

## AMERICANS WITH DISABILITIES ACT (ADA) POLICY

The Ecorse Public Library (“Library”) is subject to the provision of the Americans with Disabilities Act (“ADA”). The ADA requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of local government services, programs, or activities.

### I. Policy: Reasonable Accommodations

A. *Applicability.* Reasonable accommodations may be made in accordance with the law for individuals with a disability. A “disability” is defined as a physical or mental impairment that substantially limits one or more major life activities.

B. *Accommodations Requested.* Individuals needing special auxiliary aids or services or other reasonable accommodations for access to Library programs, services, activities, or meetings should make a request by contacting the Library Director within a reasonable time in advance of the needed service, program, activity, or meeting in order that arrangements may be made.

The person requesting the accommodation shall work with the Director to determine whether there is a reasonable accommodation that would enable the person to participate in the program, service, or activity at issue. This may include providing information regarding the requested accommodation to the extent such inquiries are permitted by law.

C. *Reasonable Accommodations.* The Library shall make reasonable modifications to policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity or impose an undue financial or administrative burden. The reasonable accommodation is not always the accommodation that is requested.

### II. Policy: Service Animals

A. *Service Animals Permitted.* Animals are not permitted in the Library other than Service Animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Service Animals are permitted to accompany individuals with disabilities in all areas of the Library where the public is allowed to go.

B. *Permitted Inquiries.* The Library is permitted to ask the person requiring a Service Animal the following questions: (i) is the animal a service animal required because of a disability? (ii) what work or task has the animal been individually trained to perform? The Library may not ask about the individual’s disability, require medical documentation, require a special identification card, or ask that the service animal demonstrate its ability.

C. *Removal of Service Animals.* A service animal may be removed for either of the following reasons: (i) the animal is out of control and the handler does not take effective action to control it; or (ii) the animal is not housebroken.

### **III. Policy: Reasonable Accommodations Dealing with Wheelchairs, Mobility Aids, and Other Power Driven Mobility Devices**

- A. *When Permitted.* Wheelchairs, Mobility Aids, and Other Power Driven Mobility Devices (“OPDMDs”) are only permitted by those who require them because of a disability. All other uses of OPDMDs inside the Library are prohibited. The Library is permitted to ask the person using the device to provide a “credible assurance” that the device is necessary because of a disability. The Library Director or his or her designee shall obtain such credible assurances if required.
- B. *Where Permitted.* OPDMDs shall be permitted in all areas where patron pedestrian traffic is permitted. When not in use, OPDMD’s must be left **[insert location]**
- C. *Speed.* OPDMDs shall be operated at the speed of walking pedestrian traffic, which is approximately 3 miles per hour.
- D. *Prohibited OPDMDs.* OPDMDs that use a gas or combustion engine are prohibited from operating inside of the Library.

### **II. Grievance Procedure**

This Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability by the Library in the provision of its services, activities and programs. Please note that the policy applies to patrons and users of the Library.

A complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means for filing a complaint, such as personal interviews or a tape recording, will be made available for persons with disabilities upon request. A complaint should be submitted by the grievant or his/her designee as soon as possible but no later than 15 business days after the date of the alleged violation to:

Library Director  
Ecorse Public Library  
4184 W. Jefferson Ave.  
Ecorse, MI 48229

Within 15 business days after receipt of a complaint, the Library Director or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 business days of the meeting, the Library Director will respond in writing and, when appropriate, in a format accessible to the complainant, such as large print or audio tape. The response will explain the position of the Library and offer options for substantive resolution of the complaint.

If the response by the Library does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision within 15 business days after receipt of the response to the Library Board. After receipt of the appeal, the Library Board shall hear the appeal and notify the complainant in writing and, when appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Library Director or the Library Board of Trustees will be retained by the Library for at least three years.



**APPLICATION FOR ACCOMMODATION**

Name of Applicant: \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (other)

Address \_\_\_\_\_

Email: \_\_\_\_\_

Service, activity, meeting, or program for which accommodations are requested: \_\_\_\_\_

\_\_\_\_\_

Date Preference: \_\_\_\_\_

Please describe reason for the accommodation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe the accommodation requested: \_\_\_\_\_

\_\_\_\_\_

By signing this Application, the Corporation, Organization or Individual (“Applicant”) identified above agrees as follows:

1. The Applicant has a disability that is covered by the Americans with Disabilities Act (“ADA”) and the Library’s policy.
2. The Applicant acknowledges the Library’s ADA policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **CHILDREN AND VULNERABLE ADULTS** **IN THE LIBRARY POLICY**

### **I. Purpose**

Children and vulnerable adults are welcome and encouraged to use the Ecorse Public Library ("Library"). The Library desires to make each visit an important one. The Ecorse Public Library Board ("Library Board") adopts the following Children and Vulnerable Adults in the Library Policy ("Policy") with regard to children and vulnerable adults at the Library.

### **II. Definitions**

- A. "Child" means a minor under the age of 18.
- B. "Vulnerable Adult" means an individual age 18 or over who, because of developmental disability, mental illness, physical disability or other similar reasons, (1) requires supervision or personal care or (2) lacks the personal and social skills required to live independently.
- C. "Responsible Caregiver" is an individual who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 16 years old.

### **III. Rules and Regulations Regarding Children**

- A. All patrons, including children, are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library.
- C. Library Staff will not be expected to supervise or monitor children's behavior.
- D. Children under the age of \_\_\_\_ must be attended by a parent, guardian, or Responsible Caregiver. The parent, guardian, or Responsible Caregiver shall remain in the Library at all times. If a child under the age of \_\_\_\_ is attending a Library-sponsored program on the premises, the parent, a guardian, or Responsible Caregiver is to remain on the premises for the duration of the program.
- E. Children of any age who, because of developmental disability, mental illness, physical disability, or other similar reason, require supervision or personal care shall be attended by a parent, guardian, or Responsible Caregiver at all times.

- F. Children ages \_\_\_\_ and under must be within the visual contact of a parent, guardian, or Responsible Caregiver at all times, including during programs and visits to the restroom. Children \_\_\_\_ and under may not be left in the Children's Area alone.
- G. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of Library policy.
- H. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the Library closes.
- I. Children \_\_\_\_ years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

### **III. Rules and Regulations Regarding Vulnerable Adults**

- A. All patrons, including vulnerable adults are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies, particularly the Internet Use Policy.
- B. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of the vulnerable adult in their care while in the Library or on Library property.
- C. Vulnerable adults who are unable or unwilling to care for themselves or who do not have the ability to use the Library independently may not be left alone in the Library and must have adequate supervision while in the Library.
- D. Vulnerable adults who can understand and follow the Patron Behavior Policy and who can care for themselves are allowed to be in the Library unattended. They should have contact information for someone who can assist them in an emergency.
- E. We request that all vulnerable adults be picked up at least ten minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the Library closes.
- F. Vulnerable adults must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your vulnerable adult if the Library calls.

#### **IV. Contact with Parent or Guardian for Unattended Child or Vulnerable Adult**

- A. Library staff will attempt to contact a parent, legal guardian, or Responsible Caregiver when:
  - 1. The health or safety of an unattended child or vulnerable adult is in doubt;
  - 2. A child or vulnerable adult is frightened while alone at the Library;
  - 3. The behavior of an unattended child or vulnerable adult violates Library policy.
  - 4. The unattended child \_\_\_ years of age or younger or vulnerable adult has not been met by a parent, legal guardian, custodian, or Responsible Caregiver at closing time. An individual is considered an unattended vulnerable adult when he/she is not picked up by closing time and needs assistance procuring transportation. A child is considered unattended at closing time if the child is under the age of 14 or a child of any age needs assistance procuring transportation.
- B. If a parent, legal guardian, or Responsible Caregiver cannot be reached within 15 minutes after closing, fails to arrive within a reasonable time after being contacted, or arrives 30 minutes or more after the Library closes, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child or vulnerable adult. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.
- C. If the parent, legal guardian, Responsible Caregiver can be reached within 10 minutes after closing and arrives in a reasonable time, the staff member shall explain the Library's policy and provide a copy of this Policy.
- D. Two Library staff members shall remain with the unattended child or vulnerable adult until the Responsible Caregiver or law enforcement arrives.

#### **V. Violation; Enforcement; Appeal**

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations Enforcement Policy

## **EMERGENCY MANAGEMENT POLICY**

### **I. Purpose**

The purpose of this Policy is to address emergency issues that may arise in the operation of the Ecorse Public Library ("Library"). This Policy addresses medical emergencies, weather, and other safety emergencies.

### **II. Weather Emergencies**

#### **A. Tornado**

1. *Tornado Watch:* If there is a tornado watch in effect, the Library is not required to take any action. However, the Library Director or his/her designee shall listen to the weather radio and monitor any change in conditions until the watch has ended.
2. *Tornado Warning:* If there is a warning or the sirens are activated, Library staff members must advise patrons to seek shelter. In our current building the safest place would be in the hallway without windows and the bathrooms. Library staff must be sure that all patrons are advised, and then seek shelter themselves. Use arms to protect head and neck. Patrons and Library staff should remain in place until the warning is over.

- B. Snow and other Inclement Weather. The Library Director or his/her designee has the authority to close the Library in the event of snow or other inclement weather related closing. The decision may be based on the conditions of the roads and parking lots, the forecast and availability of Library staff to operate the library. The Library typically closes when the school district or the Ecorse City Hall is closed. The Library Director shall notify the Board President and patrons at the Library and send patrons home if threatening weather is approaching. The Library Director shall notify patrons if it is not safe to leave the Library. A sign shall be posted on the door notifying patrons of the closing.

### **III. Opioid Antagonist Administration**

- A. Purpose. The purpose of this Section of the Policy is to establish guidelines and procedures governing the administration and use of any Opioid Antagonist by the Library.
- B. Definitions

As used in this Section:



1. *Act.* The “Act” shall mean the Administration of Opioid Antagonist Act, 2019 PA 39.
2. *Employee or Agent.* “Employee or Agent” means any of the following:
  - a. An individual who is employed by, or under contract with, the Library.
  - b. An individual who serves on the Library Board of the Library.
  - c. An individual who volunteers at the Library.
3. *Gross Negligence.* “Gross Negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.
4. *Opioid Antagonist.* “Opioid Antagonist” means naloxone hydrochloride or any other similarly acting and equally safe drug approved by the United States Food and Drug Administration for the treatment of drug overdose.
5. *Opioid-related Overdose.* “Opioid-related Overdose” means a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

C. Policy

1. *Provision of Opioid Antagonist.* As permitted by the Act, the Library shall provide and maintain on-site at the Library (including any of its branches) Opioid Antagonists to treat a case of suspected Opioid-related Overdose in the Library or on Library property.
2. *Provision of Opioid Antagonist.* The Library may purchase and possess an Opioid Antagonist for the purpose of implementing the Act. The Opioid Agent shall be stored in a secure location in each branch. Such locations shall be determined by the Library Director. All Library Employees or Agents trained to administer the Opioid Antagonist shall be informed of the location of the Opioid Antagonist.
3. *Distribution and Administration of Opioid Antagonist.* An Employee or Agent may possess an Opioid Antagonist distributed to that Employee or Agent and may administer that Opioid Antagonist to an individual if both of the following apply:

- a. The Employee or Agent has been trained in the proper administration of that Opioid Antagonist; and
  - b. The Employee or Agent has reason to believe that the individual is experiencing an Opioid-Related Overdose.
- D. Training. Employees or Agents of the Library may be trained in the proper administration of an Opioid Antagonist. The Library Director shall determine who is trained. The training shall be conducted by any person or organization that is accredited to train for the administration and use of an Opioid Antagonist. The Library shall attach the protocol for the administration of the Opioid Antagonist as Exhibit A to this Policy and the description of who may require the Opioid Antagonist. After the initial training, the Library Director shall determine when supplemental or additional training should occur.
- E. Procurement and Storage of Opioid Antagonist
  - 1. *Procurement.* The Library Director or his/her designee will be responsible for the procurement of the Opioid Antagonist. The Library Director shall replace the supply as needed and shall monitor the supply for expiration dates.
  - 2. *Supplies.* At minimum, the Library may have the following supplies:
    - a. At least two (2) kits of the Opioid Antagonist in the secure staff area.
    - b. Gloves;
    - c. Face mask; and,
    - d. Step-by-step instructions regarding the administration.
  - 3. *Storage.* The following shall apply to the storage of the Opioid Antagonist:
    - a. Opioid Antagonist will be clearly marked and stored in an accessible place at the discretion of the Library Director. The Library Director will ensure that all other relevant Library staff are aware of the Opioid Antagonist storage location.
    - b. Opioid Antagonist will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
    - c. Inspection of the Opioid Antagonist shall be conducted regularly, including checking the expiration date found on box.
- F. Use of Opioid Antagonist

1. *911.* Any Library Employee or Agent shall call 911 immediately.
2. *Use; Protocol.* After calling 911 and if necessary, in case of a suspected Opioid-related Overdose, the Library Employee or Agent may administer the Opioid Antagonist. If administered, the Library Director or other trained Employee or Agent shall follow the protocols outlined in the Opioid Antagonist Training (see attached) to prepare and administer the Opioid Antagonist. The protocol for the administration of the Opioid Antagonist is attached as Exhibit A to this Policy and is considered incorporated as part of this Policy. The protocol shall be reviewed and updated if required after additional training.
3. *Incident Report.* The Library Employee or Agent who calls 911 and/or administers the Opioid Antagonist shall complete an incident report in the form approved by the Library Director. The report shall not be released unless in conformance with the Library Privacy Act or required by law.

G. Immunity

1. *Civil Liability.* As stated in the Act, the Library and an Employee or Agent that possesses or in good faith administers an Opioid Antagonist as provided by law is immune from civil liability for injuries or damages arising out of the administration of that Opioid Antagonist to an individual under the Act if the conduct does not amount to Gross Negligence that is the proximate cause of the injury or damage.
2. *Criminal Liability.* The Library and an Employee or Agent of the Library that possesses or in good faith administers an opioid antagonist is not subject to criminal prosecution for purchasing, possessing, or distributing an Opioid Antagonist under the Act or for administering an Opioid Antagonist to an individual under the Act.
3. *Immunity by Law.* The immunity provided by the Act is in addition to any immunity otherwise provided by law.

**IV. Emergency Requiring Automated External Defibrillator Use**

- A. Purpose. The purpose of this Section of the Policy is to establish guidelines and procedures governing the administration and use of an Automated External Defibrillator (“AED”) by the Library.
- B. Definitions. As used in this Section:
  1. *Act.* The “Act” shall mean The Liability of Certain Persons for Emergency Care Act, 1963 PA 17.

2. *Employee or Agent.* “Employee or Agent” means any of the following:
    - a. An individual who is employed by, or under contract with, the Library.
    - b. An individual who serves on the Library Board of the Library.
    - c. An individual who volunteers at the Library.
  3. *Gross Negligence.* “Gross Negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.
- C. Policy. The Library shall provide and maintain on-site at the Library (including any of its branches) AEDs to treat a victim who is experiencing sudden cardiac arrest. The AED shall only be applied to a victim who is not responding, not breathing, or not breathing normally and has no signs of circulation, such as normal coughing, breathing or movement.
- D. Training. Employees or Agents of the Library may be trained in the proper administration of the AED. The Library Director shall determine who is trained. The training shall be conducted by any person or organization that is accredited to train for the administration and use of an AED. The Library shall attach the protocol for the administration of the AED as Exhibit A to this Policy and the description of who may require the use of the AED. After the initial training, the Library Director shall determine when supplemental or additional training should occur.
- E. Procurement and Storage of the AED
1. *Procurement.* The Library Director or his/her designee will be responsible for the procurement of the AED. The Library Director shall replace the supply as needed and shall monitor the supply for expiration dates.
  2. *State of Readiness.* The Library Director shall be responsible for the following:
    - a. Assuring that the AED is maintained in a state of readiness and documenting such maintenance.
    - b. Ensuring that the AED is registered with an EMS agency and provide any updates to the agency as needed.
    - c. Making sure that Library staff know the location of the AED.
    - d. Placing instructions next or near the AED indicating how to use the AED.

- e. Notifying EMS whenever the AED is used.
- f. Checking the AED for readiness after each use and as recommended by the manufacturer, whichever is earlier. This includes making sure the battery is charged, that the electrode packets are not expired, and any other maintenance recommended by the manufacturer.
- g. Documenting all maintenance.

F. Use of AED

- 1. *911.* Any Library Employee or Agent shall call 911 immediately.
- 2. *Use; Protocol.* After calling 911 and if necessary, in case a person is not responding, not breathing, or not breathing normally and has no signs of circulation, such as normal coughing, breathing or movement, the Library Employee or Agent may administer the AED. If administered, the Library Director or other trained Employee or Agent shall follow the protocols outlined in the AED Training (see attached) to prepare and administer the AED. The protocol for the administration of the AED is attached as Exhibit A to this Policy and is considered incorporated as part of this Policy. The protocol shall be reviewed and updated if required after additional training.
- 3. *Incident Report.* The Library Employee or Agent who calls 911 and/or administers the AED shall complete an incident report in the form approved by the Library Director. The report shall not be released unless in conformance with the Library Privacy Act or required by law.

G. Immunity

- 1. *Civil Liability.* As stated in the Act, the Library and an Employee or Agent who in good faith administers an AED or instructs others to use the AED as provided by law is immune from civil liability for injuries or damages arising out of an act or omission in rendering emergency services using an AED to an individual under the Act if the conduct does not amount to Gross Negligence or willful and wanton misconduct.
- 2. *Immunity by Law.* The immunity provided by the Act is in addition to any immunity otherwise provided by law.

V. **Bomb Threat**

If a message comes during Library hours that an explosive device is set to detonate in the building, follow these procedures:

- A. Keep Person on Phone. The person taking the message needs to keep the phone line open so the call can be traced. Be alert for clues about the caller, if possible.

- B. 911. Signal someone else to call 911.
- C. Evacuation. Direct everyone to leave the building immediately. Direct everyone to move as far away from the building as possible, but leave the driveway open for the police/fire department to arrive as quickly as possible.

## **VI. Fire or Suspicious Package**

- A. 911. Call 911 immediately.
- B. Evacuation. Tell patrons to leave the building and walk as far as possible from the building, without blocking the driveway or parking lot. Room must be made for the fire trucks to arrive as quickly as possible.

## **VII. Medical Emergencies**

- A. Application. The provision applies to serious injuries or potentially life-threatening medical emergencies unless otherwise specifically provided in this Policy (such as opioid and AED related emergencies).
- B. Call 911. The Library staff should call 911 for medical emergencies. The Library Director or his/her designee should use his/her judgment to call even if the patron does not want 911 to be called. Library staff should clear out of the area to allow emergency first responders to have access to the patron.

## **VIII. Blood Borne Pathogens**

- A. Application. When contact with blood or other potentially infectious bodily fluids may result, all human blood and bodily fluids are to be treated as if known to be infectious or contain blood borne pathogens.
- B. Containment.
  - 1. *Quarantine.* If human blood, bodily fluids, or other potentially infectious materials (“Infectious Material”) are present at the Library, the Infectious Material and the surrounding area must be quarantined. The Library Director shall determine whether the presence of Infectious Material requires closing the Library.
  - 2. *Personal Protection Equipment.* Personal protection clothing, such as gloves and masks, shall be provided and used in the cleanup and safe disposal of Infectious Material. The Library may hire a hazardous/contaminated cleanup company.

3. *Cleanup.* The Library shall follow all rules or protocols developed by the State of Michigan or local health department to address cleanup of an Infectious Material.

## **IX. Infectious Disease**

- A. Purpose. In the event of an infectious disease outbreak, the Library will take proactive steps to protect the Library, Library staff and patrons to ensure that library services are provided.
- B. Safety Measures. During an outbreak, the Library will:
  1. *Cleaning Protocols.* The Library will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from the public areas and wiping down surfaces after Library programming.
  2. *Personal Responsibility.* We ask all patrons to cooperate voluntarily in taking steps to reduce the transmission of infectious disease in the Library. The best strategy remains the most obvious – frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. The Library will also install alcohol-based hand sanitizers throughout the Library. During an infectious disease outbreak, it is critical that patrons do not enter the Library while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention (“CDC”) recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Symptoms may vary depending upon the infectious disease.
- C. Director’s Role; Authority. Because each infectious disease outbreak may have unique or different issues, the Library Director (or other person appointed by the Library Board) will monitor and coordinate events around a specific infectious disease outbreak. The Library Director has the authority to:
  1. Cancel or Limit Services. The Library Director may cancel or limit programs or services to ensure the safety and security of Library staff and patrons. This includes cancelling scheduled meetings held in any Library meeting room. The Library Director shall use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.

2. Library Closure. The Library Director has the authority to close the Library for up to seven (7) days during any infections disease outbreak. The Library Board shall meet during that time to determine whether to (1) reopen the Library or (2) extend the closure time period. The Library Director shall use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website.
  3. Additional Protocols. The Library Director has the authority to establish additional protocols such as disinfecting borrowed materials before they are recirculated. The Library Director shall post notices in the Library of the additional protocols.
  4. Consultation. The decision to cancel or limit services, including closing of the Library or adopting additional protocols, may be based on recommendations made regarding the outbreak by the CDC, local health officials or the Library Board.
- D. Sick Patrons Patrons who arrive at the Library with symptoms of the infections disease outbreak may be sent home in accordance with this Policy. Only the Library Director or his/her designee shall have the authority to require a sick patron to leave the Library. Any patron may appeal the decision within ten (10) business days of the date of removal by sending a written letter to the Library Board.

## **X. Incident Reports**

For any emergency, except a weather related emergency, the Library Director shall require an incident report to be completed.

83784:00001:7000073-1



## GENERAL OPERATING POLICIES

### I. 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 Library Board and may be changed from time to time. Failure to pay these may result in the suspension of borrowing privileges. The fines and fees associated with the circulation of material are found in the Circulation Policy. The other current fees and fines are as follows:

#### A. Copier Fees:

8 ½ x 11 copy or	\$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 Print Outs:

Copies printed off the computer 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 will be done by the Library staff. Fax cover sheets must be filled out for each transmission and are available at the circulation desk. A confirmation page is given with each fax that is sent to indicate the success or failure of the fax.

2. *Incoming Faxes.* The Library will receive incoming faxes if contacted and informed of when to expect the transmission, who the incoming fax is addressed to and who will be paying for it. However, you must be present to pick up the incoming fax. The Library will attempt to contact the recipient if the contact information is available, but is not required to do so. The Library reserves the right to discard any fax, particularly if the fax is not picked up within 48 hours after receipt.

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.

4. *Charges.* Faxing to any federal, state or local government will be free of charge. The cost of sending and receiving a fax anywhere in the United States will be free for the first 10 pages and \$0.50 per page in excess of 10 pages. For international faxes, the library will provide any additional actual costs.

## **II. School Use of Library**

At the discretion of the Library Director and/or staff, a class can use the Library as a research facility if their teacher is present.

## **III. Library Hours**

From Labor Day through Memorial Day:

Sunday: Closed  
Monday: Closed  
Tuesday: 10 am – 6 pm  
Wednesday: 12 pm – 7 pm  
Thursday: 10 am – 6 pm  
Friday: Closed  
Saturday: 12 pm – 5 pm

From Memorial Day to Labor Day:

Sunday: Closed  
Monday: Closed  
Tuesday: 10 am – 6 pm  
Wednesday: 12 pm – 7 pm  
Thursday: 10 am – 6 pm  
Friday: 12 pm – 5 pm  
Saturday: Closed

## **IV. Closing for Holidays**

The Library will announce the days the Library will be closed for holidays.

## **V. Library Closing**

The Library Director, or a designated person, will close the Library when conditions are such that remaining open can be harmful to the staff and/or the patrons, for example due to inclement weather or natural disaster pursuant to the Library's Emergency Management Policy. The 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 The News Herald.

## **VII. R Rated Movies**

A patron must be 18 years of age or older to check out an R Rated movie. To the extent practicable, the Library will enforce age appropriate ratings. Valid identification to verify age shall be required.

## **VIII. 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.

## **IX. 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 should be limited to one per patron per day.

84025:00001:7212914-1

## **COMPUTER AND INTERNET USE POLICY**

### **I. General Statements Regarding Internet.**

- A. Internet Access. The Ecorse Public Library (“Library”) provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned computers and wireless access available at the Library.
- B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information, and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete, or legal. Internet Users will need to evaluate for themselves the validity of the information found.
- C. Library Does Not Endorse Information on Internet. The Library provides a home site on its public computers pointing to a variety of quality Internet sites. However, because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library’s mission, selection criteria and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
- D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit, or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child’s use of the Internet through the Library’s connection as stated more fully below.
- E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Users shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the User’s disks, data or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

## II. Nature of the Public Library Setting.

- A. Respect Others. Because Library patrons are of all ages, backgrounds and sensibilities are using the computers, Library Internet Users are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images
- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, accounts, and communications are vulnerable to unauthorized access and use. Users should be cautious about using the public computers or public Internet Access for sensitive, private or valuable information or transactions because safety from unauthorized access and use cannot be guaranteed. The Library is not responsible for any damages or loss that results from unauthorized access or use of User's files, accounts, communications or similar documents.

## III. Internet Filtering; Children Under 18

### A. Internet Filtering – General.

- 1. *Filtered Access.* To comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered. Further, the Library's wireless access is also filtered. Filtered access means the computer or wireless system has a program installed that is designed to restrict minors<sup>1</sup> from receiving obscene materials or sexually explicit materials that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet. Children under the age of 18 shall only use the Library computers designated and posted for use by minors.
- 2. *Internet Access.* Patrons wishing to access the Library's terminals must go to the circulation desk and request that a computer be turned on. Then, the patron must read and accept the Library's Internet Use Policy. All patrons should be able to show proof of identification if requested by a staff member.

### B. Internet Filtering – Patrons 18 Years of Age or Older.

- 1. *Disable Filters.* Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. The

---

<sup>1</sup> Under Michigan Law, "adults" are 18 years of age or older. CIPA defines an adult as 17 years of age or older. As required by CIPA, 17 year olds may have the filter disabled, but only as specifically described in Section C.3 below.

Library's wireless access cannot be disabled, so any patron who desires to have the filters disabled must use the Library's computers.

2. *Unblock Sites.* Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be "unblocked." A request to unblock should be in writing to the Library Director and signed by the person making the request. A decision on the site's status will be made by the Director, who will prepare a written reply to the individual submitting the form.

C. Internet Filtering – Patrons Under 18 years of Age.

1. *Responsibility of Parents and Legal Guardians.* As with other materials in the Library's collection, it is the Library's Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool. Parents and youth patrons are encouraged to participate in the Library's training offered on Internet use that explains both the benefits and pitfalls inherent in its use.
2. *Library Card.* Patrons under 18 years of age wishing to access the Library's terminals or wireless access must check in with the circulation desk.
3. *Unfiltering Terminal for 17 Year Olds.* Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and materials that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Patrons under the age of 17 may not ask for the terminal to be unfiltered pursuant to the requirements of CIPA.
4. *Unblocking Websites.* Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit materials deemed harmful to minors or other materials prohibited by law. The Library Director shall make that determination.
5. *Safety of Minors Regarding E-Mail, Chat Rooms and other Direct Communications.* Chat rooms are prohibited. Because children often need access to email for homework and other purposes, the Library does not prohibit the use of email. To the extent that the filters do not block email, it is the responsibility of the parent or guardian to educate the minor

on safety and security and monitor the use of these communications. The Library will provide educational material regarding the safety and security of minors when using email, chat rooms and other forms of direct electronic communication.

#### **IV. Procedure for Use.**

##### **A. Reservation/Time Limits.**

1. If a User wishes to use the Internet station he or she must first sign the sheet at the Circulation Desk.
2. Patrons should only use their first name and the time when signing in.  
.
3. The User may sign up to use the Internet station for periods of only one (1) hour at a time up to five (5) times per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User may use the terminal for additional 30-minute increments until another User signs up to use the terminal.
5. A waiting list will be created at the Circulation Desk if all computers that are in use.
6. Users must sign out by noting the sign out time by their name when they leave the computer terminal.

B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and are clearly marked. The online public access computers are available on a first come, first served basis.

C. Closing. All computers and printers are shut down ten (10) minutes before the Library closes.

D. Reimbursement for Printing. The User shall reimburse the Library 10 cents (\$0.10) a page for black and white printing and 25 cents (\$0.25) a page for color printing.

## V. Acceptable Use.

All Users of the Library's Internet connection and terminals are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

- A. Lawful Use. The Library Internet connection and terminals shall be used in a lawful manner. The Library's Internet and terminals cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, (1) accessing materials that can be classified as obscene or child pornography; (2) gaining unauthorized access to or use of patron information or accounts; (3) engaging in identity theft; (4) engaging in civil rights violations; or (5) monitoring or capturing information regarding individuals and their use of the computers or Internet illegally, such as by using a keylogger.
- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not be Harmful to Minors. Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit materials or any other materials deemed harmful to minors.
- D. Compliance with Code of Behavior. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.
- E. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.
- F. Time Limit. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.
- G. Payment for Printing. Users must reimburse the Library for printing costs.
- H. Personal Software Prohibited. Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. Users shall also refrain from downloading/uploading files to/from the Library's computers.



- I. System Modifications. Users are not permitted to change the security setup, operating systems, the network configuration, or any other configuration of any Library computer terminal without authorization.
- J. Damage. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- K. Terminal Use. No more than two (2) Users may sit at a terminal. No person may stand behind another person while using a terminal. Upon request, a Library staff member may approve or allow additional Users at a terminal.
- L. Personal Information; Unauthorized Release. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.
- M. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.
- N. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including noises from computers or electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff. Earbuds may be available for purchase.

## **VI. Violations of Internet Use Policy.**

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations Enforcement Policy.

## **VII. Staff Assistance.**

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.



## **MATERIAL SELECTION POLICY**

### **I. Purpose.**

The purpose of the Ecorse Public Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Ecorse Public Library ("Library").

### **II. Definitions:**

The term "Library Materials" means books, magazines, DVDs, CDs, items in the Library of Things, or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

### **III. Goals of Materials Selection.**

- A. To meet the individuals' needs for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- B. To help individuals attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

### **IV. Responsibility for Selection.**

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff

members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection. The Director is also ultimately responsible for decisions regarding what collection or location Library Materials will be located.

## **V. General Principles.**

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious views, or sexual orientation or gender identity of the writer.

- B. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.

## **VI. Specific Principles for Selection.**

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy

- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

## **VII. Gifts.**

Acceptance of gifts of Library Materials shall be governed by the same principles and criteria applied to the selection of items for purchase.

## **VIII. Maintenance of the Collection.**

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

## **IX. Challenges to Materials.**

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director.

- B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

**X. Revision of this Policy.**

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

## **PATRON BEHAVIOR POLICY**

### **I. Introduction.**

The Ecorse Public Library (the “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. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library Property”) and to all persons entering in or on the premises, unless otherwise specified.

### **II. Rules for a Safe Environment.**

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment (including toys that can be ridden or wagons) is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

### **III. Rules for Personal Behavior.**

- A. Personal Property. Personal property brought into the Library is subject to the following:
  - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
  - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
  - 3. The Library does not guarantee storage for personal property.
  - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages The Library prohibits eating in any part of its premises, including the computer tables and public areas, unless it is part of a program or event. However, small snacks are permitted while seated at tables; please help us to keep the Library clean and pest free by cleaning up after your children. Drinks are allowed at tables and chairs in the reading areas, but they must be in sealable containers such as water bottles or travel mugs with lids. Please consume these beverages responsibly and immediately report any spills that may occur.
- C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. The Library



does not permit overnight parking in the Library's parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.

- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library building and shall not remain on Library Property. This includes sleeping on Library furniture, the floor or outside on Library Property.
- E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:
  - 1. Spitting;
  - 2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
  - 3. Climbing on furniture;
  - 4. Using obscene or threatening language or gestures;
  - 5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
- F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
  2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
    - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
    - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
    - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
    - d. No person shall block ingress or egress from the Library building.
    - e. Permitted times will be limited to the operating hours of the Library.
    - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from

electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons, outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification; Masks. Patrons must provide identification to Library staff when requested. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs or for medical reasons.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.
- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property. Visible or damp swimming suits left uncovered are not considered to be appropriate attire. No one with uncovered undergarments will be permitted on library property.

#### **IV. Rules for the Use and Preservation of Library Materials and Property.**

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs

incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.

- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
- E. Use of Tables and Computers. Only four (4) people may be seated at a table and no additional people may stand around one (1) table.

## **V. Violations and Appeal.**

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations Enforcement Policy.

## **PROGRAMMING POLICY**

The Ecorse Public Library (“Library”) supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples’ lives, and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library's mission to provide for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library’s role as a community resource
- Introduces patrons and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

### **I. Program Determination**

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of Ecorse Public Library Board (“Library Board”). The Library Director, in turn, delegates the authority for approved program management to the Assistant Director/Program Coordinator, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

### **II. Criteria for Programs**

Library staff plans and develops programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience. Program presenter may be required to undergo a criminal background screening.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform, or entertain and otherwise further the Library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

### **III. Co-Sponsorship of Programs**

The Library may co-sponsor programs with other persons, agencies, organizations, and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library’s Assistant Director/Program Coordinator. No co-sponsor may use the Library's name in any marketing material without prior approval of the Library

Director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

#### **IV. Non-discrimination**

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

#### **V. Program Attendance**

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

#### **VI. Library Staff**

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

#### **VII. Programming Concerns**

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Material Selection Policy.

#### **VIII. Guidelines for Selling Books, Recordings, Art, or Other Items at Library Programs**

Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following Library programs upon prior approval by the Library Director.

## **Record Retention Policy**

### **A. Purpose**

The purpose of this policy is to ensure (1) that necessary Ecorse Public Library (“Library”) records and documents are adequately protected and maintained, (2) to ensure that records that are no longer needed or of no value are destroyed at the appropriate time and manner and (3) to preserve Library history.

The Library’s policy is to comply with local, state, and federal laws regarding the retention and disposition of Library public records, as defined by the Michigan Freedom of Information Act. Michigan Law requires that all public records be listed on an approved Retention and Disposal Schedule.

### **B. Adoption of Record Retention Schedule**

To this end, the Library adopts the following State of Michigan Archives and the State Administrative Board, General Record Retention and Disposal Schedules:

- GS1 - Nonrecord Material Defined (approved 6-2-2015)
- GS17 - Libraries
- Any other schedule with applicability to Library records

These Retention and Disposal Schedules cover records that are commonly found in the Library. It identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules also identify when records may be destroyed. The Library Director is responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them.

### **C. Identification of Library Records.**

The records of the Library are important assets. The Michigan Penal Code, MCL 750.491, provides that all official books, papers, or records created by or received in any of the State's political subdivisions, including the Library, are declared to be public property. The Record Retention Policy applies to all records, regardless of format (for example, paper, electronic, microform, microfilm, microfiche, magnetic tapes, and CD-ROM) or other more traditional media. If there is any question of whether a document is a record requiring retention, the Library Director should be consulted.

Michigan’s Record Retention General Schedule #1 addresses the retention of “non-record” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document Library activities. These materials can be disposed of when they have served their intended purpose.

#### **D. Record Retention and Preservation**

The Library and its employees shall organize their records to promote fast and efficient retrieval of information. The Library has authority to determine the method of storage; however, it must be reliable method of maintaining records and adaptive to changing technology. In addition, the Library must comply with the standards for reproduction under the Records Reproduction Act.

#### **E. Employee Responsibility**

All records are the property of the Library. No Library employee has, by virtue of his or her position, any right to such records, even though he or she may be named as the author, recipient, or custodian of them. Library employees may not take any records or copies of such records when they retire, resign, or otherwise terminate employment.

#### **F. Disposal.**

Individuals responsible for the retention of the record (employees who create, send, or receives records) are also responsible for the destruction of the record following the retention period. Documents should be destroyed in a manner that ensures that all sensitive or confidential information can no longer be read or interpreted. This means that paper documents should be shredded, and electronic documents should be erased or otherwise rendered unreadable.

All employees should note the following general exception to any stated destruction schedule: If you believe, or the Library informs you, that Library records are relevant to litigation, potential litigation (i.e., a dispute that could result in litigation), government audit, FOIA request and response or investigation then employees must preserve those records until the matter to which they relate has been finally resolved and Library legal council has approved their disposition. This exception supersedes any previously or subsequently established destruction schedule for those records. *If you believe that an exception may apply, or have any questions regarding the possible applicability of that exception, please contact the Library Director.*



## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Library Board of Trustees has delegated the responsibility for selection and evaluation of collection materials to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials, please return a completed form c/o the Library Director, Ecorse Public Library, 4184 W. Jefferson Ave., Ecorse, MI 48229 313-389-2030, [ecorselibrary@gmail.com](mailto:ecorselibrary@gmail.com)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? \_\_\_\_\_

1. Resource on which you are commenting:

Book \_\_\_\_\_ Video/DVD \_\_\_\_\_ Magazine \_\_\_\_\_ Audio Recording \_\_\_\_\_ Program \_\_\_\_\_

Other: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

2. How did you come to select this material? \_\_\_\_\_  
\_\_\_\_\_

3. Did you read, view, or listen to the entire work? \_\_\_\_\_

If not, why not?: \_\_\_\_\_

4. What concerns you about the resource? Please be specific by citing pages or passages (use other side or additional pages if necessary). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What action are you requesting from the Library? \_\_\_\_\_  
\_\_\_\_\_

## **SECURITY CAMERA POLICY**

### **I. Purpose**

The purpose of security cameras is to enhance the safety and security of the Ecorse Public Library ("Library") residents, staff, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its residents and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library's Patron Behavior Policy.

### **II. Signs**

Signs will be posted at the Library entrances, informing the public that security cameras are in use.

### **III. Data Captured**

The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

### **IV. Security Camera Locations**

Security cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

### **V. Security**

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

### **VI. Surveillance Footage**

Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having

requested or lawfully obtained specific services, materials, or information resources from a Library are not considered a "Library Record" and may be disclosed. The Library Director or his/her designee will determine whether the images can be disclosed without a court order or written consent, including whether to require a Freedom of Information Act Request. The surveillance videos shall be kept according to the Library's Record Retention Policy.

84025:00001:7210608-1

## **LIBRARY VIOLATIONS AND APPEAL POLICY**

### **I. Purpose.**

The purpose of this policy is to provide a process for addressing violations of the Ecorse Public Library policies. This Library Violations and Appeal Policy ("Policy") will set forth the process and procedure for violations of certain Library policies in which there is a violation and appeal provision, including but not limited to the Patron Behavior, Internet Use, and Children and Vulnerable Adults in the Library Policies.

### **II. Library Director/Designee's Right to Suspend Privileges.**

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

### **III. Incident reports.**

Library Staff shall record in writing in the form of an Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The Incident Report should include physical descriptions in addition to the name of the patron. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

### **IV. Violation of the Policy – Suspension of Privileges.**

- A. *General Violations.* Unless otherwise provided in Section IV.B of this Library Violations Enforcement Policy, the Library shall handle violations as follows:
  - 1. *Initial Violation:* Library patrons observed violating a Library policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
  - 2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- B. *Violations that Affect Safety and Security.* Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse,

violence, threatening behaviors, child pornography or obscenity, sexual harassment, vandalism, drug sale or use or attempted drug sale or use,

intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. *Subsequent Violations:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations of the same rule shall result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

## **V. Reinstatement.**

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library policy that was the subject of the violation before their privileges may be reinstated. The Director may also attach reasonable conditions to any reinstatement.

## **VI. Right of Appeal.**

Patrons may appeal a decision (1) to limit or suspend privileges or (2) to attach conditions to any reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked or limited or the conditions were made. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.