

NEW BUFFALO TOWNSHIP PUBLIC LIBRARY POLICIES

Article I Circulation

The basic purpose of the New Buffalo Township Public Library Circulation Policy is four fold:

1. To make materials widely available.
2. To provide maximum use of the materials collection.
3. To facilitate requests for materials.
4. To provide for the retrieval of overdue materials.

Article II Library Cards

Sec. 1 Requirements

Proof of identification is required to obtain a Library Card. A driver's license is preferred; however, other identification such as those items listed below, may be used.

Driver's License	Current tax receipt	Student report card or
school		
Car registration	Michigan ID card from the	schedule or school
ID		
Current telephone bill	Secretary of State	Voter registration
card		
Current utility bill	Current automobile insurance	Current
major charge account bill		
Lease Agreement	ID card	
Property Deed	Checkbook with name and address	

When the applicant is a second homeowner with an out-of-state driver's license, he/she must show proof of local property ownership. Any of the above mentioned forms of identification may be used as long as the item has both the applicant's name and local address on it.

All borrowers must be registered and must present their library card at the time of borrowing materials. When parents/guardians and their children ask to check books out on each others cards, they may only do so if they present the card or personally accompany each other. Library Cards shall expire one (1) year from date of issue and must be renewed for continued borrowing privileges.

Sec.2 Resident, Second Homeowner/Resident, and Free Library Card

The Library participates in the MichiCard program sponsored by the State of Michigan, and the lending rules established by the State shall be followed. MichiCard does not require a Michigan driver's license.

Free borrower's cards are available to:

Any resident, property owner or renter in New Buffalo City, New Buffalo Township and Chikaming Township.

Teachers: Any teacher employed by the New Buffalo Area Schools or St. Mary of the Lake Elementary School is entitled to a library card.

Sec. 3. Non-Resident Library Card

Cards are available to individuals and institutions at a payment of \$34.00. Each non-resident library card issued shall be prorated at \$2.83 per month to the end of the year. Cardholder renewals shall be billed annually in December for the following year and will not be prorated. Non-renewed cardholders will not be allowed to checkout materials until the yearly fee has been paid. Cardholders shall be entitled to all services of the Library. Non-Residents are those who do not pay taxes in the City or Township of New Buffalo, or do not live in Chickaming Township. The fee for a New Buffalo Township Public Library card is set by the total residential taxable valuation of both the City and the Township divided by the number of residential parcels and then multiplied by the tax rate of the library. This formula represents what the average homeowner pays for library services per year.

Sec. 4. Library Cards for Minors

The Library will issue cards to both resident and non-resident minors under the age of eighteen (18) years of age when they are accompanied by a parent or legal guardian who authorizes issuance of the card and signs for the minor.

Sec. 5. Temporary Card.

-
No temporary library cards will be issued. Patrons should be referred to the library's used book sale.

Article III Loan Periods

Sec. 1 Books

1. Three (3) weeks for most books. Books may be renewed two times. However, if there are reserves on file for a particular book, Staff shall inform patrons of the reserves and ask that the book be returned as soon as possible instead of renewing it.
2. One (1) week and two (2) weeks for books designated limited loan. These are books that are in high demand and are called "7 day books" and "14 day books." Renewals will not be allowed for "7 day books" and "14 day books."
3. One (1) week for seasonal holiday books. When not in season, a holiday book may be converted to a three (3) week checkout. Staff will determine this.
4. Reference materials are for library use only, but the Staff will make up to five (5) free copies per day for patrons from these materials.
5. Inter-Library Loans are due the date indicated by the Lending Library.

Sec. 2 Periodicals

1. Two (2) weeks for all magazines. Renewals not allowed.
2. Library selected newest issues of certain magazines shall remain in the Library.

Sec. 3 Audio-Visual Materials

1. Audiocassette books shall be checked out the same as regular books. The rules stated in Sec.1 above shall apply.

Sec. 4 Videos – VHS and DVD

3 days, 3 items per family no renewals.

Sec. 5. Extended Loans

Patrons may be granted extended loan periods for a special need or to cover times when they will be out of town. The Library will determine which materials it will lend for extended loans. (For example: materials in heavy demand may be excluded.)

Sec. 6 Limits on Materials

Limits as to the number of materials allowed in any given subject area are determined by the Staff. As a general rule, three (3) materials on any non-fiction subject is the limit.

Sec. 7 Patron Claims Materials Returned

When a patron claims he or she has returned a material, but the Library has no record of its return and the Staff cannot locate the material, the Staff shall explain to the patron that records show that the materials has not been returned. The Staff shall keep looking for it, and ask the patron to do the same. The Staff shall ask the patron if he or she could have loaned it to someone and to check in places like under beds, in the car, closets, etc., as they do turn up in unusual places. Staff shall note on the computer that the material is claimed to be returned so any future contacts will be made with that knowledge.

Sec. 8 Lost and Damaged Materials

If a patron has damaged or lost a material, the Librarian shall notify the patron of the repair cost or the replacement cost of the material. Videos, compact discs, or cassettes that have been damaged will be replaced, not repaired.

Article IV Policy Regarding Material Content

In accordance with the American Library Association Bill of Rights, we provide materials and information presenting all points of view. We recommend that patrons preview video cassettes to ensure suitability for family viewing. It is in accordance with the Library's policy that individuals make their own determination with regard to this matter. In some instances, ratings can be provided as a convenience but not as a matter of Library Policy.

Article V Reserves

Patrons may place reserves either in person or over the telephone. Patrons placing materials on reserve will be notified by postcard or telephone when the materials are available. The materials must be claimed within one (1) week of notice and within two (2) days for books with long reserves, such as 7-day books. Entertainment videos may not be reserved.

Article VI Inter-Library Loan

Sec. 1 Patrons

Only patron cardholders in good standing will be allowed to borrow through Inter-Library Loan. Non-cardholders must first apply and be issued a library card before they are eligible to use the Inter-Library Loan program. New cardholders will be allowed to borrow only one material at a time until they have established an acceptable borrowing record with the Library (six months to a year depending on amount of checkouts).

Sec. 2 Materials

No reference material will be loaned or borrowed. We will photocopy and fax, mail or send copies by Ariel to borrowing libraries. We will loan special requests, with limited searching. We will loan complete periodicals. If patrons do not pick up their Inter-Library Loan materials, we will not reorder for them. If there is a charge for the Inter-Library Loan material and the patron has agreed to pay, the charge will remain on the card if the material is not picked up, and no more materials can be borrowed until it is paid.

Sec. 3 Fees

There is no charge to the patron for Inter-Library Loan service within our cooperative delivery area. Materials that must be borrowed through nationwide Inter-Library Loan will have a \$1.00 per book postage charge. Nationwide materials will not be borrowed unless the patron agrees to pay the postage charge.

Sec. 4 Borrower Responsibilities

Materials must be returned by the due date indicated. Due Dates are established by the Lending Libraries. An overdue is the responsibility of the patron. The patron assumes responsibility for all Inter-Library Loan charges and for any replacement cost for lost materials, or repair cost for damaged materials. If the Librarian establishes that a patron has abused his/her Inter-Library Loan privileges, that patron shall no longer be able to use the service.

Article VII Patron Responsibilities

Sec. 1 Patron rights

It is a charge of the New Buffalo Township Public Library Staff to see that the rights of individuals to use the Library are upheld. The Library Staff is obligated to enforce these rules so that the facilities can be used to the fullest by all patrons.

Sec. 2 Patron Behavior

LIBRARY BEHAVIOR

The New Buffalo Township Public Library encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services. The New Buffalo Township Public Library seeks to foster a welcoming and orderly environment that is conducive to reading, acquiring information, and study.

Voice levels will vary in certain areas of the Library. Patrons working closely together (example: internet computers, work tables) are expected to respect each other and maintain a quieter voice level. Respect for other patron's privacy while using the Library is also expected.

People entering the library are expected to respect the rights of other patrons to use the library. No person shall harass or annoy others by being noisy or boisterous, by playing audio equipment so that others can hear it, or by behaving in a manner that reasonably can be expected to disturb other persons.

People demonstrating disruptive behavior will be required to leave the library after one warning from library staff. Disruptive behaviors include:

- Loud or boisterous conduct
- Inappropriate language or harassment of others
- Bringing food or drink into the library with out permission
- Allowing cell phones to ring aloud and having loud conversations on cell phones
- Rollerblading, skating or bike riding on the handicap ramps or library steps
- Actions that deliberately annoy others or prevent the legitimate use of the library and its resources
- Sexual harassment
- Disregard of guidelines and procedures contained in this policy

People demonstrating aggressive, abusive behaviors will be asked without warning to leave the library. Local law enforcement may be asked to intervene if needed. These behaviors may be cause for loss of library privileges. These behaviors include:

- Assaulting another person
- Abusive language and behavior toward staff
- Damaging library property both inside and outside of the library
- Theft of library property or another patron's personal property
- Possession of weapons
- Smoking or being intoxicated
- Sexual Misconduct

Patrons committing any of the above violations or other acts deemed inappropriate by Staff will be handled in one of the following ways:

Minor violations will result in a warning and if not heeded the patron will be asked to leave.

Major violations will result in losing library privileges for up to 6 months and the local police will be informed. Violation forms, signed by the Director will be completed and if the patron is a minor the form will be mailed to the parents or guardians. Violation forms will be kept on file for up to 2 years. The person may appeal the violation in writing within 6 months of the date of the offense.

Personal appliances, such as computers, audio devices, and calculators, may be used if the noise level is low and use does not interfere with others. Because of the lack of outlets and concern for electrical overload, all appliances must be battery-powered and may not be plugged into library outlets without staff approval. Staff will attempt to locate a suitable workstation in the public areas but cannot guarantee that an electrical outlet will be available. Cellular telephones and pagers should be turned off or switched to a non-audible signal and should be answered outside the library. Patrons are expected to take care of their personal belongings while using the Library. The Library will not be responsible for items that are forgotten or that are left laying anywhere on the Library premises.

Patrons must leave the library at the time the library closes. Staff will lock doors and turn off computers 5 minutes prior to closing the library. Patrons should complete their work and expect to leave the building at closing. Staff will not be expected to wait for a patron beyond closing time. Library staff may not offer rides to patrons or wait with patrons for rides to come. Patrons must provide their own transportation to and from the library. Patrons should be respectful of library staff and the library's hours of operation.

Young children may not be safe when left unattended in the library. Staff will not know if children are leaving with a parent, a friend, or a stranger. Parents are responsible for ensuring the appropriate behavior of their children while in the library. If a parent or other responsible adult cannot be located, unattended children who are disruptive will be placed in the care of the police. Under no circumstances will library staff take a child out of the building or transport children to another location.

Approved by New Buffalo Township Library Board on June 9, 2009

Children's Safety Policy

We welcome children in the Library and hope that children who use the Library will perceive it as a fun place to be.

The New Buffalo Township Public Library staff members are available to assist children with Library materials or services. The Library is not equipped and it is not the Library's role to provide long- or short-term child care.

Our top priority is the provision of a safe environment for all children. However, the responsibility and for the safety and well-being of children is the responsibility of parents or guardians.

This parental responsibility extends to their children's use of Library computers with access to the Internet. Programming offered for children at the library is not intended to take the place of care by a parent or other caregiver. The Library respects the privacy of parents and children who use its libraries; however, Library staff will take appropriate action if a child visiting a library appears to be "at risk":

- Children under the age of **eight (8)** left unattended. "Unattended" means that the parent or caregiver is not in close proximity to the child.
- Children of any age who become disruptive or appear to be frightened when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using library facilities.

- Children who appear to be subjected to uninvited interactions.
- Any child left without transportation at closing.

If one of the above situations occurs, staff shall follow established procedures, which may include an attempt to contact the parent or guardian of an unattended child, or notification of law enforcement, as appropriate.

For the safety and comfort of children, a responsible adult or adult caregiver over the age of twelve should accompany children while they are using the Library and assist children when they are using library resources. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children. Please be mindful of the following: noise level, running, pulling items off the shelves, tantrums, bathroom needs, and social interaction with other children.

Parents, Guardians, and Caregivers* responsibilities:

- Persons 17 years old or younger are defined as `children' for the purposes of this Policy.
- Parents or legal guardians, whether present in the library or not, are responsible for their children's behavior at all time.
- Parents or legal guardians are responsible for any damages to library property caused, in whole or in part, by their children, regardless of the children's age.
- Children under the age of **eight years** must be accompanied by a parent, a guardian, or a Caregiver*, at all times
- Parents, guardians or Caregivers* are responsible for maintaining control over their children's behavior in the library, at all times
- Parents, guardians or Caregivers accompanying children **eight years** or younger must stay within a reasonable distance (within eyesight) of their children, at all times
- *(If a parent designates a `Caregiver' to accompany a child eight years or younger to the library in the parent's absence, the Caregiver must be at least 12 years of age and must demonstrate maturity and competence to care for and control the children left in their care, while in the library.)

*** Age 12 is based on the minimum age requirement for attending Red Cross Babysitter Training.

***The library staff retains the right to search all personal bags or backpacks.

***Patron library privileges may be limited at the discretion of the Library Director.

Approved by The New Buffalo Township Public Library Board on June 9, 2009

Article VIII Request for Patron Information

Sec. 1 Confidentiality

The New Buffalo Township Public Library Board of Directors believes that patron records are privileged and confidential information.

Disclosure of these records containing names, addresses and telephone numbers

would constitute an invasion of privacy pursuant to the Freedom of Information Act set forth in MCL 15.243 (1) (a). Therefore, any person requesting such information will be denied access to patron records under the policy.

Sec. 2 Denial of Request for Information Form

To:

You are hereby notified that your request of _____(date) has been denied because the information requested is exempt from disclosure pursuant to MCL 15.243 (1) (a). The Public Library maintains a policy of confidentiality of patron records and will not release patron names, addresses, or telephone numbers.

Under Michigan law you may commence an action in the Circuit Court to complete disclosure of public records (Freedom of Information Act, Sec. 10 MCL 15.240). We have attached a copy of the Freedom of Information Act for a full explanation of your right to seek judicial review under Sec.10.

Name _____ Title

New Buffalo

Township Public Library

Date _____

Article IX Materials Overdue and Fines

Sec. 1 Materials Overdue

Director's discretion in collection of overdue items. Procedure: 1week (7days overdue) call, 2 week (14 days overdue) call. 3 weeks (21 days overdue) send itemized letter. 4 weeks (28 days overdue) Overdue letter. 5 weeks (35 days overdue) send suspension letter. 6 weeks (42 days overdue) bill patron.

Sec. 2 Fines

Books, Audio Books, Video Books, and Magazines have a fine of \$.10 per day. Holiday Books that have a 7-day check out have a fine of \$.10 per day. Books that are in high demand that have a 7-day check out have a fine of \$1.00 per day. Inter-Library Loan materials have a fine of \$.10 per day. Videos and DVDs have a fine of \$1.00 each per day.

Article X Library Privileges Suspended or Withdrawn

Sec. 1 Suspended

A patron will be put in a "SUSPENDED" status when:

1. The Library is unable to contact the patron by U.S.Mail, i.e. moved with no forwarding address,

- undeliverable, etc; or
2. The patron has not responded to a bill within 1 week for materials that have not been returned; or
 3. The patron has outstanding fines totaling \$3.00 or more for one (1) month or longer for returned materials.
 4. The patron has fines totaling ten dollars (\$10.00) or more.
 5. The patron owes for lost or damaged materials for one (1) month or longer.

No checkouts will be allowed to a suspended patron. Patrons must pay the entire amount of fines before privileges are reinstated. Three (3) or more suspensions shall result in the patron losing his/her library privileges. The patron will then have to apply to the Library Board for reinstatement of his/her library card.

Sec. 2 Withdrawn

A patron will be put in a "WITHDRAWN" status when:

1. The Library is unable to contact the patron by U.S. Mail, i.e. moved with no forwarding address, undeliverable, etc; or
2. The patron has not returned material checked out for one (1) year or longer; or
3. The patron has unpaid fines for one (1) year or longer; or
4. The patron is a non-resident with an expired library card. "WITHDRAWN" status shall be removed upon payment of the yearly fee. (See Article V, Sec.3, page 5)

Article XI Statement on Service to Schools

Since any workable relationship between schools and public libraries is dependent upon communication and joint cooperation, every opportunity to create good will between these two important educational institutions is important. All Staff members are expected to be aware of the Library's services to the schools and encourage maximum utilization.

Article XII Community Use of Library Building

Sec. 1 Use by Groups

In accordance with the Michigan Public Accommodations Act, this tax supported facility may be used only by those groups whose membership is open to all without restriction based on race, sex, or religious creed.

Space in the Lower Level of the Library may be reserved by professional and governmental individuals or groups and by any local organized non-profit group in New Buffalo City, New Buffalo Township and Chikaming Township during regular Library hours, as long as it does not conflict with regular Library use. Local use is permissible for those events that have a literary or cultural outcome.

Times and dates for library programs and events are held at the discretion of the library director.

Sec. 2 Library Endorsement

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library Staff or Library Board.

Sec. 3 Food, Drink, and Smoking

Food and/or drink is prohibited in the Library unless permission is granted by the Library Board. The cost of necessary cleaning, if such permission is granted, will be billed to the person who signed the application for permission to hold a meeting in the Library.

Sec. 4 Liability

The Library Board and Staff do not assume any liability on groups or individuals attending a meeting in the Library.

Sec. 5 Duties of Scheduled Groups

The scheduled group is responsible for setting up chairs, tables, furniture and/or library or non-library equipment prior to the meeting and for returning all library property to the designated location upon the termination of the meeting.

Article XII Programming

Sec. 1 Purpose/Philosophy

To promote the New Buffalo Township Public Library, its materials, and its services.

-

-

-

Sec. 2 Content

Library sponsored programs must be non-commercial in nature. Although a professional or business person may be invited to speak, the information should always be generic in nature.

Sec. 3 Fees

There will be no charge for library programs, unless there is a fee for the purchase of materials, or unless the program is in cooperation with another community agency that is fee-supported.

Article XII Bulletin Boards

To publicize through the posting of posters, flyers, etc., meetings and other events sponsored by non-profit organizations. This privilege is open to all groups regardless of political, religious or moral ideology.

Article XIII Reference Service

Sec. 1 Cross Indexes and City Directories

Patrons, businesses and other institutions will be expected to use cross indexes and city directories in the Library. Information from these sources will not be provided over the telephone.

Sec. 2 Interpretation by Librarians

In the course of reference duty, a librarian may be asked to quote from medical, legal, census, or tax related sources. It is the policy of the New Buffalo Township Public Library to do just that, quote directly from available sources. Librarians should refrain from making judgmental or evaluative comments and should never provide "their" interpretation. Likewise, librarians must not interpret specific dictionary definitions or make recommendations to patrons for the purchase of a specific encyclopedia or products listed in Consumer Reports.

Article XIV Monetary Gifts to the Library Employees

From time to time, organizations that hold meetings at the New Buffalo Township Library or that request a library employee to speak at one of their meetings held outside the library setting, may wish to give a monetary gift to an employee as an appreciation for any service provided. This type of monetary gift should be viewed as a goodwill gesture, and according to Library Policy, must be given to the Library and not to the person performing the service. By giving the money to the Library, any conflicts of interest are avoided and any attempt at cultivating favoritism on the part of any one employee can be avoided. Moreover, since many of our services are provided during regular work duty, the acceptance of any monetary gift would be a violation of compensation already provided for in the salary schedule.

It is realized that some organizations may decide to present a gift other than money to show appreciation for a service. These might consist of a bottle of wine or some other material gift, and these seem perfectly acceptable to receive. In all cases, however, the organization should not be led to believe that a gift is expected as a result of regularly performed duties.

Article XV Gifts, Donations and Bequests

All monetary donations, gifts and memorials given to the Library will be used for future plans. The Library encourages and welcomes gifts, endowment funds and bequests.

Article XVI Appraisal of Gifts and Donations

The appraising of a gift or a donation to the Library for income tax purposes is the responsibility of the donor since it is the donor who requires an appraisal, not the Library.

Article XVIII Public Use of Equipment (Except Computers)

Sec. 1 Telephones

Telephones in the Library are for the use of the Library Staff and are not to be used by the general public for personal or business use. Only in special

situations shall the Library Staff give patrons permission to use the phone. In these situations, Staff shall dial the number for the patron to avoid long-distance charges.

Sec. 2 Photocopy Machine

The copy machine is available to any member of the community who wishes to copy materials at the rate of \$.15 per page. Senior citizens (age 60+), totally disabled persons receiving Social Security, and businesses may copy at the rate of \$.10 per page. Persons wishing to make 50+ copies at one time shall be charged at the rate of \$.10 per page. Non-profit organizations may have copies at the rate of \$.05 per page. These organizations include churches, scout troops, service clubs, township and city governmental bodies and the Parent Teacher Organization (PTO). These rates are for black and white copies on 8 ½ x 11 or 8 ½ x 14 size paper. The rates are double for 11 x 17 size paper. All color copies are at the rate of \$.50 each for 8 ½ x 11 or 8 ½ x 14 size paper, and \$1.00 for 11 x 17 size paper. No discounts allowed on color copies. Copy machine users are advised that there are restrictions on copyrighted materials which permit, in general, no more than one copy of a page for personal use. Violations of copyright are the responsibility of the copy machine user.

Free copy service of non-circulation materials is provided as a deterrent against mutilation and theft. A patron cardholder may make up to five (5) free copies per day (black & white, 8 ½ x 11 size only) from selected library materials; i.e. encyclopedia, periodicals, reference shelf books. Non-cardholders shall pay the regular copier fees.

IRS publications and forms are not considered reference as they may be obtained free of charge from the IRS. The Library will make pre-printed forms and publications available to patrons as a community service. However, if patrons request photocopies of IRS reproducible forms and publications, the regular photocopy charges will apply.

Copies are available to the Staff and Board members free.

Sec. 3 Laminator

As a safety measure only library staff will be allowed to use the laminator. If a patron needs a large quantity of laminating done they must drop it off to be done by library staff, and will be called when the laminating is finished. If it is a small amount the patron may wait for staff to laminate the items. Laminating shall be at the minimum rate of \$1.00 per foot up to 5 feet and .50 cents per foot thereafter. The minimum charge is \$1 and the minimum size is business card.

Sec. 4 Fax

The Library provides fax service to the general public during regular Library hours. Patrons are not permitted to send their own faxes. Staff will do this for patrons upon request. Charges are \$1.00 per page within the United States. Faxes sent outside the continental United States are \$3.00 for the first page and \$1.50 for each page thereafter. There will be a charge of \$.10 per page for faxes received at the Library.

Sec. 5 Microfilm Reader-Printer

A microfilm reader-printer is available for patron use. The Library has newspapers and census records on microfilm. Patrons wishing to use this equipment shall ask Staff for the films. If assistance in getting started is needed, Staff shall accommodate patrons. Patrons are expected to exercise care while using the films. Patrons wishing to print shall be charged \$.10 per page.

Sec. 6 Other Equipment

The following equipment is available for in-house use:

IBM Typewriter

Filmstrip cassette player

The Library utilizes computers for the on-line catalog and provides computers for word processing, CD ROM reference, Internet access, and other various programs. Staff may restrict computer usage at any time.

Staff use of computers for library research or necessary library duties takes precedence over public use. Staff is available to respond to questions regarding operating instructions, software selection, and miscellaneous problems. Staff is not able to provide in-depth training of computer programs. After repeated Staff instruction, patrons are expected to become self-sufficient.

The Lower Level computers, except for the on-line catalog, may not be used by patrons during Library programs held in that area.

Article XIX Public Use of Computer Equipment

INTERNET ACCESS

The Internet is a valuable tool available for providing library services. The New Buffalo Township Public Library provides access to the Internet through staff accounts for professional staff, public service staff, and other staff as necessitated by job responsibilities. Staff is encouraged to use the Internet for business communications, to conduct research for patrons and library programs, and to monitor appropriate listservs and blogs. To ensure that a broad range of information is shared and to conserve time, staff may monitor library-related listservs and blogs and to relay important information to other staff.

Staff may use Internet resources to answer reference questions and to supply information for patrons. The library will accept requests for materials, reference questions, or other communications via its general e-mail address from patrons normally served by the library. Personal use of Internet accounts by staff is not prohibited, but any personal communications must include the following disclaimer: "Views expressed by the writer do not necessarily reflect those of New Buffalo Township Public Library." Personal use of the Internet should not be conducted on staff time and personal files should not be maintained on the library computers. Library Internet accounts may not ever be used for illegal or commercial purposes.

As part of the library's mission of providing access to information of all types in a wide range of formats, the New Buffalo Township Public Library provides access to the Internet for staff and patrons. Patrons may also access the Internet via personal laptops using the library's wireless connection.

Information exchanged electronically should not be considered secure. Patron use is subject to the library's acceptable use policy. Parents are responsible for monitoring their children's use of library computers and the Internet.

Sec. 1 INTERNET USE

As part of its mission to provide a broad range of information in a variety of formats, the New Buffalo Township Public Library provides access to the Internet. The library is responsible only for the information provided on its own Web site. The library cannot monitor or control information accessed via the Internet. The library cannot guarantee that information on the Internet is accurate.

New Buffalo Township Public Library utilizes Comcast as its Internet service provider. As part of our agreement with Comcast, use of services for any activity that violates, or constitutes an attempt to violate, any local, state, federal or international law, order or regulation, or to engage in tortuous conduct, is a violation of this Policy. You may not use the Service to harm or attempt to harm a minor, including, but not limited to, posting, possessing, disseminating, or transmitting material that is unlawful, including child pornography or obscene material or material that infringes on the copyright of another.

Illegal activity is prohibited in New Buffalo Township Public Library and on New Buffalo Township Public Library's networks, equipment and software. Employees are authorized to bring to an individual's attention any act which will detract from the decorum of the library or will create a hostile workplace in violation of state and federal civil rights laws. In cases in which it is deemed necessary to enforce laws, police will be called for assistance. New Buffalo Township Public Library cooperates with police in the enforcement of laws, statutes and ordinances.

Patrons, including minors, who access the Internet in the library, may not display text or graphics defined by federal or state law as obscene or pornographic. In addition, minors are prohibited from accessing materials considered to be "harmful to minors." Library employees are authorized to take appropriate actions to enforce the rules of conduct and to prohibit use of computers by individuals who fail to comply with the Internet Safety Policy as stated or implied herein.

Deliberate and continued display of some materials that are not obscene or pornographic may still constitute sexual harassment. Actions that violate federal, state, or local laws will be referred to the appropriate law enforcement agencies. Repeated actions that create a disturbance or that may be considered sexual harassment may result in the loss of some or all library privileges. U.S. copyright law governs unauthorized use or distribution of copyrighted materials. Users may not copy or distribute electronic materials, except as permitted by the fair-use regulation without permission of the copyright owner.

While the use of chat rooms, social networking sites, wikis, blogs, and other Internet functions are not prohibited, the Library neither encourages nor offers technical support for their use. Patrons should be aware that the anonymity of some functions might also provide cover for individuals with criminal intentions. Users, including minors, are warned that other individuals may obtain unauthorized access to personal information and/or may misrepresent themselves. Users, including minors, are advised not to share personal

identification information to unknown or otherwise unverified sources via electronic communication.

Library users with a laptop or other wireless device can access the Internet via the library's network. Library users must provide their own computer with a wireless network card. Users are responsible for setting up their own equipment. Library staff members are not permitted to provide direct assistance configuring laptops.

Printing is not accessible via the wireless network. The library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone with a wireless device and the appropriate software. Users are responsible for virus protection, personal firewall, and other measures to protect the information on their laptop. The library is not responsible for any loss of information or damage to your laptop that might result from using the wireless network.

To comply with Michigan Public Act No. 212 of 2000, Internet computers located on the main floor of the Library are for use by adults only, and Internet computers located in the Lower Level of the Library are for use by minors only. An exception may be made for an adult to use the Children's computers only if the adult is using the internet with their child and there is a computer available. Children under the age of eighteen (18) years (minors) shall not be permitted individual use of the Internet computers without written consent of a parent or legal guardian. A parent or legal guardian who wishes to allow his/her child to use the Internet computer without parental supervision shall be requested to sign an Internet Access Release Form in person. Staff will request proof of identification, such as a driver's license or social security card. Proof of identification will be photocopied and attached to the signed Release Form. A minor who does not have written consent of a parent or legal guardian to use the Internet will only be allowed to use it in the presence of his/her parent or legal guardian.

Individual computer stations maybe designated for special use by staff or patrons at the discretion of the library director or designated staff. Special use may include homework or research and take precedence over other forms of computer usage.

The Staff will assist library users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained Staff will be available to assist users at all times when the Library is open. The Staff is not able to offer extensive explanations about the Internet or personal computer use or provide in-depth training. Time permitting, the Staff will try to answer specific questions about the Internet and offer suggestions for effective searching. The Staff can also provide information about Internet training opportunities and Internet books and manuals.

Internet Guidelines:

All users of the Internet are expected to use this Library resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the Internet includes:

1. Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activity that prevents others from using it.
2. Using the Library's Internet resources for educational, informational and recreational purposes only.
3. Refraining from illegal or unethical use of the Internet.
4. Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise controlled software or data residing on the internet.
5. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
6. Refraining from damaging or altering the setup of the equipment used to access the internet at the Library.
7. Refraining from altering or damaging software or data residing on the library computers.
8. Refraining from the deliberate propagation of computer worms and viruses.
9. Refraining from the transmission of obscene, pornographic, threatening, harassing or abusive language and images.

Internet procedures and computer usage

1. All patrons wishing to use a computer must sign up at the mConsole station using their full name. Computer sessions will start after the user agrees to the acceptable use policy on the sign in page. Use of computers is available to patrons on a first-come, first-served basis and each computer will be assigned in order of sign up time. In order to accommodate as many patrons as possible, sign up periods shall be limited to sixty (60) minutes per day. However, more time may be allowed if there are open computers. Users who must leave their computer for a short time should inform the staff to keep their time slot available. Users must log off when they are done using the patron computer.
3. Printing from computer stations is available. All print jobs will be processed at the circulation desk. Each page printed, good or bad will cost .10 cents each.
4. Patrons may use USB drives or CDs to store files. These devices must be free of viruses and are the sole responsibility of the owner. The library will not be responsible for any damage or loss of information on a patron's USB drive or CD.

5. Patrons do not have the authority to install programs or download programs on the library computers. Only designated library staff will be allowed to make changes or install computer software.

6. All computers, except the on-line catalog, will be turned off five (5) minutes prior to closing. Patrons signed in on computers are expected to have their tasks (printing, disk back-up) completed before closing time. Computers will be turned off five (5) minutes prior to closing time whether or not the patron has finished his/her tasks. Users agree to this procedure at sign in and neither the library nor the staff are responsible for lost work.

Amended: January 20, 2009, January 2011

Article XX User Fees

Lost Library Card	\$.50	
Lost Materials		Replacement Cost
Damaged Materials		Replacement Cost, Repair Fee, Bindery
Fee		

Photocopies of 8 ½ x 11 or 8 ½ x 14 size paper

Photocopy	\$.15 each	
Photocopy-Senior Citizen (age 60+)		\$.10 each
Photocopy-Totally Disabled Person on SS		\$.10 each
Photocopy-Business	\$.10 each	
50+ Photocopies made all at one time	\$.10 each	
Photocopy-Non-Profit	\$.05 each	

Photocopies of 11 x 17 size paper

Photocopy	\$.30 each	
Photocopy-Senior Citizen (age 60+)		\$.20 each
Photocopy-Business	\$.20 each	
Photocopy-Non-Profit	\$.10 each	

Photocopy - Reference-Printed materials only:

Cardholders	5 pages free per day (8 ½ x 11 size only)	
	\$.10 per page thereafter	
Non-Cardholders	\$.10 per page (8 ½ x 11 size only)	
Student (NB Area Schools)	Free (school assignments only— Staff will make the determination)	

Laminator (per foot)	\$1.00 (1 – 5 feet)
----------------------	---------------------

Article XXII, Sec.3) \$.50 per foot thereafter (See

Fax (per page to send) \$1.00 (within the United States)
Fax (first page) \$3.00 (outside the United States)
(each additional page) \$1.50 (outside the United States)
Fax (per page to receive) \$.10

Computer Printing \$.10 per page
(Internet, e-mail, word processing, games, genealogy, etc.)

Article XXI Fires

If anyone should notice the smell of smoke or has reason to believe there is a fire, report to the Director or person in charge of the building. Any announcement or information given by the Director or person in charge must be factual and made in a calm voice. If a fire occurs, call the fire department and the Director or person in charge will decide when and if to evacuate the building and will direct the Staff and patrons to whichever exits are not on fire.

Familiarize yourself with the types and applications of the fire extinguishers in the building. The following are the three types and their function.

Type A: Wood, paper trash, clothing. DO NOT use on burning liquids or electrical equipment.

Type B: Flammable liquid.

Type C: Electrical

Dry chemical extinguishers have a multi-purpose A-B-C rating.

The New Buffalo Township Public Library has Dry Chemical (A-B-C) Extinguishers.

The Library has a special fire extinguisher for the computers that is located on the upper level in the rear of the building.

Article XXII Health Emergencies

The Staff should exercise caution when administering first aid of even a minor nature because of the potential danger of lawsuit. However, the sick or injured patron should be made comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, the Staff should use their own judgment to do what is prudent and reasonable.

The Emergency Ambulance/Police should be called immediately by dialing 911 in the event of a serious problem. The Director or person in charge of the building at that time should also be notified immediately.

In the event of an accident or injury like a stroke, heart attack, coma, etc., an accident report form must be completed as soon as possible. At least get the

name of the injured person so we can follow up later.

If a member of the Library Staff is injured in any way on library property, an incident report form must be filled out at once and turned in to the Director. An incident report should still be completed even if the person appears unharmed.

Article XXIV Bomb Threat

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

Immediately after the caller hangs up, call the police and notify the Director or person in charge. The police will want to talk first hand with the Staff member who received the call.

Clear the building; both floors should be clear of patrons and Staff. The police will handle the actual bomb search unless they specifically request the Library Staff to identify any unusual objects.

Article XXIX Snow Storms

To avoid confusion, and for the safety of our library staff and our patrons, the New Buffalo Township Public Library will close when New Buffalo Area Schools close (between Monday through Friday) during inclement weather due to snow or ice. Closing of the Library will be at the discretion of the Library Director or person in charge on weekends or in other hazardous conditions such as fog or heavy storms. The Library will close early if the school closes early due to inclement weather.

January 20, 2009

Article XXV Tornadoes

A WARNING is issued when a tornado, severe thunderstorm, hail or flood has actually been sighted in the area or indicated on radar. The warning gives the location and size of the tornado and the course the storm is following. The Lower Level of the Library would be the best place to take shelter. It would be best to crouch under a table on the side of the room from which the tornado is approaching.

Adopted: November 14, 2000

DESELECTION OF MATERIALS

Materials that no longer fit the stated mission and service priorities of the library will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a

reasonable period of time. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the library director or designated staff. When necessary, local specialists will be consulted to determine the continued relevance, worth or reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding worn, dirty, or dangerously outdated material into the trash, recycling of paper, or transfer to the Friends of The New Buffalo Township Public Library for sale. No withdrawn items may be sold or given directly to individuals or groups; however, items that do not sell in the Friends sale may be transferred to other nonprofit organizations or placed in a "free" area for anyone to take. Discarded magazines and newspapers may be given to other area libraries or social service agencies or recycled at the discretion of the library director.

Approved by New Buffalo Township Public Library Board on November 11, 2008