

## GENERAL OPERATING POLICY

### **I. Introduction.**

The Ecorse Public Library (“Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. The Ecorse Public Library Board (“Board”) adopts this policy in order to signify general operating policy for the Library to guide them in carrying out the Library’s mission and vision for the community.

### **II. Fees.**

Patrons shall be responsible for any of their fees or other charges in accordance with the Library’s standard schedules. Such schedules shall be adopted by resolution of the Board and may be changed at the discretion of the Board. The Library is not responsible for unwanted pages or incorrectly formatted print-outs. Failure to pay these may result in the suspension of borrowing privileges. The other current fees and fines are as follows: \

#### A. Copier Fees:

8 ½ x 11 copy \$0.10 per copy for black and white

8 ½ x 14 copy \$0.25 per copy for color

There will be no discount for non-profit groups excluding the Friends of the Library.

#### B. Computer or Personal Device Print Outs:

Documents printed off the computer or from a user’s personal device (i.e. cell phone or laptop) will be \$0.10 per copy for black and white and \$0.25 per copy for color.

#### C. Fax Machine:

1. *Outgoing Faxes.* Faxing of documents can be done independently by patrons or with the assistance of the Library staff. Fax cover sheets will be made available to patrons upon request. A confirmation page is printed with each fax that is sent to indicate the success or failure of the fax.

2. *Incoming Faxes.* In order to maintain patron privacy, the Library will not accept incoming faxes.

3. *Errors.* The Library is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems. Faxing is a piece of technology that depends on a variety of factors. While Library staff will help troubleshoot as much as possible, and will maintain access to faxing technology as long as it is determined necessary and possible by the Library Board, Library staff do not claim to have technological expertise to identify errors. The Library does not guarantee success of any faxes.

4. *Charges.* Faxing to any federal, state or local government will be free of charge. The cost of sending a fax anywhere in the United States will be \$0.50 per page. For international faxes, the Library will determine and provide any additional actual costs.

### **III. Library Hours.**

Library hours are determined by the Board and are subject to change depending on Library and community needs, including but not limited to, staffing of the Library, maintenance of the Library building or property, and needs of the community. The Board endeavors to designate Library hours that allow patrons reasonable access to Library services. Current Library hours will be posted or shared on Library property, on the Library's website, on Library social media pages, if applicable, and on any relevant pages maintained by the State of Michigan or library cooperative.

Library hours are as follows:

Sunday: Closed  
Monday: Closed  
Tuesday: 10am - 6pm  
Wednesday: 10am - 7pm  
Thursday: 10am - 6pm  
Friday: 10am - 5pm

Saturday: 10am - 5pm

#### **IV. Closing for Holidays.**

The Library will announce the days the Library will be closed for holidays on the Library website and at the Library building as determined appropriate by Library staff. The Library closes for certain holidays in alignment with the City of Ecorse ("City"); those holidays are as follows:

New Year's Eve: December 31

New Year's Day: January 1

Birthday of Martin Luther King Jr.: Third Monday in January

Good Friday: Friday before Easter

Memorial Day: Last Monday in May

Independence Day: July 4

Labor Day: First Monday in September

General Election Day: The Tuesday next after the first Monday in  
November in even-numbered years

Veteran's Day: November 11

Thanksgiving Day and the day after: Fourth Thursday and Friday in  
November

Christmas Eve: December 24

Christmas Day: December 25

Should a City holiday fall on a Friday, the Library will be closed on Friday and the following Saturday. Library scheduled staff will report for work on Monday during the same pay period, as scheduling allows, or have the option to take a day off based on their employment allowances.

Should a City holiday fall on a Monday, the Library will be closed on the preceding Saturday. Staff will have that Saturday as an unpaid day off.

#### **V. Library Closing.**

The Library Director, or a designated staff member, will close the Library when conditions are such that remaining open can be harmful to the staff and/or the patrons pursuant to the Library's *Emergency Management Policy*. Library staff will be dismissed at the discretion of the Library Director.

## **VI. Designated Newspaper.**

For any notice that requires publication by newspaper, the Library shall publish such notice in The News Herald.

## **VII. Returned Checks.**

- A. No personal checks will be accepted without a drivers' license number.
- B. Patrons whose personal checks have been returned shall be notified by phone and by mail.
- C. Patrons will be given seven (7) days from the date the notification was sent by mail to reimburse the amount of the original check.
- D. Patrons will be assessed a \$15.00 service charge on all returned checks.

## **VIII. Circulation Desk/Library Owned Telephone Policy.**

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

Approved by the Board of Trustees 2023

Revised by the Board of Trustees June 8, 2026