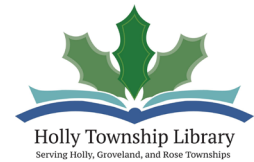
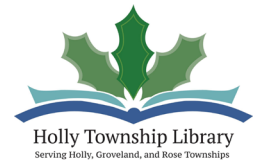


Holly Township Library
1116 N. Saginaw St.
Holly, MI 48442
248-634-1754



Holly Township Library Policy

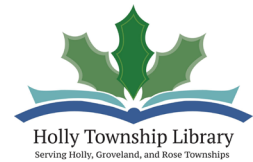
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Contents

<u>MISSION STATEMENT</u>	4
<u>VISION STATEMENT</u>	4
<u>ADOPTIONS AND DECLARATIONS.....</u>	<u>4</u>
<u>HOURS OF OPERATION</u>	5
<u>FISCAL YEAR</u>	5
<u>CIRCULATION POLICY</u>	5
<u>REGISTRATION</u>	5
<u>COLLECTIONS</u>	6
<u>LOAN PERIODS</u>	6
<u>PATRON CIRCULATION LIMITS</u>	7
<u>OVERDUE, NON-RETURNED, LOST OR DAMAGED ITEMS</u>	7
<u>SUSPENSION OF BORROWING PRIVILEGES</u>	7
<u>RESERVES</u>	7
<u>MELCAT POLICIES</u>	8
<u>TELEPHONE POLICY</u>	8
<u>CELL PHONE USE</u>	8
<u>CIRCULATION DESK PHONE</u>	9
<u>DISPLAY POLICY</u>	9
<u>DISPLAY CASE</u>	9
<u>COMMUNITY INFORMATION DISPLAYS</u>	10
<u>MEETING ROOM POLICY</u>	10
<u>TEEN SPACE POLICY.....</u>	<u>10</u>
<u>DONATION POLICY</u>	11
<u>MATERIAL DONATIONS.....</u>	<u>10</u>
<u>MONETARY DONATIONS</u>	111
<u>RESTRICTED MONETARY DONATIONS</u>	12
<u>FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES</u>	12
<u>PROCEDURES AND GUIDELINES.....</u>	<u>12</u>
<u>SUMMARY OF CHARGES.....</u>	<u>16</u>
<u>PURCHASE POLICY.....</u>	<u>17</u>
<u>OBJECTIVE.....</u>	<u>17</u>
<u>CONFLICT OF INTEREST.....</u>	<u>18</u>
<u>AUTHORITY AND RESPONSIBILITY.....</u>	<u>18</u>
<u>MATERIALS SELECTION POLICY</u>	19
<u>GENERAL SELECTION CRITERIA.....</u>	<u>19</u>
<u>WITHDRAWAL AND REPLACEMENT.....</u>	<u>20</u>
<u>PATRON STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS</u>	20

Holly Township Library
1116 N. Saginaw St.
Holly, MI 48442
248-634-1754



PROCEDURE FOR PATRON STATEMENT OF CONCERN.....	20
<u>CODE OF CONDUCT</u>	22
<u>COMPUTER USAGE POLICY</u>	23
<u>COPYRIGHT LAWS</u>	25
<u>CHARITABLE CONTRIBUTION POLICY</u>	26
<u>DISPOSAL OF PROPERTY</u>	26
<u>SOCIAL MEDIA POLICY</u>	26
<u>PUBLIC RELATIONS/MEDIA RELATIONS POLICY</u>	27
CONFIDENTIALITY POLICY.....	27
APPENDIX A-DESIGNATED BORROWER AUTHORIZATION	299
<u>APPENDIX B- REQUEST TO USE OF DISPLAY SPACE</u>	30
APPENDIX C-- DONATION RECEIPT.....	31
APPENDIX D- HOLLY TOWNSHIP FOIA REQUEST INVOICE FORM.....	32
APPENDIX E- HOLLY TOWNSHIP LIBRARY RESPONSE TO FOIA REQUEST.....	33
<u>APPENDIX F-PATRON STATEMENT OF CONCERN FORM</u>	34

MISSION STATEMENT

The Holly Township Library mission is to provide and promote public access to information through a quality collection of materials, reflecting all viewpoints which fulfill the educational and recreational needs of the community within a pleasant, professional atmosphere.

VISION STATEMENT

The Holly Township Library strives to be an inspiring beacon of lifelong learning, bringing knowledge alive, sparking imagination and creating possibilities for a vibrant and creative Library that meets the educational, informational and cultural needs of our residents, in all walks of life, and at each stage of their lives.

ADOPTIONS AND DECLARATIONS

The Holly Township Library Board adopts and declares that it will adhere to and support:

- The Following Intellectual Freedom Principles of American Library Association:
 - Library Bill of Rights
 - Freedom to Read Statement
 - Statement of Labeling
 - Free Access to Minors

<http://www.ala.org/advocacy/intfreedom/librarybill>
- The Michigan Library Privacy Act
[http://www.legislature.mi.gov/\(S\(ppjm2qjxelwup2w31a2ixszm\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-455-of-1982](http://www.legislature.mi.gov/(S(ppjm2qjxelwup2w31a2ixszm))/mileg.aspx?page=GetObject&objectname=mcl-Act-455-of-1982)

HOURS OF OPERATION

The Holly Township Library will be open Monday, Wednesday, and Friday 9:00 AM to 5:00 PM, Tuesday and Thursday from 9:00 AM to 7:00 PM, and Saturday from 10:00 AM to 2:00 PM. The Library will be closed Sunday. The Library will be closed for all federal holidays and the closings will be posted to the public. These hours are subject to change.

FISCAL YEAR

The Holly Township Library fiscal year will begin July 1st and end June 30th annually

CIRCULATION POLICY

Residents and property owners of the Holly Township Library service area are issued full privilege library cards at **no charge**. Full privilege includes MeLCat ordering and use of the Overdrive collection.

The service area of the Holly Township Library is the Village of Holly, Holly Township, Groveland Township and Rose Township. Others may be granted limited borrowing privileges, which include all physical items available for checkout in the library, if they meet the following criteria:

1. Non-resident Borrowing Privileges – Patrons in good standing at: all Mid-Michigan Library Cooperative Member Libraries, all MI Library card Member Libraries, all Mel Visiting Patron Participating Libraries and area business owners.
2. Teachers - All teachers in the Holly Area Schools, regardless of residency, will be eligible for a free library card. All rules and regulations governing Holly Township Library Patrons will apply.

REGISTRATION

To qualify for borrowing library materials, a person is required to fill out a registration card. The following information is required: name, address, contact telephone number, cell phone number/carrier and email address. A verification of residency must be provided; residency may be confirmed with any of the following:

1. Michigan driver's license with current address
2. State identification card with current address
3. Statement from a major company or utility mailed to current address
4. Lease or rent receipt or bill showing current address
5. Library cards will be issued only to minors from 5 to 18 years of age whose parent/guardian also has a current library card.
6. A patron may assign designated borrower authorization to another individual. (See appendix A)

Library cards are issued for three years. At the time of renewal, the Library staff will verify all contact information to continue patron privileges. There will be a charge of \$2.00 to replace a lost card. **All resources are available for use on site without a library card.**

PURCHASED CARD

A patron, who does not meet the requirements laid out in the Circulation Policy, may choose to purchase a library membership for \$50.00 per year which would entitle them and all immediate family members living at the same address to a library card. This card would entitle the patron access to all the library services and digital resources available to patrons who naturally reside in the library's service area. This fee would be due annually on the anniversary of the establishment of this patron's account.

COLLECTIONS

1. Circulating Items
 - a. Books
 - b. Audio Books
 - c. DVDs
 - d. Periodicals
2. Non-circulating Items
 - a. Reference Material
 - b. Special Collections
 - c. Newspapers

LOAN PERIODS

1. Books/Audio Books
 - a. These materials are loaned for three weeks. Some bestsellers may be designated a two-week loan with no renewals based on demand.
 - b. Items may be renewed two times for an additional six weeks if there are no reserves placed on those titles or they are not designated two-week loans.
 - d. Renewals may be made on or before the due date on site, via the telephone or in the online patron account.
 - e. MeLCat materials are due on the date posted on the item. Patrons must renew through the MeLCat website and contact the library for renewal BEFORE the due date.
2. Periodicals
 - a. Current periodicals circulate for three weeks (current issues do not circulate) and may be renewed one time.
3. DVD
 - a. DVDs circulate for 2 days at no charge and they may be renewed for 2 days.

PATRON CIRCULATION LIMITS

The Library reserves the right to limit the number of items a person may borrow as follows:

1. New Patrons: There is a limit of 3 items at the first check out for any new patron.
2. DVD/Video Games: There is a limit of 5 general entertainment and educational DVD checkouts at any time.
3. Items of special interest may be limited as necessitated.

OVERDUE, NON-RETURNED, LOST OR DAMAGED ITEMS

1. Overdue fines are five cents per day per book up to \$5.00 per item and \$1.00 per day per DVD. Overdue fines notices are processed weekly. First and second overdue notices will be called or sent via text or email. Third overdue notices will be mailed.
2. Patrons are responsible for keeping their contact information current in their library record so as to receive these notices promptly.
3. Patrons receive due date information at the time of check out therefore they are responsible for all material that is overdue whether or not an overdue notice is received.
4. Any item circulated with accompanying material, such as software, CD, DVD, booklet must be returned with all accompanying material before it can be checked in. Items returned without all accompanying material will accrue fines if overdue until accompanying material is also returned. Patrons will be informed in a timely manner when items are returned without accompanying material.
5. An item unreturned for 30 days will be considered lost and the replacement cost of the item will be charged to the patron's account.
6. Lost or unrepairable items will be charged the original retail cost of the item. No refund will be given for items once a replacement has been purchased.
7. The Library may, with the consent of the Board, waive all fees and finds for patrons.

SUSPENSION OF BORROWING PRIVILEGES

When fines or fees amount to \$5.00 or more for an individual or a group of linked family members, all borrowing and computer use privileges are suspended for that patron and all family members linked to that account. The suspension remains in effect until charges are paid below \$5.00. If the patron states that the item(s) was returned or was not borrowed, a search will be initiated; fines stand until that item is located. Fines may be removed at the discretion of the staff but a claim of not checked out or a claim of having returned should be noted in the patron account. Fines may not be removed if this claim is habitually noted.

RESERVES

Library material currently checked out may be placed on reserve by any library cardholder in good standing. Reserves may be placed by patrons either in person, by telephone or electronically. When reserved material becomes available, patrons will be notified by telephone or email. Upon contact either by telephone, voice messaging or by email, the patron will be informed that the reserved material is available. These items will be held at the

circulation desk for no more than 3 days from notification. If items are not picked by that date they will be returned to inventory.

Items currently available in the library may be requested for reserve via telephone or electronically. These items will be held at the circulation desk for no more than 3 days from the time they become available. If items are not picked by that date they will be returned to inventory.

All reserves will be held at the circulation desk for patrons. Information on the reserved item may only be given to the borrower placing the reserve. Reserved items will only be checked out to the borrower placing the reserve. Another party may be designated to pick up items for the borrower, if that designation is made in person or in writing by the borrower. No more than 25 items may be placed on reserve by a patron. Library users are responsible for notifying the Library if they no longer need a requested item and wish to be removed from the waiting list.

MeLCat Policies

Local MeLCat requesting privileges are available only to patrons residing in the legal boundaries of the Holly Township Library (Village of Holly, Holly Township, Groveland Township and Rose Township) and are in good standing. The system routes requests according to your home library card number. All other patrons may only receive MeLCat Requests at their home library. No exceptions are possible.

- Items may be renewed 1 time and renewals must be submitted before the due date. In general print items circulate for 3 weeks and renew for 3 more weeks; A/V materials circulate for 1 week and do not renew.
- Locally owned items should not be ordered through MeLCat. There are some exceptions; such as to accommodate book clubs or when the locally owned item is lost or missing.
- Overdue fines on MeLCat items assessed to the library may be charged to the patron account and will be subject to the same regulations as internal overdue fines.
- Replacement/repair costs assessed to the library will be charged to the patron account. Non-payment for lost or damaged MeLCat items are subject to the same regulations as internal non-payment and will result in the loss of local and MeLCat borrowing privileges.
- Items ordered by patrons but not picked up will be noted in the patron's record. Repeated instances of not picking up requested items will result in the loss of MeLCat privileges for the patron.

TELEPHONE POLICY

CELL PHONE USE

A notice will be placed in the Library requesting cell phone ringers be silenced in the Library. The notice will also request that cell phone calls be kept ~~keep~~ as quiet as possible or moved to the entryway of the building.

CIRCULATION DESK PHONE

Circulation desk phone use by patrons will be at the discretion of the library staff for urgent calls only. Should a patron be allowed to use the desk phone, staff will dial the outgoing number. Calls should be limited to one per patron per day.

DISPLAY POLICY

The Holly Township Library supports article 6 of the ALA Library Bill of Rights concerning public display: "Libraries should make exhibit spaces available to the public they serve and should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The utilization of exhibit or display space or posting or distribution of literature by any group or individual shall not imply endorsement or approval by the Holly Township Library. The Library welcomes exhibits and displays of material which inform, enlighten or entertain the general public. The Library as the direct agent of the Library Board reserves the right to reject any item, display, or literature which is deemed illegal, offensive or interferes with normal library operations.

DISPLAY CASE

- At the owner's discretion, displays may include contact information.
- Purely commercial exhibit or display is prohibited.
- Requests for use of display space may be requested up to 12 months in advance. All requests must be submitted on a display case use form. See Appendix A. Bookings are made on a first come, first served basis. Display space will be available for at least 30 days. Longer periods may be negotiated. Cancellation of the use of display space must be made in writing at least one week prior to the 1st date material is to be displayed.
- The owner will be responsible for the delivery, display and removal of all items displayed. All materials must be removed by the owner by the date agreed upon at the time the space is booked. If the owner does not remove all items by the agreed upon date, Library staff may remove and store them for a period no longer than 6 months. At that time, disposal of items will be at the discretion of the Director.
- Before delivery of display items, the owner must complete a release form provided by the Library.

COMMUNITY INFORMATION DISPLAYS

- Posting of purely commercial literature is prohibited.
- Priority in posting is given to local community information. All literature is posted as space is available on the bulletin board and the community information shelves.
- All literature is guaranteed at least one week's display. Time sensitive material will remain until the event occurs when possible. Information concerning ongoing events will remain posted as long as space is available.
- All literature must be dated at receipt.

MEETING POLICY

The Library Commons Area is available for public use during regular library hours of operation and, by reservation, for after-hours use. Priority of use is given to regularly scheduled library board meetings and library programming. The Commons Area ~~meeting room~~ may be used or reserved at no charge by civic groups, clubs, organizations and other nonprofit groups on a first come-first served basis. Food may be served in the area. Individuals or groups using the area are responsible for leaving the area in good condition. The use of the Commons Area does not constitute Library endorsement of the viewpoints expressed by the participants in the programs. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the Library shall use the Library as its official address.

TEEN SPACE POLICY

The teen space is specifically designed to provide patrons in grades 6-12 with a place in the library where they can meet, study, socialize, and access books and other materials intended specifically for their age group.

During hours of the day when teenagers are not in school, this will be a teen-only space, and adults and young children will not be allowed to use the furniture or computers in the teen space.

Exceptions may be made for tutors working with teenage students, or adults or children who are accompanied by a teen. Patrons who are not teens are welcome to check out ~~checkout~~ Young Adult materials, but should not occupy the teen space for longer than necessary for browsing, at the discretion of the library staff.

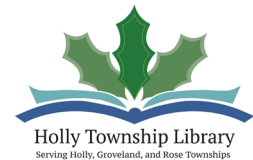
Adults may be permitted to use furniture and computers in the teen space during times of the day when school is in session. Exact hours may be subject to change, depending on the schedule of local schools.

DONATION POLICY

The Holly Township Library is grateful for the many gifts and contributions it receives and believes that private giving plays an important role in extending and enriching the services of the Library. Such donations may qualify for a charitable deduction, however the responsibility and cost for such assessment lies with the donor, and the Library recommends that donors consult a professional with their attorneys and/or tax advisors.

MATERIAL DONATIONS

Material donations are accepted with the understanding that they may be added to the collections if they comply with the Collection Development Policy as it is applied to materials



which are purchased and they are subject to the same criteria applied to other materials with regard to addition or deletion from the collection. Donated materials added to the collection shall become part of the Library's circulating collection and will be available to all library patrons. The Library reserves the right to dispose of any gift without notification to the donor, if in the judgment of the Library Director such item no longer serves the purposes of the library.

The Library will not automatically replace worn or lost gift items. The Library reserves the right to distribute, donate, sell or discard donated materials which do not comply with the collection Development Policy. The Library is unable to appraise or estimate the value of gift donations. Those making material donations may choose to receive a receipt for their material donations (Appendix C) but the donor is obliged to determine the value of the donated items.

MONETARY DONATIONS

Monetary donations made for the purchase of items to be added to the collection are accepted by the Library. These gifts will be recognized with a book plate with the name of the donor or any individual designated by the donor. Individuals may specify in broad terms the use of their gift; however donors do not have the right of approval before purchase. In addition an acknowledgment of a memorial donation will be sent to all donors and to the family of the person for whom the memorial was given

Monetary donations for programs, services or equipment will be accepted at the discretion of the Director and/or Board of Trustees. Individuals may specify in broad terms the use of their gift; however, donors do not have the right of approval before purchase. Acknowledgement of a monetary gift will be sent to all donors. Equipment purchases made possible by gift funds may be designated by a name plaque. Programs, services and equipment purchases made possible by gift funds will include recognition of such benefactors in public relations vehicles customarily used by the Library unless anonymity is specifically requested by the donor.

RESTRICTED MONETARY DONATIONS

Restricted monetary donations will be accepted on condition that the specific use requested is consistent with the mission, goals and objectives of the Library and will be approved by the Library Board. Monetary donations received from a will or bequest will be used as directed by the donor, subject to library policies, or if received without conditions, may be used as approved by the Board.

FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

Library documents and records shall be available to the public in accordance with the Michigan Freedom of Information Act, MCL 15.231 et seq, ("FOIA"). The Library has several options when responding to written requests for public records. It can grant the FOIA request, deny the request, grant it in part and deny it in part, or take one ~~10 business day~~ extension of 10 business days. After 10 business days have passed, the Library ~~has to~~ must respond with one of the other options.

If the request is granted or granted in part and denied in part, the Library can also charge a fee to process the request. There is no fee for requests ~~that~~ if they do not require the Library to incur costs above the threshold set in ~~its~~ the Procedures and Guidelines. Fees are calculated using ~~its~~ the Procedures and Guidelines, and you will receive a detailed itemization of the fee. The Library may require you to pay a good-faith deposit before it processes your request. After you pay any deposit and final balance due, the Library will produce records in its possession that fall within the scope of your request and that legally may be disclosed to the public. The Library may also notify you that some of the records you have requested are available on its website. If the request is denied, the Library will inform you of the basis for its denial in a written notice. Reasons the Library may deny a request include:

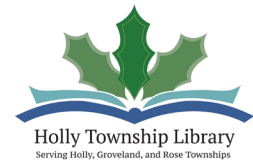
1. You did not describe the records you have requested well enough and the Library cannot determine what you are asking for;
2. The Library has determined that it does not have records that respond to your request in its possession;
3. The records do not exist (the Library is not required to create new public records to satisfy a request, nor make a summary or compilation of information); or
4. The records you have requested are exempt from public disclosure under FOIA or another state or federal statute or regulation, for example, the Michigan Library Privacy Act, MCL 397.601 et seq. If all or part of your request is denied, the Library will inform you of your right to appeal ~~its~~ the denial to the Holly Township Library Board and/or to file a lawsuit against the Library in its written response.

PROCEDURES AND GUIDELINES

A. The Library Director will act as the FOIA Coordinator; the Director's Administrative Assistant will act as the alternate FOIA Coordinator. The names of the FOIA Coordinator and alternate FOIA Coordinator are available from the Library Director's Office. The FOIA Coordinator shall report action taken on FOIA requests at the next scheduled meeting of the Holly Township Library Board.

B. FOIA requests to the Holly Township Library can be sent by email or mail to:

Holly Township Library
1116 N. Saginaw St.
Holly, MI 48442
248-634-1754



Email: kscheid@htlibrary.net
Mail: Holly Township Library
Attn: FOIA Coordinator
1116 N. Saginaw St.
Holly, MI 48442

Requests should include a name, phone and fax number and a mailing address.

C. Any employee of the Library who receives a written request for a public record must immediately forward that request to the FOIA Coordinator. If a Library employee receives a written request for a public record that is delivered to a spam or junk mail folder, the employee must record the date and time the written request is delivered to the spam or junk mail folder and date and time the employee first becomes aware of the written request. The employee must forward those dates and times to the FOIA Coordinator with the written request.

D. The Library must respond to FOIA requests within 5 business days after receipt of the request. The Library may extend the time for responding by an additional 10 business days by notifying the requesting person in writing of the reason for the extension and the new due date. (MCL 15.235(2) (d) and (6). Due to the short statutory time period within which the Library must issue a written notice in response to the FOIA request, it is imperative that there be no delay in complying with the Library procedures and guidelines. Written requests made by facsimile, electronic mail or other electronic transmission may be received by the FOIA Coordinator until 1 business day after the electronic transmission is made.

E. Only the Library's FOIA Coordinator or Alternate FOIA Coordinator will respond to FOIA requests. The Library will provide copies of these procedures and guidelines and a summary of these procedures and guidelines with each written response, or provide a link to an online version of these documents. If a request is denied, in full or in part, the Library will provide the requester with an explanation of the basis of the denial under the FOIA, and give notice to the requester of his or her remedial rights. MCL 15.235(4)

F. The FOIA permits the Library to charge a fee for the search, retrieval, examination, review, ~~and~~ separation and deletion of exempt from nonexempt material, but only if the failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. MCL 15.234(1) and (3) Fees will only apply if the search, location, examination, duplication and publication time exceed one-hour total. The following fee guidelines for calculating labor and material costs incurred in processing FOIA requests are established pursuant to MCL 15.234(3):

1. Fees will be uniform and not dependent upon the identity of the requesting person.
2. Fees will be itemized using the attached detailed invoice (Appendix D) form and will include:
 - A.) Labor costs for the search, location, and examination of public records will be calculated using the hourly wage of the Library's lowest paid employee capable

of conducting the search, location, and examination, whether or not they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.

B.) Labor costs for the review of public records and separation and deletion of exempt from nonexempt material will be calculated using the hourly wage of the Library's lowest paid employee capable of conducting the review, ~~and~~ separation and deletion of exempt from nonexempt material, whether they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down.

The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.

C.) Non-paper physical media costs will be calculated using the actual and most reasonably economical cost of computer discs, computer tapes, and other digital and similar media provided by the Library.

D.) Duplication and publication costs will be calculated using the actual total incremental cost of necessary duplication or publication of a public record, not including labor. The actual and incremental cost, calculated per sheet, shall be charged and will not exceed 10 cents per sheet of paper for letter or legal size paper. The Library shall use the most economical means available for making copies, including the use of double-sided printing, if cost-saving and available. The Library will not charge a fee for duplication costs of less than \$1.00.

E.) Labor costs for the duplication or publication of public records, including making paper copies, making digital copies, or transferring digital public records to be produced on non-paper physical media or through electronic means, will be calculated using the hourly wage of the Library's lowest paid employee capable of duplicating or publishing the public records, whether they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.

F.) Actual costs of mailing using a reasonably economical and justifiable manner.

3. No Library employee shall agree to work overtime or include overtime wages in the labor costs described in these procedures and guidelines.

4. If a requester submits an affidavit of indigency, the first \$20.00 of a fee will be waived. A requesting person must include a statement that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. Other than \$20.00 for cases of indigency, no Library employee shall waive a fee or any part of a fee without authorization from the FOIA Coordinator.
5. Labor costs for monitoring an inspection of original records will be calculated using the hourly wage of the Library's lowest paid employee capable of monitoring the inspection. Labor costs for monitoring an inspection will not be charged for the first hour. The hourly wage will be based on the Library's payroll records for the applicable fiscal year. Note: Section 3(3) of the FOIA, MCL 15.233(3), provides, in pertinent part, that "[a] public body shall protect public records from loss, unauthorized alteration, mutilation, or destruction."
6. If a statute authorizes the sale or production of public records to the public for a specified fee or if a fee for production of public records is otherwise set by statute, the Library will charge the statutory fee in lieu of a fee calculated using the guidelines set forth above.
7. The Library will not charge a fee for the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material that will take less than one hour. If the search, retrieval, examination, review, and separation and deletion of exempt from nonexempt material will take more than one hour, a fee will be charged in accordance with this procedure pursuant to section 4 of the FOIA, MCL 15.234. The hourly wage will be based on the Library's payroll records for the applicable fiscal year.
8. If the FOIA Coordinator knows or has reason to know that all or a part of the requested information is available on the Library's website, the Library shall notify the requestor in its written response and shall include the website address in that response. The FOIA Coordinator shall separate the requested public records available on the website from those that are not available, and shall inform the requester of the additional charge to receive copies of what is available on the website.
9. If the Library estimates a fee to process a FOIA request greater than \$50.00, the Library will require a good-faith deposit from the requestor before providing the public records to the requestor. The deposit shall not exceed 1/2 of the total estimated fee. Any written notice containing a notice of a deposit shall also contain a best efforts estimate by the Library regarding the time frame after a deposit is received that it will take the Library to provide the public records to the requestor. The time frame estimate is not binding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this State's public policy under section 1 of the FOIA, MCL 15.231, and the nature of the request in the particular instance. If the requestor has made a previous request under FOIA for which the Library has not been paid in full the total amount for

copies of records requested, the Library may require, under conditions set forth in MCL 15.234(11), a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual.

10. If the Library charges what the requestor believes to be an excessive fee or denies all or part of a request, the requestor may submit to the Holly Township Library Board, as the governing body of the Library, a written appeal that specifically states the word “appeal” and identifies the basis for which the fee should be reduced or the nondisclosure determination should be reversed. The Library Board shall designate the FOIA Coordinator to receive the written appeal and to immediately notify the head of the Library Board of its receipt.

11. Under section 10(3) of the FOIA, MCL 15.240(3), the Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal. Should the Library Board decide to consult with the Library’s legal counsel on the appeal, it must comply with the time periods set forth in the FOIA for written responses as well as the provisions of the Michigan Open Meetings Act, 1976 PA 267, MCL 15.261 et seq.

12. A requestor may, within 180 days after the Library’s final determination to deny a request, commence a civil action in the circuit court to compel disclosure. Under section 10(4) of the FOIA, MCL 15.240(4), the “circuit court of the county in which the public record or an office of the public body is located has venue over the action.” Actions involving fee reductions must be filed within 45 days after receiving the notice of a required fee or the determination of an appeal to the Library Board.

SUMMARY OF CHARGES

1. Labor costs for the search, location and examination of public records by the FOIA Coordinator are \$30.00 per hour or \$7.50 per 15-minute increment. Charges are time calculated in increments of 15 minutes or more, rounded down. No charge will be assessed if you have the records requested are readily accessible, for example, from a previous request
2. Labor costs for review and separation for non-exempt and exempt materials by the FOIA Coordinator are \$30 per hour or \$7.50 per 15-minute increment. No overtime wages shall be included in charges.
3. Costs of non-paper physical media via email will not be assessed. Cost of \$1.00 per page for the transfer of information via fax will be assessed if that delivery method is stipulated by the requestor. Cost of \$15.00 per flash drive will be assessed if that delivery method is stipulated by the requestor.
4. Cost of duplication will be \$0.10 per 8.5 x 11 or 8.5 x 14 sheet of paper. The costs will be itemized to express cost per sheet and number of sheets.

5. Labor costs for duplication and publication will be \$9.50 per hour or \$2.30 per 15-minute increment. Charges are time calculated in increments of 15 minutes or more, rounded down.
6. The actual costs of mailing will be assessed in a reasonably economical and justifiable manner if that method is stipulated by the requestor. Mailing insurance will not be charged unless “specifically stipulated to by the requester,” MCL 15.234(1)(f) Charges may be assessed for the least expensive form of postal delivery information.
7. If costs are estimated to exceed \$50.00 a 50% deposit will be requested.
8. If the total amount charged in a previous records request has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee before a full search of records for any subsequent request.
9. The first \$20.00 of a fee will be waived if a requester submits an affidavit of indigency. The requester must include a statement that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

PURCHASE POLICY

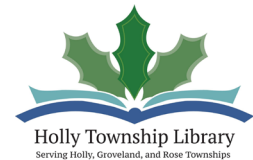
OBJECTIVE

The primary objective of the Holly Township Library Purchasing Policy is to ensure that all goods and services are procured through the use of appropriate contracts, in the best interest of the Library, have funds appropriated for their acquisition within a board approved budget, and include terms and conditions to protect both the buyer and the seller.

Acquisitions will be conducted on an open and competitive basis in order to obtain the best value, giving preference to local suppliers, especially those within the library district, when an equivalent product or service that meets required criteria is available. Although price shall normally be a major consideration in all purchases, the Library reserves the right to take such factors as durability, timeliness, availability, vendor past performance quality, environmental impact and operating cost into consideration.

The following may be purchased without competitive bidding.

- Supplies, materials or equipment which can be furnished only by a single dealer, or which have a uniform price whenever bought.
- Supplies, materials, or equipment purchased from another unit of government at a price deemed below that obtainable from private dealers.
- Services (gas, electricity, telephone, etc.) purchased from a public utility at a price or rate determined by a state commission or government authority.
- Services of a professional nature, such as engineering services, architectural services, technological services, legal services, insurance services, accounting and auditing services.
- Books, other collection items, and binding, which are purchased at the best discount available consistent with service, date of delivery and other pertinent factors shall be exempt from competitive bid.
- Where proposed equipment and/or services vary, to the extent that sealed bids are not practical, detailed proposals may be accepted in lieu of such bids.



Supplies, materials or equipment costing less than \$5,000 may be purchased on the basis of informal, verbal or telephone bids or quotations when it is determined by the Director that such procedures are in the best interest of the Library.

Prior Board approval is required on written quotes for materials \$5,000 and above. Before such purchase of, or contract for, supplies, materials or equipment costing more than \$5000 is made, the Director shall submit to at least three (3) persons or firms, or corporations dealing in and able to supply the same, or to a smaller number if there are not three (3) dealing in and able to supply the same, a request for quotation to give them opportunity to bid.

The Director may reject all bids and again submit to the same or other persons, firms, or corporations dealing in the same. Purchase shall be made from the bidder whose bid is most advantageous to the Library, considering price, quality, date of delivery and other pertinent factors; and in the event of a tie bid, purchase may be from one of those tying, always accepting the bid which is most advantageous to the Library.

When there exists a threat to public health, safety or welfare the library may make emergency purchases to meet those circumstances outside the parameters of this policy but should attempt to follow established procedures as much as possible. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the library board and shall become part of the record for the purchase.

CONFLICT OF INTEREST

A business entity in which an employee or board member has an economic interest represents a conflict of interest if the employee has any involvement in the selection of that entity as a library vendor. Engaging a relative as an independent contractor is also a conflict of interest for an employee. Such conflict and the arrangement to avoid it must be documented and available for internal review. Library employees may not accept anything of significant monetary value from anyone who (1) has or is seeking to obtain Library business; (2) has interests that may be substantially affected by the performance or nonperformance of the employee's official duties. This policy does not prohibit the purchase of any item \$100 or less from any firm or enterprise in which an individual defined in 1 & 2 above is employed or owns stock but has less than controlling interest.

AUTHORITY AND RESPONSIBILITY

The Holly Township Library has determined purchasing and contracting decisions for some supplies, materials, furniture, equipment, or services may be made more effectively by a variety of personnel. Authority and responsibility for certain aspects of purchasing and contracting processes have been delegated to employees throughout the organization. This approach requires employees involved at every stage of the purchasing process to take responsibility for understanding library policies and procedures regarding purchasing and vendor relations.

Only authorized employees may commit the library's resources to a purchase. Ultimate approval authority rests with the approved budget in place. Allocation of that budget is delegated to the Director.

- **Authority to Establish a Credit Card Account:** The Director has given authority to establish a credit card account to use in making such purchases where use of a credit card is more convenient, such as on-line purchases. The director may authorize one additional employee to make use of the library's credit card account. The credit limit on such accounts is not to exceed \$5000. Upon termination of employment cards will be surrendered to the bookkeeper and those accounts will be terminated.
- **Authority to Establish a Petty Cash Fund:** The Director has the authority to establish a petty cash fund for incidental purchases in the amount of \$200. Library employees who make purchases greater than \$25.00 must have prior approval of the Director.
- Pursuant to MCLA 41.75, all claims (bills) against the Library shall be approved by the Holly Township Library Board. The Library Director shall pay certain bills prior to approval by the Library Board to avoid late penalties, service charges and interest (primarily utilities), office supplies, contracts, maintenance and payroll in accordance with the approved salaries and hourly rates adopted by the Board. The Library Board shall receive a list of claims (bills) paid prior to approval at the next Board meeting.

MATERIALS SELECTION POLICY

The Holly Township Library Board of Trustees delegates the selection of library materials to the Library Director and other members of the professional staff as decided by the Director. This material selection policy is designed to act as a guide to the professional staff responsible for selection activity.

Basic to the Policy are the American Library Association Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. These statements are interpreted to pertain to all formats in which information is to be found, including video, audio, digital and electronic resources. The library assures open access to its holdings for all patrons. The Board of Trustees recognizes that while individuals are free to reject for themselves materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view within any guideline set forth by the Library Selection Criteria for Materials.

Each resource must be considered for its usefulness, its format and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational or educational interests of the community.

Librarians apply their judgment and experience in selecting materials according to the criteria listed below. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are

judged as a whole rather than on isolated portions. In considering individual titles in the selection process, librarians consult reviews, bibliographies and other evaluative sources. However, the library generally purchases best sellers, giving higher priority to demand than to reviews or other relevant criteria.

GENERAL SELECTION CRITERIA

1. Suitability of physical form for library use
2. Suitability of subject and style for intended audience
3. Present and potential relevance to local interests and needs
4. Appropriateness and effectiveness of medium to content
5. Number and nature of requests from the library district public
6. Historical significance
7. Importance as a document of the times
8. Relation to existing collection, alternative formats and other material on the subject
9. Reputation and/or significance of the author/artist and publisher/producer
10. Attention of critics, reviewers, media, and/or the public
11. Comprehensiveness and depth of treatment
12. Clarity, accuracy, logic of presentation and/or ease of use
13. Artistic presentation and experimentation
14. Quality of illustrations
15. Originality, vitality, readability or ability to sustain interest
16. Value of resource in relation to its cost
17. Lack of availability elsewhere

WITHDRAWAL AND REPLACEMENT

The library regularly withdraws outdated materials, items no longer of interest or in demand, unused duplicates, worn or mutilated copies, and selected periodicals, newspapers and serials for which there is insufficient space to house older issues. This procedure is an integral facet of collection development that ensures that the collections are up-to-date and in good physical condition. The library strives to use environmentally sound practices when disposing of withdrawn items. The library makes replacement decisions based on specific selection criteria and does not necessarily replace all lost, damaged, worn or obsolete items.

PATRON STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS

Patrons of the Holly Township Library service area may make a statement of concern of any library material at any time. A form for this purpose is available at the front desk. Since opinions may differ in a democracy, the procedures in place to review such concerns will recognize those differences in an impartial and factual manner. Complete documentation is necessary to ensure that there is no confusion regarding the material of concern. Such material will not be removed automatically from the collection, but will be reviewed in the light of the objections raised.

It is the responsibility of the Library to ensure that different points of view are represented by the materials and resources provided. Appearance of any resource does not mean that the Library advocates or endorses the ideas or statements found in that resource. The Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association. Article 1 of the Library Bill of Rights states that "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." And Article 2 says that "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." The Library Director will review all formal concerns with the patron and then refer it to the Library Board. The Library Board will handle all requests for review at regularly scheduled meetings. The questioned material will be read and evaluated with specific objections and the library's selection policy in mind.

PROCEDURE FOR PATRON STATEMENT OF CONCERN

In the event that a patron objects to the presence of any library material, the complaint will be subject to the following procedure:

1. A complaint made to a staff member shall be referred immediately to the Director who will then discuss the matter with the complainant.
2. If the patron would like to challenge the appropriateness of the material in question, the person will be supplied with the Patron Statement of Concern about Library Materials *Policy for Patron Statement of Concern about Library Resources, Materials Selection Policy, and Patron Statement of Concern* form. This form must be completed in its entirety. The form must be signed by the person or persons expressing the concern.
3. The Director will check reviews pertaining to the material in question and the library resource will then be evaluated with reference to the library's *Materials Selection Policy*. The Director will write a recommendation for the Board of Trustees on the material in question.
4. The Director will provide the complainant a copy of the written recommendation which is presented to the Board of Trustees on the material in question and indicate the date the Board will review this recommendation. The Director may also provide reviews or other information that explains how the challenged material relates to the standards of the *Materials Selection Policy*.
5. The Library Board of Trustees will review all patron concerns at the next regularly scheduled meeting for final review.
6. The Board will consider the concern, examine the material in question, and review the Director's recommendation. The Board will determine if the material in question meets the criteria of the *Library's Materials Selection Policy*.
7. As the Board does not act in a censorship role, the decision whether to retain the material in the collection shall not be based on the individual political, moral or aesthetic views of the Board members. The presence of a book or other material

in the collection shall not constitute an approval or endorsement of the views contained in it. The library subscribes to the Library Bill of Rights, which states that the freedom to read is essential in a democracy and guaranteed by the First Amendment of the Constitution. It would therefore conflict with the public interest for the Board to impose its own views as a standard for determining what books should be made available to the public. The decision of the Board shall be final and shall be reported to the complainant as soon as possible.

Code of Conduct

The Board of Trustees of the Holly Township Library have adopted these Rules of Conduct to promote a safe and orderly atmosphere in the Library, to provide reasonable access to the facility for all persons, and to ensure that all individuals will have fair and equal opportunities to use the Library's resources. The Library Board reserves the right to alter, establish and implement policies and procedures as needed.

Library users will:

1. Wear appropriate clothing, including shirt and shoes.
2. Behave in a courteous manner so that all may use the Library and the staff may carry out their duties without interference or disruption.
3. Speak at a volume which is not disturbing to other patrons. Use headphones at a volume that is not disturbing to other patrons. Set cell phone ringers to vibrate when in the Library and use cell phones in the most discreet manner or step outside the Library to complete a call.
4. Adhere to any additional Library policies on the use of materials, facilities, computers and internet access.
5. Consume food and covered drinks at Library tables only and dispose of all garbage appropriately. Food and drink are never permitted at computers.
6. Parents/caregivers will supervise and remain with children age 6 and under at all times. The responsibility for children rests with parents/guardians, not the Library staff.
7. Use and reproduce Library materials in all formats in a manner which complies with copyright law.
8. Use materials in such a way as to cause no damage and will not damage the interior or the exterior of the physical building.
9. Refrain from smoking cigarettes or e-cigarettes are prohibited drug or alcohol use and the illegal possession of weapons of any kind in the Library.
10. Refrain from using any vaping or e-cigarette products on library premises.
11. Refrain from loitering, soliciting, blocking access to the building or bike rack and harassing or intimidating staff or other Library users.
12. Refrain from violating any state or federal law or local ordinance. To do so will also be regarded as a violation of Library rules.

According to Michigan Statutes, the Library Board may exclude from use of the Library all persons who shall willfully violate such reasonable rules and regulations as the Library Board

may adopt (MCL 397.206). Such exclusion from the Library shall occur on the orders of the Director or Director's designee. *Withholding of Library privileges* is defined to mean that an individual may not enter the Library property and may not enter or use the Library. The Library property is defined as the library building and parking lot.

Policy on Unattended Children

The Holly Township Library encourages children to visit the Library and explore all the possibilities available to them. We hope to encourage children to be life-long Library users and to develop a love of reading. However, the responsibility for the safety and behavior of children

in the Library belongs to the parent or caregiver and not the Library staff. Parents and caregivers are reminded that the Library is a public building and common safety practices should be followed.

The Library Trustees, out of concern for the safety and general welfare of children and the benefit of all people using the Library, have adopted the following policy:

- If a child is age 6 or under, a parent/guardian/caregiver must be present and remain with the child at all times to adequately supervise the child in the Library.
- If a child is between the ages of 7-10, a parent/guardian/caregiver must be present in the Library building to adequately supervise the child in the Library.
- Children age 10 and older may use the Library unattended subject to the Rules of Conduct and other pertinent policies of the Holly Township Library. Parents/guardians/caregivers are responsible for their children's safety and behavior while in the Library or on Library property and will be responsible for damage to Library property caused by their children. If it is determined by Library staff that a child is left unattended, a staff person shall try to locate the parent/guardian/caregiver. The Library assumes no responsibility for children left unattended at the Library after hours. Unattended children under 12 years of age present at the library 15 minutes before the Library closes will be asked to phone a parent/guardian/caregiver. If the child has not been picked up within 15 minutes of closing, the Library staff will call the local Police to come pick up the child.

COMPUTER USAGE POLICY

General Information In keeping with its mission, the Holly Township Library is committed to providing its patrons access to information technology.

Quality of Information Not all Internet resources are reliable, current, or accurate and require critical evaluation of all information. The Internet and its available resources may also contain material of a controversial nature. The library staff monitors computers in a good-faith effort to protect minors from offensive material. The library provides filtering but this should not be interpreted as a failsafe protection. Parents of children under 18 years of age should assume responsibility for their children's use of the Internet through the library's connection.

Privacy and Confidentiality Security is technically difficult to achieve and the computers are located in a public area, therefore, the library cannot guarantee privacy or confidentiality. Electronic transactions of information and viewing screens are public.

Prohibited Behaviors

1. The public and staff may only use computing resources for legal purposes. The user agrees to take proper care of all hardware and software; at no time will the user change the software settings. When there is any problem with any equipment or software, the user must immediately report the problem to a staff member.
2. Users are not permitted to install software programs onto library computers. Users may save files to media of their own. Flash drives are available for a fee at the front desk.
3. Library computer workstations MAY NOT BE USED TO DISPLAY OR DISSEMINATE SEXUALLY EXPLICIT OR SEXUALLY SUGGESTIVE MATERIAL. Be advised that under Michigan law (MLC Act 33 sec. 722.677) if you are viewing explicit material and this material is also viewed by a child patron YOU COULD BE CHARGED WITH A CRIME.

[MLC Act 33 sec. 722.677 Displaying sexually explicit matter to minor; misdemeanor; penalty.

Sec. 7. (1) A person is guilty of displaying sexually explicit matter to a minor if that person possesses managerial responsibility for a business enterprise selling sexually explicit visual material that visually depicts sexual intercourse or sadomasochistic abuse and is harmful to minors, and that person does either of the following:

(a) Knowingly permits a minor who is not accompanied by a parent or guardian to view that matter.

(b) Displays that matter knowing its nature, unless the person does so in a restricted area.

(2) A person knowingly permits a minor to view visual matter that depicts sexual intercourse or sadomasochistic abuse and is harmful to minors if the person knows both the nature of the matter and the status of the minor permitted to examine the matter.

(3) A person knows the nature of the matter if the person either is aware of its character and content or recklessly disregards circumstances suggesting its character and content.

(4) A person knows the status of a minor if the person either is aware that the person who is permitted to view the matter is under 18 years of age or recklessly disregards a substantial risk that the person who is permitted to view the matter is under 18 years.

5) A person who violates subsection (1) is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$5,000.00, or both.

History: 1978, Act 33, Eff. June 1, 1978;—Am. 1999, Act 33, Eff. Aug. 1, 1999;—Am. 2003, Act 192, Eff. Jan. 1, 2004.

Constitutionality: 1999 PA 33 violates the First Amendment and the Dormant Commerce Clause of the U.S. Constitution.

Defendants are permanently restrained and enjoined from enforcing any provisions of 1999 PA 33. *Cyberspace Communications, Inc. v.Engler*, 142 F. Supp. 2d 827 (E.D. Mich 2001).]

Violators will have their computer privileges revoked. All disciplinary actions may be appealed at the regularly scheduled Library Board of Trustee meetings.

Accessibility All Library patrons in good standing are able to use a computer. Visitors may have a temporary guest pass to use a computer.

Use

1. The use of computers is on a first-come, first-served basis. No reserves may be made for specific time periods. The library staff will determine order of use.
2. Only one person may use a computer at a time. Library staff may grant exceptions to this rule as long as all are quiet and do not disturb others. Each additional user must meet the accessibility requirements.

Cost There is no cost to use a computer. There is a posted charge for printing. You are liable for all printing.

Time Limits An individual is allowed at least one hour of uninterrupted use of a computer station; if no other patrons are waiting, no time limit applies. All computers are shut down 15 minutes prior to closing.

COPYRIGHT LAWS

Patrons should be aware that unauthorized photocopying or electronic copying of copyright protected material in print, audio, video or electronic formats is illegal under the copyright law of the United States, Title 17. U.S. Code.

Section 107 of this code outlines the doctrine of “fair use”, which is designed to allow limited use of copyrighted materials without the specific consent of the author. Teachers, scholars, librarians and the general public are allowed to reproduce parts of texts, periodicals and musical works for educational or non-profit purposes. The following four points are to be considered when reproducing copyrighted materials:

1. **The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes.** Photocopying for purposes of criticism, comment, news reporting, teaching, (including multiple copies for each pupil in classroom use,) scholarship, research, and even parody is not an infringement of copyright.
2. **The nature of the copyrighted work.** Illustrations, cartoons, poems and shorter works are also protected by copyright laws. A single copy may be made if it is to be used for educational purposes only. Virtually everything published today is protected by copyright.
3. **The amount and substantiality of the portion used in relation to the copyrighted work as a whole.** A single article of a periodical, one segment of a book, or one movement of a larger piece of music may be reproduced for education purposes listed above. It is illegal to copy an entire book, magazine or musical work without the formal consent of the author
4. **The effect of the use upon the potential market for or value of the copyrighted work.** Authors and composers are entitled to the income generated by the sale of their works. Photocopying more than a small portion of the work would compromise those rights, thereby creating a copyright infringement.

Patrons should be aware that material posted on internet websites are often copyrighted; it is also possible that some of the information posted may be appearing without consent of the author. Be sure to check for copyright notices on any material (printed, recorded

or otherwise) that is being replicated. Library staff may refuse copy requests which, in their opinion, would violate copyright law.

CHARITABLE CONTRIBUTION POLICY

The Holly Township Library may cooperate and participate with other groups and agencies for furthering its own advertising and marketing goals for the promotion of library services. However, the Library may not use public funding for charitable donations. This includes, but is not limited to, requests from associations, religious organizations, political parties, clubs, student groups, or individuals to further personal, community, or charitable goals and purposes. Programs that directly model charitable giving to the community with no direct use of monies derived from tax dollars, such as Food for Fines, may be allowed at the discretion the Library Board.

This proscription includes but is not limited to:

- Annual fund drives of any sort
- Camp or academic scholarships
- Religious missions or outreach
- Service projects
- Promotions for other groups or individuals
- Promotional ads in calendars, yearbooks, annuals, etc., which support a group or association other than the Library.

DISPOSAL OF PROPERTY

As items purchased by the Holly Township Library become obsolete or unnecessary they may be disposed of at the discretion of the Director. Items may be donated to community non-profit organizations or open to purchase by staff or the general public for a requested donation amount set by the director. This amount will be set based on current fair market value.

SOCIAL MEDIA POLICY

The Holly Township Library has established a social media presence in order to inform the community about programs, events and materials available at the library. Libraries are considered limited public forums. The library's social media sites are by extension also considered limited public forums. Postings which the authorized library staff deem inconsistent with this policy, may be removed in whole or in part without prior notice. The Library reserves the right to terminate accounts, ban or block users who have posted in violation of this policy. Users may report violations of this social media policy to the Library Director at [ghayes@hollylibrary.org](mailto:g Hayes@hollylibrary.org).

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this policy. By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends when you delete your posting. The Library is not responsible or liable for the content of postings by third

parties on any Library sponsored social media site, and postings do not reflect the opinions of the Holly Township Library, its employees, or its Board of Trustees.

PUBLIC RELATIONS/MEDIA RELATIONS POLICY

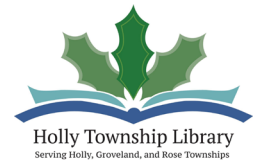
The purpose of this policy is to ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, both directly and through the media.

- **Release of Information:** The library director has primary responsibility for ensuring that information released both to the public and to the media is accurate and distributed in a timely manner. The director is responsible for coordinating responses to media inquiries and promoting library services and programs through the media. The director may designate certain staff to release information on programs they are overseeing and to be listed as contacts on press releases for those programs.
- **Publicity Choices:** Press releases will be sent but to all area print and online outlets as deemed appropriate.
- **Library Spokespersons:** The Director and the Library Board President are the official spokespersons for the Holly Township Library.
- **Media Interviews:** The Director and/or Board President should be notified of all media requests for interviews as soon as possible. The request shall be evaluated and a staff member shall be authorized to do the interview. All requests for interviews will be handled on a timely basis. In the case of an unscheduled interview, the Director and/or Board President shall be contacted for advice and support. If the issue is not controversial, the staff member in charge may give interviews or answer the reporter's questions as needed.
- **Emergency Situations:** In an emergency situation, every effort should be made to have the Library Director or Board President respond to the media.
- **Handling of Complaints:** Any complaints or suggestions for improvements from patrons should be handled in a timely and confidential manner. If the concern cannot be addressed immediately, the patron should be notified of when they can expect a response. If the patron is not satisfied with the resolution, they should be notified of further steps they can take, including attending the next Board meeting. The Director and/or Board President shall be notified of all serious complaints and these shall be discussed at the next Board Meeting.
- **Promotional Library Materials:** Materials designated to be disseminated to the public will meet a high standard of quality. The Director and/or Board President are responsible to ensure that such promotional and informational materials meet those standards.
- **Record Keeping:** Library related stories in print and electronic formats (if available) and copies of news releases will be kept on file.

Confidentiality Policy

The Holly Township Library supports the efforts of law enforcement officials to protect and secure the citizenry. The library also recognizes that confidentiality is a basic principle of librarianship. The board, administration and staff of the Holly Township Library will protect a patron's privacy concerning information sought, resources consulted and items borrowed in all formats. Confidential library records will not be released in any format to federal agents, local law enforcement or any other person unless a court order in proper form has been entered by a court of competent jurisdiction after showing good cause by those seeking the records.

- The board designates the library director, the Library Board President and the library's legal counsel as the persons responsible for handling law enforcement inquiries. It is lawful for staff to refer agents or officers of the law to the appointed library representative.
- Staff should ask for identification should they be approached by a law enforcement agent or officer and then immediately refer the agent or officer to the appointed library representative. Staff should NEVER disclose any information or respond to a request for information without consulting the appointed library representative.
- The appointed library representative should establish if the agent or officer possesses a compelling court order for the production of records. If no such court order exists the appointed library representative should refer the agent to the confidentiality policy.
- If such a court order exists, the appointed library representative should immediately contact the library's legal counsel. If the court order is in the form of a search warrant it is immediately executable once served to the appointed library representative. The appointed library representative may ask to have the library's legal counsel present for the search.
- If the court order is issued under the Patriot Act it also contains a gag order so no person can disclose that court order has been served or what records it requested. All staff must comply with this order. In the event the library appointed representative is not present the staff presented with the court order may not inform that library appointed representative. If the appointed library representative is present, they may still request the presence of the library's legal counsel for the search.
- The appointed library representative should be prepared to assist the designated library media representative in drafting a public statement if necessary.
- If the library has no legal counsel they may contact the ALA Office of Intellectual Freedom (OIF) at 1.800.545.2433, x4223 and an attorney from Jenner & Block will be directed to contact the library to offer legal assistance. No information concerning court orders should be given to the OIF staff.



APPENDIX A- Designated Borrower Authorization

A patron may authorize one designated borrower for their library card. The primary patron is responsible for use by the designated borrower including overdue fines, damages to or loss of library items. The designated borrower should be prepared to offer identification if requested by the library staff. This authorization remains in effect until the primary patron informs the library of a change in authorization.

Complete the authorization below:

I _____, hereby authorize _____
print name _____ print name _____
to use my library card on my behalf. I understand I am responsible for all use of
my card, including items borrowed, damaged or lost as well as any charges
incurred from the use of my card. I am responsible for informing the library of any
change or termination of this authorization.

Signature of patron _____ date _____

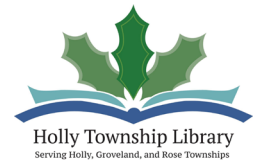
Library card number _____

Signature of designated borrower

_____ date _____

Staff use only

Noted in patron account _____ Staff initial _____



Patron present _____ Staff initial _____

APPENDIX B- Request to Use of Display Space

Name of Group _____

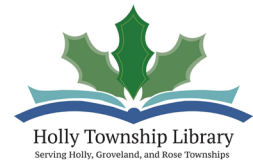
Contact Person _____ Phone _____

Dates Requested

Description of proposed display:

(Signature) (Date)

(Address) (City) (St)



APPENDIX C- Donation Receipt

Keep for your records

Date Received: _____ Donor Name: _____

Address: _____

We acknowledge, with thanks, the receipt of \$_____ which you have so generously contributed to the Holly Township Library. No goods or services were given to the donor in exchange for the contribution. The Holly Township Library is recognized as a governmental nonprofit organization by the IRS.

Tax Identification Number: 38-6032902

Staff Signature _____

Date _____



Holly Township Library
1116 N. Saginaw St.
Holly, MI 48442

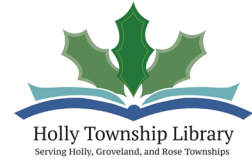
Donation Receipt-**Library Copy**

Date Received: _____ Donor Name: _____

Address: _____

We acknowledge, with thanks, the receipt of \$_____ which you have so generously contributed to the Holly Township Library. No goods or services were given to the donor in exchange for the contribution. The Holly Township Library is recognized as a governmental nonprofit organization by the IRS.

Holly Township Library
 1116 N. Saginaw St.
 Holly, MI 48442
 248-634-1754



Tax Identification Number: 38-6032902

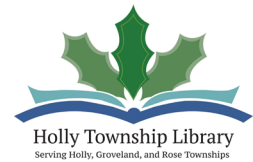
Staff Signature_____

Date_____

Appendix D-Holly Township FOIA Request Invoice Form

Requestor's Name & Address		
Tabulation Labor Locating the material No. of hours X wage rate		Amount
Reviewing the material (separating exempt from non-exempt material) No. of hours X wage rate		
Postage (Actual Cost)		
Duplicating Labor: No. of hours X wage rate Paper: No. of pages X copying rate		
Other Costs		
Make check or money order payable to: <div style="text-align: center;">Holly Township Library</div> Mail check/money order to: <div style="text-align: center;">Holly Township Library 1116 N. Saginaw St. Holly, MI 48442</div> Return a copy of this invoice with your payment.		Total
*Please note that if a deposit is requested (total greater than \$50) the indicated amount is an estimate of the cost of complying with your request. The actual cost may vary from this amount.		Deposit
For Internal Use Only		Balance to be Paid
Requested information to be: _____ provided without charge _____ Mailed upon receipt of payment	Check / M.O. # From:	

Holly Township Library
 1116 N. Saginaw St.
 Holly, MI 48442
 248-634-1754



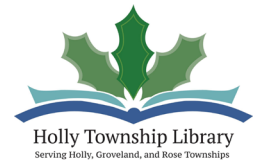
	Paid & picked up in person	
Date Payment Received	Date Documents Picked Up	Date Documents Mailed

APPENDIX E- Holly Township Library Response to FOIA Request

If payment is required as indicated in the accompanying letter, requested information will not be released until the payment described below is received. Please call the Holly Township FOIA Coordinator or return these forms if you decide you do not wish to receive this information.

Estimated Cost:

Deposit Required:



APPENDIX F-Patron Statement of Concern Form

Please fill this form out completely and use additional sheets as necessary.

Name _____ Date _____

City _____ State _____ Zip _____

Phone _____

Resource on which you are commenting is a:

_____ Book _____ Audio-visual Resource

_____ Magazine _____ Content of Library

_____ Newspaper _____ Program

_____ Other

Title: _____

Author/Publisher or Producer/Date: _____

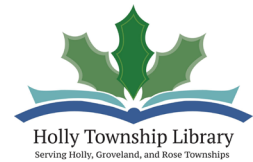
5. What brought this resource to your attention?

6. Have you examined the entire resource?

7. What concerns you about the resource? Please be specific:

8. What of value is there in this work?

9. Are you aware of the reviews of this work by critics?



10. What do you believe is the theme or purpose of this work?

11. What do you feel might be the result of reading, viewing, or listening to this work?

12. Are there other resources you suggest which might provide additional information and/or other viewpoints on this topic?

13. What action do you request the Library to take?

Signature: _____

Date: _____

Reviewed by the Director on _____
(Date)

Recommendation of the Director:

Copy Sent to Complainant: _____ (Date)

Copy Sent to Board: _____ (Date)

Reviewed by Board: _____ (Date)

Recommendation of the Board:
