonable time and/or the thermostat reads 60 degrees or less the library will close until repairs are made or the next business day - whichever is the best.

Power failures are usually for a short period of time. However, there are times when the power cannot be reinstated quickly. Lack of power increases the chance for personal injury. It also means no equipment can be used.

The Township building is equipped with emergency lighting. The length of time these lights remain on is approximately ninety (90) minutes. While the lighting is sufficient for emergency exit, it is not enough light to conduct business in a safe manner.

If the power remains off after 90 minutes, a determination will be made if it is likely to be reinstated within a reasonable amount of time. If no return of power is likely or the time unknown, the Library will close and the notification procedure will be followed.

PUBLIC USE OF LIBRARY EQUIPMENT POLICY COMPUTER AND INTERNET ACCESS

Computers will be available on a first come, first served basis.

All users must read and sign the computer rules and registration form before using the computer. All users are expected to use the computer in a responsible manner.

The library is not responsible for the accuracy or content of information found on the internet, CD-ROM products, or other sources of information. The library is not responsible for any costs or fees incurred by patrons using the computer.

Children under the age of 13 must have a parent or legal guardian present when using the computer. Children ages 13 through 17 must have a permission form signed by a parent or legal guardian before they can use the computer on their own.

The Library's computers are not filtered. It is up to the parent or legal guardian of a minor to supervise their internet use, if they have concerns. Elk Township Library Staff will not be responsible for monitoring their activity.

Patrons will be allowed 60 minutes of computer use, per patron, per day. Patrons will be allowed to use the computer once per day. If no one is waiting to use the computer, additional time may be added in 15 minute allotments up to a maximum of 1 hour and 30 minutes total time with the approval of the library staff.

The computer will be shut down by staff, 10 minutes before closing time. **NO EXCEPTIONS.**

The computer will be shut down by staff, if there is severe weather imminent or any disruption of power to insure that no damage occurs to the computer. **NO EXCEPTIONS.**

Patrons may not load personal software on the library's computer(s), attach equipment to, or alter the library's computers in any way.

No downloading or placing any material onto the Elk Township Library's computer(s).

Patrons may not furnish their own paper, disk, CD, etc. Paper will be available from the library at 10¢

per sheet. A disk may be purchased from the library for \$1.00 if you have material to be saved. If you plan to be working on the same project again, the disk can be labeled and stored by the library for your future use for up to one (1) year. After one (1) year without use, the disk will either be turned over to the patron or (if unavailable) destroyed. **ONCE TAKEN FROM THE LIBRARY, A DISK MAY NOT BE BROUGHT BACK AND USED.**

Users are responsible for any damages to any computers or software. Physical damage to any hardware or software will require the immediate replacement of the damaged materials, at the patron's expense.

Deletion or alteration of material from the computer will result in a charge based upon the time and pay rate of the person(s) repairing the damage and any replacement material needed.

Users are prohibited from making unauthorized copies of copyrighted, licensed, or otherwise controlled data.

Users are prohibited from accessing fee-ased services. The library will not be responsible for paying these costs.

Users must not send, receive, or display text or graphics that may be reasonably construed as pornographic.

Computer resources may be used for educational, informational, and recreational uses. All users of electronic information including the internet are expected to use these resources in a responsible manner.

Computer resources may not be used for unauthorized, illegal, or unethical purposes. Illegal acts involving library computing resources may be subject to prosecution by local, state, or federal authorities.

No use of any "**chat**" rooms will be allowed.

Users must properly exit from all established menus or applications and return the screen to the icons upon ending computer use.

If a patron's use of the computer creates a disturbance in the library, he / she will be asked to log off for the day.

Failure to follow these rules will result in the consequences the follow.

FIRST OFFENSE

Patron will be barred from any use of the library computer(s) for six (6) months starting from that day.

SECOND OFFENSE

Patron will lose computer privileges for a period of one (1) year starting from that day.

THIRD OFFENSE

Patron will lose all computer privileges indefinitely.

Appeals will be decided by the Elk Township Library Board on a per incident basis.