

M. ALICE CHAPIN MEMORIAL LIBRARY
OPERATING POLICY
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M. ALICE CHAPIN MEMORIAL LIBRARY
OPERATING POLICY

INTRODUCTION

The purpose of the M. Alice Chapin Memorial Library is to assemble, organize, preserve, and make available books, education and recreation for citizens of the Marion and neighboring communities.

The library will provide programs and procedures to enhance the use of the Library.

The Library's ability to perform these functions and to provide these services is directly related to the efficiency of its employees. The Library has accordingly adopted a Library Personnel Policy and Library Operating Policy.

Changing circumstances may require the Library Board to revise the Library Personnel Policy and Library Operating Policy at any time. They are created to act as citizen control of the Library. Periodically these policies will be reviewed by the Library Board.

Library Board President

M. ALICE CHAPIN MEMORIAL LIBRARY
OPERATING POLICY

SERVICES

1. LIBRARY HOURS:

The Library shall be open Monday through Saturday unless closing is necessary due to the following reasons:

A: INCLEMENT WEATHER: The Library will close when the village offices close for inclement weather.

B: RECOGNIZED HOLIDAYS: The Library will be closed for these holidays:
New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and Old Fashioned Day

Christmas Eve Day: Closing will be at 12:00 p.m.

New Year's Eve Day: Closing will be at 12:00 p.m.

Thanksgiving Eve: Closing will be at 12:00 p.m.

Good Friday: Closing will be 12:00 p.m.

2. BOOK SERVICE:

First-time patrons applying for a library card must have a current Driver's License or Michigan ID with a Marion address (Harrison address, but resides within Redding Township – Temple – and has a Marion phone number). If the Patron has neither of these forms of identification, the library will accept a utility bill, phone bill, etc., with the patron's current address on it for verification purposes. The Library will then mail the individual's card to them at this address. The Librarian has the right to refuse service to non-service area individuals.

Patrons are limited to a total of six (6) books at any given time. Only two (2) books per patron/family on any one subject may be checked out. New patrons will be limited to

three (3) books at any given time for the first three months. Books are checked out for a three (3) week period. There is one renewal per book. This allows for a total of six (6) weeks. New books or books on reserve for another individual are non-renewable.

Magazines are checked out for a one (1) week period with one renewal. A maximum of six (6) magazines, in addition to books, may be checked out at any given time. Audio books are checked out for a three (3) week period with one renewal. Audio books are included in the six (6) book limit. Videos are checked out for a three (3) week period with one renewal. Any of these materials that are on reserve for another individual will not be allowed to be renewed.

Overdue notices are printed out and sent every week. Patrons will receive overdue notices every two weeks as follows: First overdue notice is mailed; Second overdue notice is mailed and a .50 cent fee is applied to their account for the mailing of the notice. A phone call is placed to remind the patron that they have overdue materials; Third overdue notice is mailed and a .50 cent fee is applied to their account for the mailing of the notice. A message printed on the notice informs them that they must return overdue materials within one (1) week in order to avoid being turned over to local law enforcement for collection purposes.

Fines will accumulate at five (5) cents per day for each day a book is overdue up to a maximum of \$5.00 per book. Library materials will not be checked out to any individual until overdue materials are returned and fines are paid in full.

Patrons will be charged replacement costs for lost or damaged books. Fees will be paid before checking out more books.

Patrons, who have a history of not returning library materials in a timely manner (more than four (4) consecutive instances of returning materials late) and/or have been turned over to local law enforcement for collection purposes, will be limited to two (2) books at any given time for a six (6) month period. During said probationary period, if the patron returns all library materials in a timely fashion, the patron will then be placed back into regular checkout guidelines.

3. BOOKS AND MATERIALS SELECTIONS:

Library services, books and other Library materials are chosen for values of interest, information and enlightenment of the people of the community. At no time should Library materials be excluded because of race or nationality or the social, political or religious views of the authors. However, some discretion should be used in choosing books on a moral basis. It is not the purpose of the collections to serve as an

elementary, high school or college supplementary library, although many of its books and materials may be so used. It is the responsibility of the Public School system to supply these curriculum materials.

The Library will make every attempt to keep up with current materials as the budget will allow. Periodic weeding of library materials will be conducted to eliminate non-circulating materials, outdated materials, or damaged materials.

4. STORY HOUR:

Story Hour is held throughout the school year. Story Hour will follow the school's schedule; when school is closed for vacation or called off due to bad weather, Story Hour will be called off. All ages of children are welcome to attend. Children three years of age and under must have a parent/caregiver stay with them throughout the program. It is not the Library's intent to compete with preschool, Head Start, or any other school programs available, but to provide stories and activities for the children's enjoyment. Children who are continually disruptive and unable to cooperate will be asked to wait till the next program and try again then. Children who are ill will be asked to return home with their caregiver so as not to expose others. Parents are expected to drop off and pick up their children on time.

5. COPIER:

Customers will be charged twenty-five (.25) cents a page for copies. In the case of enlarging an image, the charge will be twenty-five (.25) cents for every page in the enlarging process. Five pages of Library reference materials will be copied at no charge. All other materials will be charged for.

6. FAX:

A fee of \$2.00 a page for the first page will be charged for incoming and outgoing faxes. A fee of \$1.00 a page will be charged every page thereafter. This fee structure will apply to each individual number faxed to or received from for public use.

7. BOOK JACKETS:

\$2.00 per book.

8. INTERLIBRARY LOANS:

\$3.00 Postage per book.

9. RELACEMENT OF BORROWER'S:

\$1.00 per card.

10. PHONE:

The telephone is for Library personnel use. It is available to the public for emergency use only.

11. LOBBY SHOWCASE:

See attached policy.

12. COMMUNITY MEETING ROOM:

See attached policy

13. LIBRARY PROPERTY AND EQUIPMENT:

Employees are responsible for the care of property and equipment assigned to them. Employees shall immediately report to their supervisor any loss of, damage to, or defects or hazardous conditions existing in Library equipment or property assigned to or used by the employee. Employees are required to surrender all Library property in their possession upon termination of employment.

14. PATRON CONDUCT:

See attached policy.

15. CHAIN OF COMMAND:

President of the Library Board, Librarian/Director, Assistant Librarian.

16. LIBRARIAN:

A Librarian is a public servant who is interested in people of all ages and one who has the ability to understand and work successfully with the staff, patrons, children, and senior citizens.

A Librarian is a person who likes to read and has good knowledge of books and reading materials.

A Librarian has an interest in the community and developing cooperation with businesses, civic leaders, school personnel, and all citizens of the area in which he/she serves.

A Librarian must keep improving his/her knowledge of books and library procedures by attending library workshops and any meetings which help to promote the continued advancement of the Librarians knowledge and the Library's advancement within the community.

Duties shall consist of correspondence, weeding books, selecting/ordering new books, selecting/ordering magazines, selecting/ordering any other library materials, miscellaneous purchasing, purchasing library office supplies, processing library materials, assigning jobs and seeing that they're carried out, sending out notices of contractual agreements in January of each year, collecting overdue library materials, and scheduling employees/aides.

ASSISTANT LIBRARIAN:

The Assistant Librarian is a public servant who works under the leadership of the Head Librarian. The Assistant Librarian promotes the good of the public library in the community.

The Assistant Librarian will be interviewed and hired by the Head Librarian under the direction and with the approval of the Board. The Librarian sets the hours and days which he/she needs the help of the assistant.

The Assistant Librarian should be interested in children and people of all ages, extend friendliness, have the ability to serve the public, help publicize the library, be alert to the community needs which the Library can best serve.

Duties of the Assistant Librarian will consist of bulletin board, display case, story hour, mailing overdue notices, and to be prepared to fill in for the Librarian when he/she is away.

ALL EMPLOYEES:

All Employees/Aides will assist in the following: Book mending, reading shelves, straightening shelves, putting books away, processing book requests from patrons, placing orders to MMLL, contacting patrons when materials/reserves come in, cleaning books off, keeping the library clean and organized, working with patrons on

research/general requests, looking up reference questions, and working with patrons in any way necessary. The Patron is always the first in the line of duty.

7.

COMMUNITY SERVICE WORKERS:

The Library will accept Community Service Workers only from a requesting agency if said agency accepts responsibility for all liability.

M. ALICE CHAPIN MEMORIAL LIBRARY
OPERATING POLICY

INTELLECTUAL FREEDOM AND CENSORSHIP

The Library Board is responsible for maintaining intellectual freedom in the library. Sometimes this concept may be challenged by an individual or group. At such times, the Board needs a firm written policy. It should contain:

1. The Library's affirmation of the LIBRARY BILL OF RIGHTS and FREEDOM TO READ DECLARATION.
2. A clear statement regarding policy of book selection and other materials.
3. A step-by-step procedure to follow when challenge arises.

M. ALICE CHAPIN MEMORIAL LIBRARY
OPERATING POLICY

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.

1. Book and other library resources should be provided for the interest, information and enlightenment of all the 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.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

M. ALICE CHAPIN MEMORIAL LIBRARY
OPERATING POLICY

THE FREEDOM TO READ

1. It is in the public interest for publishers and libraries to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, libraries and book sellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or libraries to determine the acceptability of a book 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 with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and libraries, 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.
7. It is the responsibility of publishers and libraries to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

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

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PROCEDURES IN A CENSORSHIP SITUATION

1. Remain Calm. Don't confuse noise with substance. Require the deliberate handling of the complaint under previously established rules. Treat with dignity, courtesy and good humor the group or individual who complains. Given the facts, most citizens will support the responsible exercise of professional freedom by teachers and librarians and will insist on protecting their own freedom to read.
2. Take immediate steps to assure that the full facts surrounding a complaint are known to the administration and the governing authority. The school librarian should go through the principal to the superintendent and the school board; the public librarian should go to the Board of Trustees or to the appropriate governing authority of the community. Present full, written information giving the nature of the complaint and identifying the source.
3. Seek the support of the local press when appropriate. The freedom to read and freedom of press go hand in hand.
4. Inform local civic organizations of the facts and enlist their support when appropriate. Meet negative pressure with positive pressure.
5. In most cases, defend the principle of the freedom to read and the professional responsibility of teachers and librarians. Only rarely is it necessary to defend the individual item. Laws governing obscenity, subversive material and other questionable matter are subject to interpretation of courts. Responsibility for removal of any library materials from public access rests with this established process.
6. Inform the American Library Association Office for Intellectual Freedom and other appropriate national and state organizations concerned with intellectual freedom of the nature of the problem. Even though censorship must be fought at the local level, there is value in the support and assistance of agencies outside the area which have no

personal involvement. They can often cite parallel cases and suggest methods of meeting an attack.
(Excerpt from the Michigan Library Association Intellectual Freedom Manual)

12.

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APPENDIX 13

CITIZEN'S REQUEST
FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: _____ Hardcover Paperback Other

Title: _____

Publisher (if known): _____

Request initiated by: _____

Telephone: _____ Address: _____

City: _____

Complainant represents:

_____ Himself

_____ (name organization)

_____ (identify other group)

(If objection is to material other than a book, change wording of the following questions so that they may apply)

1. To what book do you object? (Please be specific; cite pages).

2. What do you feel might be the result of reading this book?

3. Is there anything good about the book?

4. Did you read the entire book? _____ What parts? _____

5. Are you aware of the judgment of this book by literary critics?
