

**POLICIES**  
**of the**  
**LINCOLN TOWNSHIP**  
**PUBLIC LIBRARY**

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## **Section 1: Collection and Reference – *updated 2018***

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**COLLECTION DEVELOPMENT POLICIES**

The purpose of the following is to provide the guidelines by which the staff of Lincoln Township Public Library both selects materials and maintains its collection. The library is located in Southwest Michigan and serves Lincoln, Royalton, and Baroda townships, as well as patrons from other communities with which we have appropriate reciprocal borrowing agreements. It is important to have such a written policy, both to assist staff as to how best to serve the needs of the community and for patrons to know how their library meets their needs. Staff or patrons may refer to our policy should any questions or issues arise.

## **SELECTION OF LIBRARY MATERIALS**

The library will purchase appropriate library materials, newly published and published in the past, which best satisfy the clientele of the library community within budget and space limitations. Selection of materials will be made from standard lists and reviewing agencies recognized by the professional library associations. Other appropriate media outlets, as well as library staff and patrons, may also be consulted in the selection of materials.

An attempt is made to buy books with regard to the differences in education, interest, and needs of all age groups. Appropriate adult services staff is in charge of adult fiction and nonfiction, music, and movies; teen staff is in charge of teen materials; and children's staff is in charge of children's materials.

Books in the adult collection are selected for mature readers. An effort is made to see that all sides of controversial topics are represented. The library accepts the responsibility to maintain the democratic principles expressed by the American Library Association in both the Library Bill of Rights and The Freedom to Read statement.

Separate collections are available to children. The Library's role is to select diverse, quality materials that will challenge, interest and intrigue children. Staff members are available to assist children and their caregivers with recommendations based on the family's personal criteria. Lincoln Township Public Library is a public library; therefore, it houses materials suitable and of interest to all segments of the community. In partnering with the Library to secure the best experience possible for their child, it is important that parents review appropriate material to be borrowed by children.

The Lincoln Township Public Library is not a research library. Library staff may help patrons find specialized material or material for which there is only an occasional demand through interlibrary loan.

For all types of materials, special consideration will be given to local authors and artists, and to materials that are especially relevant to our area.

### *Criteria for selection of non-fiction books:*

- Qualification of the author in subject field
- Scope and authority of subject matter
- Quality of writing
- Suitability for the intended audience
- Date of publication
- Reputation of publisher
- Arrangement of materials (index, bibliographies)
  - Relationship to collection (whether the library needs more information on this topic)
- Price
- Patron demand and recommendations

### *Criteria for selection of fiction books:*

- Literary merit
- Style
- Appeal: popular, limited

- Characterization: constructive true portrayal of character and life
- Relationship to collection, i.e. genre (need)
- Publisher
- Price
- Patron demand and recommendations

*Criteria for selection of periodicals and newspapers:*

Periodicals and newspapers are purchased to supplement the book collection, provide material not yet available in book form, provide recreational reading, furnish professional reading for the staff, and aid in book selection. Other criteria for selection include:

- Authority and objectivity
- Indexed in standard periodical indexes
- Local interest
- Frequency of demand

*Criteria for selection of movies:*

The library shall purchase movies in DVD format. In general, the focus of the collection will be education, instruction, and entertainment. Criteria for selection include:

- Authenticity
- Appropriateness for the intended audience
- Technical quality
- Achievement of stated purpose
- Creativity and appeal
- Price
- Relationship to collection
- Patron demand and recommendation

The classifications of purchase of DVDs will usually be G, PG, or PG-13.

At this time, Blu-Ray and other formats are not being considered for purchase. The staff may purchase other formats, in combination with DVD, if purchasing such a combination package is the only way to obtain a particular movie.

Youth and American television series will occasionally be considered for purchase as the budget allows. Since PBS and foreign TV series have limited availability to patrons, they are more likely to be considered.

*Criteria for selection of audio music:*

Recorded music by established performers shall be purchased for the collection, for both children and adults. Criteria for selection include:

- Authenticity
- Appropriateness for the intended audience
- Technical quality
- Lasting value of content
- Pertinence to library, community or collection needs
- Price

- Patron demand and recommendation

An effort will be made to maintain a collection that both reflects patron demand and features a variety of genres.

*Criteria for selection of e-books:*

The Library shall purchase e-books that patrons can access when they check out e-readers. The Library will primarily purchase adult fiction and teen fiction.

Within budget constraints, staff shall purchase titles taking into consideration the following:

- Publication date
- Newer books will get more consideration for first-time library purchase
- Popularity of author/title - can buy these along with print copies
- Whether the book is part of a series
- Whether it is more cost-effective to buy the e-book format instead of the print book
- Whether the book is also available in print or other formats

The library's other criteria of selection of materials will also apply.

### **BOOK/MAGAZINE GIFTS AND DONATIONS**

Donations, upon receipt, become the permanent property of the Library. Appropriate utilization or disposal of donations will be determined according to the selection policies and at the discretion of the library. The donor is responsible for establishing the value of the donation for tax purposes.

All kinds of material are accepted with the following exceptions:

- No Reader's Digest Condensed Books
- No textbooks
- No magazines over 3 years old
- No encyclopedias over 3 years old
- No books with mold or mildew

Gifts and donated items that are not added to the collection may be put up for sale by Friends of the Library or may be otherwise disposed of as appropriate.

### **WEEDING OF LIBRARY MATERIALS**

While it is important that the library supplies an ample collection of materials, the library should also provide materials that are relevant, in demand, and of good quality. Further, physical space limits the quantity of materials that the library can house at any given time. Therefore, library staff shall periodically evaluate the materials that the library owns and consider removing some items from the collection. Factors in deciding what to remove shall include:

- Condition of the item and whether it is worth trying to repair
- Currency, accuracy, and relevance of the information
- Whether a new edition of the same item has since been released
- Collection need (whether we have too much on a topic, or do not need anything at all)
- Patron demand (how often it has recently been checked out, or is likely to be checked out in the future), with special focus on duplicate copies
- Amount of space available for shelving materials
- Availability and quality of similar or alternative materials
- Availability of a replacement or obtaining the item through interlibrary loan if necessary

Local history items, or items that are otherwise especially relevant to our community, shall be given special consideration for remaining in the collection.

**RECONSIDERATION OF AN ITEM**

Any patron of the Lincoln Township Public Library may request that the inclusion of a particular book or material in the collection be reconsidered. Patrons will be asked to fill out a "Request for Reconsideration of a Book" form. This completed form, along with similar commentary on the item prepared by a library staff member, will be submitted and reviewed by a library staff committee with a recommendation to the Director. The Library Director will respond in writing to the patron within 30 days. Patrons are encouraged to recommend alternative items which meet their needs. Typically, the library will only remove an item from the collection if it is determined that it poses a direct and immediate threat to the safety and well-being of the community.

**INTER-LIBRARY LOAN POLICY**

Any patron with a valid library card from the Lincoln Township Public Library may request that an attempt be made to borrow material which this library does not own from another library. To be in receipt of interlibrary loan material the Lincoln Township Public Library patron must not have any fines of more than \$25.00.

Materials which have been published within the last six months are not available for Inter-Library Loan.

Should there be a charge from the lending library for the interlibrary loan, the patron will be notified before the transaction of the cost that he/she will be charged.

**REFERENCE AND RESEARCH**

Patron's questions will receive courteous, prompt, and high quality service responses with complete confidentiality.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. Patrons will be advised to consult with a professional from the above listed fields for additional information or advice.

## **Section 2: Circulation – *updated 2018***

**2.1 Patron Card Policy**

**2.2 Borrowing Privileges**

**2.3 Out of District Card**

**2.4 Doorstep Service**

**2.5 Circulation, Borrowing Material and Overdue Policy**

**2.6 Replacement Cost for Lost Material**

**2.7 Library Records**

**2.8 eReader Policy**

### **PATRON CARD POLICY**

All residents or property/business owners of Lincoln Charter Township, Baroda Township, Royalton Township, the villages of Baroda and Stevensville are eligible for a patron borrowing card providing the following conditions are adhered to:

1. Proof of current address must be supplied before a card number is issued.
  - a. This may be from a current Michigan driver's license, tax bill, rent receipt or similar item.
2. Individuals from birth through 17 years old will be issued a juvenile card with their own library card number provided the application is signed by a parent or guardian. The Library Privacy Act, PA 455 of 1982(MCL 397.605) guarantees the privacy of library records.
  - a. The Library Privacy Act Amendment of 1996, PA 188, states that a record of items may be released to the parent or guardian of a minor in an effort to secure the return of the items.
  - b. In the case of minor patrons, bills or delinquent notices may be sent to the parent or legal guardian only if that parent or legal guardian accepts responsibility for the returned items. By completing and signing the form on the back of the minor's library card application, the record of items may be released to the parent or legal guardian. The parent and/or legal guardian is the sole person responsible for all material and fines incurred by the child.
  - c. Restricting access of library materials to minors rests solely with the individual parent and/or legal guardian, not the library.
3. Adult cards will be issued to those 18 and older upon presentation of picture ID and proof of date of birth. A minor who has a library card established will have their privileges updated to an adult card when their card is renewed after their 18<sup>th</sup> birthday.
4. Parents may check out books for their children on the parent's library card.
5. Resident cards are to be renewed on an annual basis.

A fee of \$2.00 will be charged for replacing a lost patron card.

**BORROWING PRIVILEGES FROM OTHER LIBRARIES**

Lincoln Township Public Library will honor patron's cards subject to reciprocal borrowing agreements from the Berrien Springs Community Library, the Bridgman Public Library and the Maud Preston Palenske Memorial Library. Patrons from these area libraries will need to present their full size library card and proof of identification such as a current Michigan driver's license or other photo identification card. The LTPL staff will then attach a LTPL patron barcode to the back of their home library card. These barcodes will be renewed yearly.

**OUT OF DISTRICT CARD POLICY**

People living outside the library's service as well as temporary residents, less than twelve months of our service area may purchase a patron card for a fee under the following conditions:

1. Proof of current permanent address and positive identification are required. Verification of local address such as rental agreement, short term lease agreement, other material with local address listed is required.
2. The cost of a library card per individual/household is as follows:
  - a. Three month card is \$35.00
  - b. Six month card is \$65.00
  - c. One year card is \$120.00
3. Out of District cards will have the same borrower privileges and responsibilities as resident card holders for the term paid.

**DOORSTEP SERVICE**

Patrons with a current Lincoln Township Public Library card unable to come to the library to obtain books may request that materials be delivered and picked up from their home. The need for Doorstep Service may be temporary due to surgery, etc., or long term because of physical disabilities. Doorstep items are checked-out for four (4) weeks. This service is available to residents of Lincoln, Baroda and Royalton Townships.

Individuals eligible for Doorstep services are aged 18 years or older who have an established library card as a resident or paid membership, and due to cognitive or mobility challenges are unable to visit the library. They may be dependent on another individual for transportation, or picking up/returning materials on their behalf.

Applicable situations may include long-term illness, recovery from injury or surgery, limitations imposed by cognitive and/or physical abilities.

**CIRCULATION, BORROWING MATERIAL AND OVERDUE POLICIES**

<b>Material</b>	<b>Check Out Period</b>	<b># of Renewals</b>	<b>Fine per Day</b>
<b>Books</b>			
<b>New Fiction</b>	2 weeks	3 times	\$ 0.10 / \$5 max
<b>Reference</b>	0 days	0 times	
<b>Circulating Reference</b>	7 days	3 times	\$ 0.10 / \$5 max
<b>All Others</b>	2 weeks	3 times	\$ 0.10 / \$5 max
<b>Magazines</b>			
<b>Current Issue</b>	0 days	0 times	
<b>All Back Issues</b>	2 weeks	3 times	\$ 0.10 / \$5 max
<b>Newspapers</b>			
<b>Current Issue</b>	0 days	0 times	
<b>All Back Issues</b>	2 weeks	3 times	\$ 0.10 / \$5 max
<b>Other Media</b>			
<b>Musical CDs</b>	2 weeks	3 times	\$ 0.10 / \$5 max
<b>DVDs</b>	2 weeks	3 times	\$ 0.50 / \$5 max
<b>Spoken Word CDs</b>	2 weeks	3 times	\$ 1.00 / \$10 max
<b>e-Readers</b>	3 weeks	0 times	\$1.00 / \$25 max
<b>Discovery Kits, Special Collections</b>	2 weeks	3 times	\$1.00 / \$10 max
<b>Playaway View</b>	2 weeks	3 times	\$1.00 / \$10 max
<b>Book Discussion Kit</b>	6 weeks	0 times	\$1.00 / \$10 max
<b>Laptop Computers</b>	(in library use only) 2 hour sessions	3 times	\$10.00 / \$100 max

A patron may have a total of 50 (fifty) items checked out at one time.

Library materials may be renewed up to three times unless another patron has requested the material. Materials with reserves cannot be renewed.

Patrons are responsible for returning materials on time. Fines are calculated overdue at a daily rate per item per day. Parents and guardians are responsible for materials checked out and/or any fines accrued for children 18 years and younger.

**Delinquency**

A delinquent patron is someone who:

1. Has accrued \$25.00 or more in fines, or
2. Has been sent a bill (third letter) for material not returned, or
3. Has abused or damaged library property including the building, any equipment, or collection materials.

A delinquent patron may not:

1. Check out any materials from the Lincoln Township Public Library with their own or another person's library card.
2. Use MEL interlibrary loan.

The library reserves the right to limit the number of items circulated to one person and the length of the loan period.

The library reserves the right to limit books in support of school curriculum as needed to allow the greatest number of students' access to information.

The library reserves the right to limit books in support of a topic as needed during increased periods of requests-such as books on holiday cooking, decorating, etc.

### **Collections**

If a child under 18 is in Collections, the responsible party for that child shall also have their borrowing privileges suspended until the matter is resolved.

If a responsible party is in Collections, the responsible party may not use any other family member's card to use library services until the matter is resolved.

The Library sends two notices via mail to patrons when they have overdue items. The Library also sends monthly billing notices via mail to patrons when their account has reached at least \$75.00 in charges within the last month. It is each patron's responsibility to monitor his/her account regularly to ensure that they do not have overdue items or excessive fines.

The Library will send a patron to the collection agency if they owe \$75.00 or more AND those charges have been on their account for at least 60 days. The Library is then charged a \$10.00 collection fee, and the patron shall be responsible for paying this fee in addition to their other fines.

The patron shall then have 120 days to return the lost items, pay off the fines, and/or otherwise resolve the matter. The collection agency may contact the patron regarding the changes during this time; however, the patron may still pay off the fines without the matter affecting their credit. The patron must pay off the entire balance on their account to be out of the collection agency's database. After a total of 180 days, a patron will be in collections and their credit may be affected.

The Library shall waive a patron's charges, including the \$10.00 collections fee, if it is determined that the charge is a result of Library error.

### **Claims Returned**

Claims Returned can be applied to an item when the library system and the patron the item is checked out to are unable to agree on its current location.

Overdue fines (if any) stop accruing as of the date chosen. (If this is back-dated, the bills that have accrued since the chosen date are voided.) The status of the item remains Checked Out but the Stop Fines Reason is changed to Claims Returned.

The item will remain listed on the patron's account marked as Claims Returned. If an item with the CLAIMSRETURNED status is found and checked in, the system will update the item's status so it can be circulated again. If there are fees, it will remain listed on the patron's account until all the fees are paid.

The Library will mark Claims Returned items as Lost after 90 days from the due date.

To follow up on these missing items, each month the Library will run a report to find items that are marked as Claims Returned, and then appoint staff to check the shelves for those items. Those items that are not found after 90 days will then be marked as Lost and the patron is billed appropriately.

When the Library marks a Claims Returned item as Lost, a letter will be sent to the patron informing them of the change.

## **REPLACEMENT COST FOR LOST MATERIALS**

### **Lost Materials**

The borrower shall pay for replacing lost or missing material at replacement cost or the average price of similar material. Replacement cost will be considered list price. After payment for a replacement copy has been made to the library, it will not be refunded even if the missing material is found, since a replacement copy or facsimile will have been ordered. Should the missing material be found, it becomes the property of the borrower.

### **Damaged Material**

The borrower shall pay for replacing material that is damaged beyond in-house repair. For material beyond repair, list price or the average cost for new material of that type will be assessed.

If a patron is charged for a lost or damaged item, Library management may, at their discretion, accept a replacement copy provided by the patron in lieu of payment for the item. It must be an exact copy of the lost/damaged item and in brand new condition.

Replacement costs shall be charged to patrons if lost (i.e. cases, bags, et al). The items full cost will not be charged to the patron for these items.

**LIBRARY RECORDS**

The Library Privacy Act of Michigan, Act 455 Of 1982, section 397.603 states that a patron library record is not subject to disclosure requirements; release or disclosure of library record without consent is prohibited. See Appendix A for Library’s standard form to grant such consent.

The Lincoln Township Public Library prohibits the disclosure of a library record to any person unless ordered by a court after giving the Library notice of the request and an opportunity to be heard on the request.

Should a court order be served on the Library, the order will be forwarded to the Library Director. No other staff member may act on the matter without prior specification and documentation from the Director.

LTPL Policy 2.8 | Revised 1-2018

**EREADER POLICY**

Patrons may check out an e-reader for 3 weeks with no renewals. Patrons may not check out more than one e-reader at a time.

## **Section 3: Other Services – *updated 2018***

**3.1 Movie Policy**

**3.2 Exhibits**

**3.3 Literature Display and Distribution**

**3.4 Public Relations**

**3.5 Library Programs**

**MOVIE POLICY**

Staff will use good judgment with input from the Director on a movie rated suitable for the intended audience. Promotion will include the movie's rating.

**EXHIBITS**

Lincoln Township Public Library provides a venue for local artists/exhibitors to display visual art and artifacts to increase awareness and appreciation of history and the arts.

The Director will work with staff members (or a local community committee) to make decisions regarding the selection of materials to be displayed. In making decisions regarding the suitability of the work to be exhibited, the Director or their designee will take into consideration the use of the library by all segments of the community and all age groups. Selection priority may be given to local artists/exhibitors and those who have not previously exhibited in the library.

The exhibit space shall not be used for advertising or political purposes. The artist/exhibitor assumes all liability for the loss of, or damage to, materials on display. The library reserves the right to cancel the exhibition for any reason.

### **LITERATURE DISPLAY AND DISTRIBUTION**

Lincoln Township Public Library adheres to the principle that the Library is the institution in our society which provides materials representing all points of view in all fields including political, social, and religious no matter how controversial or objectionable these views may be to some people.

To support this basic principle, and to foster positive relationships within the community, the following policy has been established:

1. Informational material of public interest from nonprofit organizations, educational institutions, and governmental agencies may be displayed or distributed in the library where space is available. Material for display or distribution will be permitted at the discretion of the Director. The primary purpose of such material must be to inform the public of the organization's programs, services and events.

Examples include:

Lincoln Township Public Library fundraising materials:

- Friends of the Library materials;
- promotional materials for cultural organizations such as the ballet, orchestra, museums and theater groups;
- special event fliers for nonprofit organizations from Lincoln Township and neighboring communities; and
- local magazines and newspapers that are distributed free of charge and have received prior approval from Lincoln Township Public Library.

2. Prior to an election, the library may have available, on an equal basis, voter information and campaign literature about political candidates appearing on local ballots. Any materials that directly or indirectly make reference to an election or a candidate must be removed prior to Election Day if within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.

3. Prior to an election, campaign material relating to ballot issues may be placed in the library for display and/or distribution to the public. If there is formal opposition to a ballot issue, equal consideration shall be given. Campaign materials that directly or indirectly make reference to a ballot issue must be removed prior to Election Day if located within 100 feet of any entrance to a polling place or in a hallway used by voters to enter or exit a polling place.

4. Petitions may not be displayed or circulated in library buildings except as permitted by local municipal ordinance.

**PUBLIC RELATIONS**

The President of the Library Board of Trustees is the official spokesperson for the Board. The Director is the official spokesperson for the Library.

The Director serves as media liaison for the Board and the Library. Whenever official media statements are required pertaining to library policies, procedures, programs, services, or positions on district-wide issues, a designated library staff member is responsible for all contacts with media outlets and representatives.

## **LIBRARY PROGRAMS**

Responsibility for library program development is vested in the Library Director, and such members of the staff whose job descriptions include program responsibilities. Library programs may utilize volunteers and may be developed cooperatively with Friends groups, governmental units, community organizations, and individuals. A program is any presentation given in or out of the Library (in person or by technological means) by a Library staff member or other presenter and sponsored by the Library, the Friends, or a partnership including the Library.

Library programs support the Lincoln Township Public Library mission and strategic plan. They are planned in advance to meet media and publicity deadlines. Library programs may require registration. Limits on the number of people able to attend may be necessary due to facility, program, or performer limitations.

Library programs are funded in part by the operating budget with additional support from Lincoln Township Public Library fundraising activities, grants, contributions from the Friends, gifts, endowments and partnerships.

No individual or organization who presents a program at the library will be permitted to sell their product or services during their presentation or during their time at the library (with the exception of authors who come to speak about their books or performers who have recordings of their music). Lincoln Township Public Library requires a contract to be executed by program presenters.

Organizations or business affiliation of presenters or co-sponsoring agencies will be used by the Library in promoting programs. This does not constitute endorsement.

## **Section 4: Facilities and Equipment – *updated 2018***

**4.1 Computer and Internet Use**

**4.2 Laptop Use**

**4.3 Audio-Visual Equipment**

**4.4 Photocopy Machine Use**

**4.5 Fax Machine Use**

**4.6 Meeting Room Use**

**4.7 Use of Library's Marketing and Communication Channels**

**4.8 Ticket Selling**

**4.9 Patron Standards of Behavior**

**4.10 Camera Surveillance**

**4.11 Use of Library Equipment**

**4.12 Social Networking Policy**

**4.13 Copyright Policy**

**4.14 Photography and Videography Policy**

**4.15 Planned Closings**

**4.16 Emergency Closings**

**4.17 Bereavement or Funeral Closings**

**4.18 Safety**

**4.19 Keys to Building**

**4.20 Library Access When Closed**

**4.21 Lost and Found**

**4.22 Volunteers**

## **COMPUTER AND INTERNET USE**

All Library patrons must formally acknowledge acceptance of the terms of the Library's computer use policy before beginning each computer session. It is up to a parent and/or guardian of a child 17 years or younger to explain this policy to their children if necessary and to assume responsibility for the child should a conflict involving computer use at the Library arise.

Access to the public computers is available to all patrons visiting the Lincoln Township Public Library.

Patrons with a valid Lincoln Township Public Library card are encouraged to sign in to a computer with their library barcode. For all others, a day guest pass may be obtained. To obtain a guest pass, patrons at least 13 years old must show a valid ID to a staff member. A valid photo ID includes a state driver's license, government issued ID, or school ID. Guest passes to patrons under 18 with no ID will be issued at staff discretion.

Only one computer may be logged into at a time with one unique barcode or guest pass number; in other words, patrons may not use their card to log other patrons onto a computer.

Use of the computers is on a first-come, first-serve basis. Each user is allowed up to 60 minutes per session (or can stay on the computers until they shut down for the day, if patron logs in less than 60 minutes before the computers shut off). Time may be extended every 60 minutes, as long as there is not a waiting list for the computers and there are no prior reservations either for Library programming or from other patrons, for a maximum of eight hours per day. Use on an individual computer is limited to a maximum of two persons at a time with only the designated user accessing the computer.

Staff may, at their discretion, warn and/or remove patrons who are violating the Library's food, drink, or phone policy, or are otherwise not in compliance with Patron Standards of Behavior.

Users shall assume the responsibility of learning to use the equipment and resources. As time permits, staff will assist Library users in getting started on the Internet and other software, try to answer questions about the Internet and software, and offer suggestions for effective Internet searching.

Use of a flash drive to upload or download files is permissible. The Library is not responsible for any damage that might occur to a patron's personal device and cannot guarantee, due to manufacturers' variations, that all flash drives will work with Library workstations.

Public computers print to a central printing system, with one printer in both the adult and the children's area. Printouts are 10 cents per black and white page and 25 cents per color page. Patrons must pay an available staff member with cash or check for all pages before receiving their print jobs. Patrons are responsible for picking up their print jobs; the Library is not responsible should a patron walk off with someone else's pages.

Library computer hardware and software is not to be used for (but not limited to) fraud, gambling, viewing pornography, or any unlawful purposes. Tampering with or altering the software or hardware is not permitted.

Improper use of computer hardware or display of obscene or offensive material will result in the suspension of a computer user's time and may result in the long-term suspension of computer privileges.

All computers are filtered. Filtering does not block all offensive content and may block content that has educational value. Patrons can request a review of an individual blocked website, with a determination to be made by appropriate Library staff.

All users of the Internet are expected to use this resource in a responsible manner. The following are unacceptable uses of the Library computers and the Internet:

1. Misrepresenting oneself as another user, attempting to modify or gain access to file passwords or data belonging to others, or attempting to access other computer systems, networks, and sites.
2. Altering or damaging software or data residing on the Internet.
3. Downloading or transmitting a "worm", "virus", or other harmful forms of programming or vandalism.
4. Transmitting threatening, harassing, or abusive language and/or images.
5. Violating confidentiality of information, including but not limited to the Michigan Privacy Act, Public Act 455 of 1982.
6. Downloading or transmitting trade secret information or copyright materials.
7. Viewing and/or attempting to view material being used by others and disregarding the privacy of other Library users.
8. Using the Internet to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material is strictly prohibited. Violators will be removed from the Library building and have their Library privileges revoked indefinitely.

Violation of the policies and regulations that govern the use of the Library's computer and Internet resources will result in suspension or loss of the privilege to use these resources for a period of time to be determined by the Library Board and/or Director. Further, illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

**LAPTOP USE**

Patrons may bring their laptop computers and electronic devices into the library for personal use. The library provides wireless internet access and printing. Patrons must abide by the library's computer use policy while using their devices on library property. The library cannot guarantee that all devices will work or connect to the internet properly, nor does the library accept responsibility for any harm caused to a patron's device as a result of using it in the library or accessing our wireless internet. Library staff may be available, as time and circumstances permit, to assist with the use of patrons' devices, with the understanding that staff may not be able to resolve all issues and that responsibility for properly using and maintaining the device ultimately resides with the patron.

**AUDIO-VISUAL EQUIPMENT**

The laptop computer and video projector may be used by outside groups for presentations at the library. Off-site use is by library staff only for library business.

**PHOTOCOPY MACHINE USE**

The copy machine in the public area is available for public use by the public. Assistance will be given if necessary. The cost for copies is: 10 cents per page for black and white copies. Color copies are 25 cents a page.

The copy machine provided for use in the Library is not to be considered a means for securing perfect copies for use in resumes, legal papers, or business correspondence. To prevent damage to the machine, the Library does not allow outside paper.

Copy machine users are advised that there are restrictions on copyrighted materials which permit, in general, no more than one copy of a page for personal use. Violations of copyright are the responsibility of the copy machine user.

**FAX MACHINE**

The library will send or receive fax copies for the public. A staff member will transmit the document. The cost to send or receive is \$1.00 per page in the continental United States and Canada. A cover letter is required at no cost to the patron. International faxes will cost \$4.00 per page.

The disclaimer on the fax cover sheet will read: The contents of this fax are from a Lincoln Township Public Library patron. The Lincoln Township Public Library is not aware or responsible for the content and cannot be held liable.

Documents left for transmission or received for a patron will be kept for two weeks. If not picked up within that time, the documents will be thrown away.

## **MEETING ROOM USE**

Community groups and organizations promoting cultural, educational and civic betterment may use the library. Meetings shall be free of charge. Preference will be given to library activities. The library Board reserves the right to limit the frequency and/or duration of scheduled meetings. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or board.

A patron may reserve a meeting room up to one month in advance. A meeting may not be held beyond the hours for which the library is scheduled to be open for that day. The area or room must be vacated, all library property be placed back where it was found, and all non-library equipment be removed before the library closes.

Food and/or drink are prohibited in the library unless permission is granted by the library director. If permission is granted, people using the meeting rooms are responsible for cleaning up and removing all food items. Kitchen facilities shall be used as a convenience only and no full meals shall be prepared and/or cooked.

The area or room must be left in a clean and orderly condition. The person signing the application for permission to hold a meeting in the library will be billed for any necessary repairs or cleaning in the event of damage to library.

All groups using any meeting room shall have adequate adult supervision at all times as determined by the library staff.

Library meeting rooms are not available for private celebrations (i.e. birthday parties, showers). The facilities shall not be used for commercial use which may result in financial gain for any individual, company, corporation, or group, except authors who are promoting their books at a library event.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library or transported to the library property by any group or individual attending a meeting. The library board and staff do not assume any liability on groups or individuals attending a meeting in the library.

Items owned by the group cannot be left in the library or on library property for recurring meetings. The scheduled group is responsible for informing the library staff prior to the meeting what tables, chairs, or equipment will be needed and the group is responsible for set-up of those items. Because the amount of tables, chairs and equipment owned by the library is limited and must be equally distributed to the use of all rooms, the library cannot guarantee a certain availability of additional resources to any room.

## **STUDY ROOMS**

Study rooms for individuals or groups up to eight people are available on a first come, first serve basis, and must be signed out at the front desk. Due to the high demand for study rooms, they may be signed out for up to a two hour slot of time per day. If there is no one waiting for a room, the room time may be extended per staff discretion.

**USE OF LIBRARY'S MARKETING AND COMMUNICATION CHANNELS**

The marketing and communication channels of the LTPL: outdoor road sign, library website, newsletter and any other means by which the library promotes its events, will be limited to only those programs and events for which the library is responsible.

Programs held at the library and hosted by an outside organization will not be considered for inclusion in the advertising formats.

Patrons and non-profit organizations wishing to advertise may do so with a small poster, brochures, etc. on the Library's Circulation Desk bulletin board and display racks with the approval of the Head of Public Services.

LTPL Policy 4.8 | Adopted 3-2018

**TICKET SELLING**

The library will not sell tickets for functions of other organizations.

## **PATRON STANDARDS OF BEHAVIOR**

### **I. Introduction**

The Lincoln Township 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 of Trustees has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission to educate, engage, and empower its community.

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

The following rules of conduct shall apply to all buildings – 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.

**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, larceny, removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.

**B. Weapons.** Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, 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 Board.

**D. Under the Influence.** Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

#### **E. Safety of Patrons on Library Property.**

- 1.** Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property.
- 2.** Library patrons must park bicycles or other vehicles only in authorized areas.
- 3.** 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.
- 4.** Animals or personal transport vehicles are not permitted in the Library other than service animals (including those in-training), those required by persons with disabilities, those used in law enforcement or for Library programming. However should a service animal’s behavior pose a direct threat to the health or safety of others the animal may be excluded from the building. (For example, any service animal that displays a vicious behavior towards other patrons may be excluded.) (Taken from U.S. Department of Justice, Civil Rights Division, Disability Rights Section, ADA Act-last updated January 14, 2008.)

Therapy animals are permitted only by staff invitation for specific pre-planned library programming purposes. Emotional support animals and all other pets are not allowed in the library.

5. Smoking, using e-cigarettes or vaporizers, rolling cigarettes, or chewing tobacco is prohibited in the Library and on Library property within 25 feet of any entrance.

6. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

7. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.

8. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.

9. Patrons may not use the Library’s telephone unless approved by Library staff.

### III. Rules for Personal Behavior

**A. Personal Property.** Personal property brought on Library property is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items brought into the Library, for example, large items such as large plastic garbage bags are prohibited.

2. The Library is not responsible for personal belongings left unattended.

3. The Library does not guarantee storage for personal property.

4. Personal possessions must not be left unattended or take up seating or space needed by others.

**B. Food and Beverages.** Snacks and beverages are permitted inside of the Library. Patrons are expected to clean-up and dispose of waste appropriately and notify staff of any spills. Other food is only allowed in designated areas approved by the Library Director.

**C. Unauthorized Use.** Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. 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 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, using Library materials or using the Library in a manner that is consistent with the Library’s mission shall be required to leave the building and shall not remain on Library property. This includes, but is not limited to, a prohibition of extensive periods of sleeping in the library or on benches, tables or grounds outside.

**E. Considerate Use.** The following behavior is prohibited in the Library and in the Library building.

1. Spitting;
2. Running, pushing, shoving or other unsafe physical behavior;
3. Putting feet or legs on or climbing furniture;
4. Using obscene or threatening language or gestures.

**F. Panhandling or Soliciting.** 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 of time, 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 the areas 15 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 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, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.

**L. Harassment.** Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, 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; and (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.

**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. 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 that causes a nuisance is prohibited.

**O. Phones.** Those patrons desiring to use phones to place or receive calls must use the phones in a manner that would not reasonably disturb others.

**P. Library Policies.** Patrons must adhere to all Library Policies.

**Q. Identification.** Patrons must provide identification to Library staff when requested.

**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.

#### **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 remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

**B. Internet Use.** Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

**C. Equipment.** Library phones and 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.

#### **V. Children in the Library**

**A.** Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A "Child" means a minor under the age of 18.

**B. Rules and Regulations Regarding Children.**

- 1.** All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
- 2.** Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.
- 3.** Library staff will not be expected to supervise or monitor children's behavior.
- 4.** Children under the age of 12 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times. If a child under the age of 12 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.
- 5.** Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
- 6.** Children ages 7 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 ages 7 and under may not be left in the Youth Services Department alone.
- 7.** Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons.
- 8.** 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.

**C.** Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when necessary, for example:

- 1.** The health or safety of an unattended child is in doubt.
- 2.** A child is frightened while alone at the Library.
- 3.** The behavior of an unattended child violates Library policy.
- 4.** A child under age 10 is unattended at the Library.
- 5.** An unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time or the child needs assistance procuring transportation.

**D.** If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving that unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

**E.** If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this Policy.

**F. Missing Child Procedure** If a parent/caregiver reports a child missing, staff will follow the procedure below:

1. Obtain name, age, and description of the child.
2. Page staff to request their assistance in locating the child, or page the child, depending on his/her age. Provide a name and/or description of the child. Watch exits.
3. Check all areas thoroughly, including bathrooms, hallways, and offices.
4. Check the immediate outside area surrounding the Library.
5. Call the police (9-911) if unable to locate the child.
6. If the child is found and the staff was paged, make an announcement that the child has been found.

Timelines and actions may vary with the maturity of the child, the time of year, the weather and staff availability. The goal is to be helpful and to keep library patrons safe

## **VI. Disciplinary Process for Library Facilities**

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.

**A. Incident Reports.** Library staff shall record in writing in the form of an Incident Report any violation of this 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 report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

**B. Violation of the Policy – Suspension of Privileges.** Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

**1. Initial Violation:** Library patrons observed violating this 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, the 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 infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length. Library privileges may be barred for up to 30 days at the discretion of the Director and up to six months at the discretion of the Library Board.

**C. Violations that Affect Safety and Security.** Violations involving verbal abuse, violence, threatening behaviors, 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 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 of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length. Library privileges may be barred for up to 30 days at the discretion of the Director and up to six months at the discretion of the Library Board.

**D. 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 Patron Behavior Policy before their privileges may be reinstated.

#### **VII. Right of Appeal.**

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

**CAMERA SURVEILLANCE**

The Lincoln Township Library has surveillance cameras in its facility to complement other measures to ensure a safe and secure environment for patrons and staff. The equipment helps to protect the library's property against theft or vandalism and can assist in identifying intruders and persons breaking the law or violating the library's policies.

Surveillance cameras are positioned to monitor public areas of the library that cannot be easily viewed from public service desks. Surveillance cameras are not used in the restrooms, nor are they positioned to identify a patron's reading, viewing or listening activities in the library.

Recorded information from security cameras is retained for six months, unless an incident occurs that requires holding the tape for a longer period. In the event of a reported or observed incident, the recorded information may be used to assist the investigation of the incident. The Library will maintain control and responsibility for the security surveillance equipment at all times.

For investigation initiated by law enforcement, security camera images are only made available to law enforcement through a legal subpoena or warrant.

## **USE OF LIBRARY EQUIPMENT**

### **Computer Equipment**

Patrons may use personal electronic media and download software on the Library’s public PCs; however, due to security features and technological differences, some media and software may not be compatible with these public PCs. The Library is not responsible for any loss or damage of a patron’s material or data during the use of this equipment.

### **Audio-Visual Equipment**

Community groups may use Lincoln Township Public Library audio-visual equipment to enhance programs/meetings held at the library. This equipment is for use in the library only and may not be checked out.

### **Portable Electronic Equipment**

Lincoln Township Public Library may make portable electronic equipment available for patron use in the Library and/or for check-out and use outside of the Library. Examples of portable electronic equipment could include, but is not limited to: laptop computers, tablet devices, and energy meters. Patrons who borrow portable electronic equipment are responsible for all applicable charges should the equipment, and/or its accessories, be damaged, lost, stolen, or returned late. Patrons may be required to sign a borrower’s agreement prior to check-out of portable electronic equipment. The Library is not responsible for any loss or damage of a patron’s material or data during the use of this equipment.

### **SOCIAL NETWORKING POLICY**

The Lincoln Township Public Library blog and sponsored social networking outlets (e.g., Facebook profiles, Twitter feeds, YouTube videos, etc.) are a place for individuals to share opinions about library related subjects. Comments are encouraged, but LTPL reserves the right to edit, modify, or delete any comment. The following content will be removed:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Commercial promotions or spam
- Comments and/or hyperlinks unrelated to a given post, forum, or discussion

The Lincoln Township Public Library reserves the right to monitor all content before it is posted and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate.

By posting a comment, individuals agree to indemnify the Lincoln Township Public Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the content posted.

Notwithstanding the foregoing, Lincoln Township Public Library is not obligated to take any such actions, and will not be responsible or liable for content posted.

**COPYRIGHT POLICY**

U.S. Copyright law (Title 17 U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Additionally, individuals may not copy or distribute electronic materials including email, text, images, programs, or data without the explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. Lincoln Township Public Library expressly disclaims any liability or responsibility arising from use of its equipment or technology including use of information obtained through its electronic information systems.

**PHOTOGRAPHY AND VIDEOGRAPHY POLICY**

The Lincoln Township Public Library permits photography and filming under the conditions listed below to the extent that it does not interfere with the operations, programs and activities of the Library.

1. Casual amateur photography is permitted for patrons and visitors provided it does not interfere with the operations of the Library or capture any identifiable likenesses of individuals without their permission. Photographers are responsible for securing the necessary releases.
2. No commercial or media photography, including filming may occur in the Library facility without prior written permission.
3. Photos and videos from public programs and events held in the Library facility and spaces may be used in the Library’s website and publications or for promotional purposes. The full names or any personal identifying information of photographed subjects will not be used to ensure the privacy of all individuals without express written approval from the subject, or if a minor, the parent or legal guardian.
4. Permission may be revoked at any time if the photographer or videographer fails to comply with the terms of this policy or other rules and regulations of the Library.

**PLANNED CLOSINGS**

Every effort will be made to keep Lincoln Township Public Library facility open to serve the public as scheduled. In some instances, however, building closures may be required for the maintenance and upkeep of facilities. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of Lincoln Township Public Library. All planned closings are approved by the Library Board and announced to the public with as much forewarning as possible.

**EMERGENCY CLOSINGS**

Every effort will be made to keep the Lincoln Township Public Library facility open to serve the public as scheduled. Whenever a situation arises that, in the judgment of the Director or their designee, jeopardizes anyone’s personal safety or well-being, the building may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather.

**BEREAVEMENT OR FUNERAL CLOSINGS**

In the event of an employee’s death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Library Director, closing the library for a period of time.

**SAFETY**

The Lincoln Township Public Library is concerned about the health and welfare of all employees. Therefore, it is the policy of the Lincoln Township Public Library that no employees work alone at the library. Staff scheduling must be arranged in such a way to ensure that there is always a minimum of two Library employees in the building during all open hours.

Custodial and Administrative personnel are exempt with prior arrangement approved by the Director or Board.

LTPL Policy 4.19 | Adopted 3–2018

**KEYS TO BUILDINGS**

In the interests of safety and security, only authorized individuals will be given keys to Lincoln Township Public Library facility.

**LIBRARY ACCESS WHEN CLOSED**

In the interests of safety and Library liability, only authorized individuals or other individuals approved in writing by the Lincoln Township Public Library Board or the Library Director may have access to the physical spaces occupied by the Lincoln Township Public Library when they are closed.

### **LOST AND FOUND POLICY**

Lincoln Township Public Library will retain valuable lost and found items at the Library where the items are found. Valuable items may include electronic equipment, jewelry, wallets, purses and personal identification such as passports and state IDs. LTPL will hold these items for a period of three months. When possible, staff will contact the owner to inform him/her that a lost item has been found and note how long the library will hold the item. If not claimed within three months, items with personal information will be sent to the owner via registered mail. After three months, all unclaimed electronic equipment will be turned over to local police while all other items lacking personal information will be donated to a local charity.

Loose money found at the library will be held until the close of business each day if the amount is less than \$20.00. If unclaimed, it will be donated to the Friends group (or to LTPL in the absence of such a group). Loose money in an amount of \$20.00 or more will be retained for a period of three months and then donated to the Friends group, if unclaimed.

Non-valuable items (such as clothing) found at the Lincoln Township Public Library will be placed in the lost and found bin at the library where the items are found. As needed, contents of these bins will be donated to a local charity.

**VOLUNTEERS**

Lincoln Township Public Library may use volunteers for a variety of tasks or projects. Volunteers do not displace established staff positions and do not have access to staff computers. Care is taken that assignments do not infringe upon the responsibilities of regular paid staff.

Volunteers must be age 11 or older. Volunteers younger than 18 years of age must complete an application and have it signed by a parent or guardian. Adult volunteers must complete an application including a criminal background check. All volunteers receive orientation and training. A volunteer may work on a short-term project or serve on a regular basis.

## **Section 5: Budget and Finance – *under review***

**5.1 Counterfeit Money**

**5.2 Compensation for Work Done for the Library**

**5.3 Bidding Procedures**

**5.4 Payment by Credit Card**

**5.5 Gift & Donation Policy**

**COUNTERFEIT MONEY**

Should a counterfeit bill be given to the library staff, it must be confiscated. Inasmuch as most patrons giving the bill will be unaware of its features and in the best interest of goodwill, the fine levied against the patron will be dropped. The bill is then turned over to the Police Department.

LTPL Policy 5.2 |

**COMPENSATION FOR WORK DONE FOR THE LIBRARY**

Work done for the library shall be performed by paid staff employees, paid external workers by contract or time/materials agreement, or by volunteers.

## **BIDDING PROCEDURES**

The following procedures will be used when indicated for major financial outlays as defined by the Lincoln Township Public Library Board.

1. Recognize or identify a need and establish purchase guidelines, including basic, related criteria. Such guidelines will represent the standard and/or minimum Library Board expectations of the prospective contractors or service providers.
2. The identified need may be advertised with a legal notice in the library and in one or more local newspapers. The standardized guidelines may be distributed at the library to interested parties, during the specified, advertised time, for a determined period of time.
3. An identification of bidders to third parties may be given if requested in writing. Queries concerning previous or current related costs will be responded to only if in writing.
4. The contents of bids will only be PUBLICLY disclosed during a Board meeting. Final decisions concerning such bids will be made during Board meetings. Such factors as delivery, quality, past performance, cost, and recommendations of others, including governmental units such as the Lincoln Charter Township Board will be considered before final decisions are made. The Lincoln Township Library Board is not bound to accept the lowest bid.
5. Bidders will be informed of their final status upon request. The identification of the winning party will be disclosed if requested. Queries related to the awarded cost will be responded to only if in writing.

**PAYMENT BY CREDIT CARD**

The library shall accept valid credit or debit cards as a method of payment for fines, fees, lost library materials, copying, and printing, and will also use appropriate machines and technology to process these payments within the library during open hours. Fines can also be paid through the library's website with a credit/debit card. The library will only accept payments of at least \$5.00 through this method. Credit/debit card payments cannot be used to apply money towards any future charges, e.g. copying, or printing. When paying by credit/debit card within the library, the staff will also need to see a valid ID from the patron.

## **GIFT AND DONATION POLICY**

### **To comply with State of Michigan Act 136 of 1921**

The Lincoln Township Public Library (LTPL) is grateful for the many gifts and contributions it receives and believes that private giving plays an important role in extending and enriching the services of the Library to better serve the community. Donations to the library may qualify for a charitable deduction. However, the responsibility and cost for such assessment lies with the donor and the Library recommends that donors consult a tax professional with their questions. All gifts will be acknowledged, if the donor wishes.

### **Material Donations**

Material donations are accepted with the understanding that they may be added to the collection if they comply with the Collection Development Policy. See Collection Development Policy 1.2 for details.

### **Monetary Donations**

The Lincoln Township Public Library accepts monetary donations given In Memory Of, In Honor Of or general donations. All monetary donations are deposited into the Endowment Fund unless otherwise designated. Requests are considered but the Library determines the final use.

### **Tribute Books**

Monetary donations made for the purchase of books to be added to the collection are accepted by the library. Individuals may select from a list of items that have been pre-approved by the Library. Each book will have a designated cost. A book plate recognizing the donor (or In Honor Of/In Memory Of) will be placed in each book. Acknowledgement of all Tribute Books will be sent to the donor and to the family of the person for whom the book is given.

### **Restricted Monetary Donations**

Restricted monetary donations will be accepted on condition that the specific use requested is approved by the Library Director and/or the Library Board; donations greater than \$500 must be reviewed and approved by the Library Board. Proposed restrictions must be submitted in writing. Donations with restrictions must be consistent with the mission, goals and objectives of the Library. Monetary donations received from a will or trust will be used as directed by the donor, subject to library policies and Board approval, or if received without conditions, may be used as approved by the Board.

### **Berrien Community Foundation**

Lincoln Township Public Library established an endowment fund at the Berrien Community Foundation, known as the Lincoln Township Public Library Endowment Fund.

This fund was established to act as a depository for gifts, conveyances, and other transfers intended to assist LTPL in achieving its purpose. This purpose is to provide materials and services which will furnish opportunities to educate, entertain, and inspire all the people of the communities served by the Library. Donors may contribute directly to the fund. Information about LTPL may be found at [www.BerrienCommunity.org](http://www.BerrienCommunity.org).

**Property Donations**

The decision to accept donations of personal and real property, including real estate, exterior ornamentation, art work, sculpture or signage shall be made by the Board. Among the criteria on which the decision will be based is need, space, impact on staff time, expenses, insurance, frequency of maintenance, and consistency with the Library mission and values. The Director will prepare a written proposal for the Board for any property donation valued over \$500. The acceptance of gifts designated for public display on the Library property shall be considered with attention to the ongoing cost of display, maintenance, security, as well as suitability, including location. No guarantee is made that any gift will be permanently displayed or kept by the Library. Placement of items will be determined by the Board, in conjunction with the Library Director. Once a gift has been made it becomes the property of the library and as such may be retained, sold, discarded, or given away at the discretion of the Library Board. Proceeds of the sale of a gift maybe used in any way consistent with the mission, goals and objectives of the Library. An appropriate deed of gift, or similar document, transferring sole and exclusive ownership of the property to the Library will be required. 21

**Deed of Gift to the Lincoln Township Public Library**

***Adopted 7/21/15***

Gifts to the Lincoln Township Public Library are tax exempt under Section 170 of the IRS Code.

I (We) hereby irrevocably and unconditionally give, transfer, assign and deliver to the Lincoln Township Public Library all rights (including copyrights and rights of publication and reproduction), title and interest in and to the object(s) described below. I (We) affirm that I (We) own said objects(s) and have good and complete right, title and interest thereto and that the objects(s) is/are not subject to any liens, claims or encumbrances. The property here after described may be used by said Lincoln Township Public Library in its unrestricted discretion. By my signature, I agree to these conditions and those listed below.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
\_\_\_\_\_

Signature of First Donor/Signature of Second Donor

*Please sign the Deed of Gift Form and return to the Lincoln Township Public Library*

The Lincoln Township Public Library hereby accepts the below listed property under the conditions specified above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Lincoln Township Public Library by \_\_\_\_\_ Library Director

Name, Address, phone number of donor(s)

Description of Objects (Include photos if appropriate):

**Lincoln Township Public Library**

**Conditions of Gift Acceptance**

1. The Library cannot assess the value of a donation of materials or art. Appraisals of items for tax deduction purposes must be secured independently by the donor.
2. All donations are considered outright and unconditional gifts to be used at the library's discretion. A gift to the library may not be reclaimed by the donor or his/her heirs.
3. All gifts to the Library may be used, sold, or disposed of in the best interest of the library. Acceptance of a gift is not a commitment that the Library will permanently retain the donated item.

## **Section 6: Personnel**

### **6.1 Staff Policies**

### **6.2 Employment Postings/Application Policy**

LTPL Policy 6.1 |

**STAFF POLICIES**

For policies regarding hiring of staff and conditions of employment see Personnel Policies and Job Descriptions.

Items not addressed above may already be in place through custom and usage. The library reserves the right to deal with all other issues as necessary.

**EMPLOYMENT POSTINGS/ APPLICATION POLICY**

All open employment positions will be posted for 12 consecutive business days on the Library's entrance bulletin board and the web site. Applications for positions will only be accepted during the job opening posting dates specifies on the job opening. Application forms may only be handed out by library employees while there is a position open and during the above mentioned filing dates. Unsolicited applications will not be kept on file.

## **Appendix – *under review***

- I. Freedom of Information Act**
- II. Checkout History Permission Form**
- III. E-Reader Use Agreement**
- IV. Acknowledgement of E-Reader Use Agreement**
- V. Rosetta's House Rules**

## FOIA POLICY

### LINCOLN TOWNSHIP PUBLIC LIBRARY FREEDOM OF INFORMATION ACT POLICY Public Act 442, as Amended Effective July 1, 2015

#### OVERVIEW

The Freedom of Information Act (Act 442 of the Public Acts of 1976) ("FOIA") provides for the public's access to certain public records of *public bodies*, which include Libraries. The Act also permits certain fees to be charged for producing documents associated with a request, and provides remedies and penalties for a Library's failure to comply with the Act. Amendments were made to the Michigan Freedom of Information Act, 1976 in 2014, which become effective on July 1, 2015.

Of particular note is a new provision in Section 4(4) that requires Libraries to establish by July 1, 2015, procedures and guidelines to implement these FOIA changes and to develop a written, "easily-understood" summary for the public that explain the changes.

The summary must be posted on public body's website (if there is one) and should be made available at no charge by the Library. Free copies must be provided "both in ...response to a written request and upon request by visitors at the public body's office." A website link may be supplied in response to a written request in place of paper copies.

A FOIA procedure summary must cover how:

1. to submit requests to the Library;
2. to understand the Library's written response to the requestor;
3. the fee is calculated and explain any deposit requirements; and
4. to challenge or appeal a decision by the Library with respect to the request.

Section 4(4) also now requires policies and guidelines to include the use of a "standard form for detailed itemization of any fee amount in the Library's responses to a written request that clearly lists and explains allowable charges for each of the following:

1. Labor costs for:
  - a. "searching for, locating and examining ...public records in conjunction with receiving and fulfilling a granted written request;"
  - b. the review of records necessary to separate and delete exempt from nonexempt information;
  - c. duplication, including making paper and digital copies (if requested and within the Library's capabilities).
2. Materials:
  - a. for duplication, not including labor (cost of paper);
  - b. provided on "non-paper physical media" such as CDs or flash drives (cost of media); and
  - c. of mailing (postage).

### LINCOLN TOWNSHIP PUBLIC LIBRARY FREEDOM OF INFORMATION ACT

#### SUMMARY

The Michigan Freedom of Information Act provides for the public's access to certain public records held by the Lincoln Township Public Library (the "Library"). The Library has a Freedom of Information Act Policy that conforms to the requirements of the Act and provides more detailed information about the Library's compliance with the Act. A copy of the Policy is available electronically at [insert where to find Policy] or may be obtained by contacting the Library's Freedom of Information Act ("FOIA") Coordinator.

Director/FOIA Coordinator Lincoln Township Public Library Office of the Director 2099 W. John Beers Road Stevensville, Michigan 49127 269-429-9575

An individual may submit a written request to the FOIA Coordinator for the inspection and/or copying of public records held by the Library, which are not subject to an exemption.

Certain records are "exempted" from disclosure. For example:

- ☐ Information of a personal nature, where public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
- ☐ Records or information specifically described and exempted from disclosure by statute.
- ☐ Records of a public body's security measures designed to protect the security or safety of person or property.

The FOIA Coordinator is responsible for addressing all FOIA requests and may charge fees for a request for public records that must be paid before records are inspected and/or copied. If a request is denied in whole or in part, the requestor may appeal the FOIA Coordinator's decision.

Please refer to the Policy for a detailed description of (1) how to make a request for public records; (2) the time frame for a response to a request by the FOIA Coordinator; (3) fees you will be charged for a request, and under what circumstances a fee may be reduced; and (4) the appeal process for denial of a request.

Thank you.

## **LINCOLN TOWNSHIP PUBLIC LIBRARY FREEDOM OF INFORMATION ACT POLICY Public Act 442, Amended 2014, Effective July 1, 2015**

It is the policy of Lincoln Township Public Library (the "Library") to meet the requirements of the Michigan Freedom of Information Act (the "Act") which provides for public access to certain public records of public bodies, including libraries. This policy provides information about the proper way to request a record, the time frame for a response by the Library, and the appeal process for denied requests.

### **I. FOIA Coordinator**

The Library Board of Directors appoints the Director of the Lincoln Township Public Library as the Freedom of Information Act ("FOIA") Coordinator. The FOIA Coordinator is responsible for accepting and processing a person's requests for public records and for approving denials of requests for public records.

### **II. Definition of "Person".**

The Act applies to "persons," which means an individual, corporation, Limited Liability Company, partnership, firm, organization, association, governmental entity, or other legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in Michigan or any other state, or in a federal correctional facility.

### **III. Definition of Public record**

Public record means writing prepared, owned, used, in the possession of, or retained by the Library related to the performance of an official function, from the time it is created. Public record does not include computer software.

### **IV. Written Request**

A person may request public records from the Library by submitting a request *in writing* to the:

Director/FOIA Coordinator Lincoln Township Public Library Office of the Director 2099 W. John Beers Road Stevensville, Michigan 49127

The request must identify the public record sufficiently to allow the Library to find the requested record. The Library will not respond to an oral request. 25

### **V. Response**

The FOIA Coordinator (or his or her designee) will respond in writing to requests within five (5) business days by granting a request for inspection or copying, issuing a written notice denying the request, granting the request in part and denying the request in part, or issuing a notice extending for up to 10 business days the period in which to respond. See attached letters.

### **VI. Failure to Respond**

If the Library fails to respond to a request within the deadline the fee that can be charged will be reduced by 20% of the original fee each day after the deadline that the record or copy is not made available. No fee will be charged for a record produced five days after the deadline. No charge reduction is required if a deposit remains unpaid or if a deadline is appropriately extended.

### **VII. Exemptions**

The FOIA permits the Library to exempt certain public records from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply and may request assistance from the Library's Attorney regarding the applicability of any exemptions.

### **VIII. Appeal**

If the Library denies a request in whole or in part, the requesting person can submit a written appeal of the decision to the Library Board, or can begin an action in circuit court to compel the Library to disclose the public records.

Lincoln Township Public Library Board 2099 W. John Beers Road Stevensville, Michigan 49127

### **IX. Fees**

The Library may charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record (or both) as set forth in the FOIA and this Policy. See attached Fee Schedule form.

A. Fees for examination, review and deletion and separation of exempt material:

The Library may charge a fee, including a labor fee, for responding to a FOIA request. Labor charges will be calculated at the hourly wage, including but not limited to fringe benefits, of the lowest paid, Library employee capable of retrieving the information necessary to comply with a request under the FOIA. Fees may include the following: 26

1. A fee, including a labor fee, for the actual incremental cost of duplication or publication and publication for inspection.
2. A fee, including a labor fee, may be charged for the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information if the failure to charge the fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the FOIA Coordinator identifies the nature of the unreasonably high cost to the Library.
  - a. Cost of search, examination, review, and the deletion and separation of exempt from nonexempt information of \$50.00 or more are considered unreasonably high costs to the Library due to the amount of time that must be devoted to such tasks in order to incur that level of costs and the cumulative effort such request would have on the Library's ability to provide its usual services to the public.
  - b. For costs of search, examination, review and deletion and separation less than \$50.00, the FOIA Coordinator has the authority to determine when the costs are unreasonably high in a particular instance, including but not limited to instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. The FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request.

B. Mailing and postage fees.

The Library may charge the actual cost of mailing and documents to the person who submitted then FOIA request.

1. Standard legal and letter size public documents: one or two sided sheets ten cents (\$.10) per page.
2. Returned checks: The Library will charge the actual cost charged by the bank for returned checks
3. Video or audio tapes: Actual cost of the tape and actual cost of the reproduction of the tape.
4. Compact discs or DVDs (or other media): Actual cost of the disc, CD or DVD.
5. Standard legal and letter size public documents: one or two sided sheets ten cents (\$.10) per page.
6. Oversized documents: Actual costs incurred by the Library in order to provide copies.
7. Postage: Actual cost of sending the documents, using the least expensive method of delivery.

C. Deposit

In cases where a charge exceeding \$50.00 for copies is expected, a good faith deposit may be collected in advance, not to exceed one-half (1/2) of the expected total fee, when the request for such information is made or is determined by the Library.

D. Release of Documents upon Payment of Fee

After a person requesting information pays the fee, the FOIA Coordinator will release the requested information to the person.

E. Affidavit of Indigence

A public record search will be made and a copy of a public record furnished without charge for the first \$20.00 of the fee for each request from an individual who is entitled to information under the FOIA and who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the costs because of indigence.

An individual is ineligible for a fee reduction if the individual has previously received discounted copies of public records from the same Library twice during that calendar year; or the request is being made in conjunction with an outside party who is providing payment to the requestor.

F. Public Interest Reduction or Waiver

The FOIA Coordinator may reduce or waive a fee if the Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. 28

**LINCOLN TOWNSHIP PUBLIC LIBRARY FREEDOM OF INFORMATION ACT FEE SCHEDULE**

Labor

Searching for, locating and examining public records

***\*Round time to the nearest quarter hour.*** Hours Cost

**Actual \* \$10.20 per hour**

Separating and deleting exempt from nonexempt information Hours Cost

***Time rounded to the nearest quarter hour. \$10.20 per hour***

Paper copies Hours Cost

***Time rounded to the nearest quarter hour. \$10.20 per hour***

Digital Copies Hours Cost

***Time rounded to the nearest quarter hour. \$10.20 per hour***

Materials

Paper (not including labor) Cost

**Black = .10 per page Color=.25 per page**

Non-physical media (CDs, flash drives) Cost

**Charge per flash drive \$5.00**

Postage Cost

**Actual cost**

Total: 29

**CHECKOUT HISTORY PERMISSION FORM**

Patron Name (please print):

\_\_\_\_\_

Responsible party name if the patron is under 18 (please print):

\_\_\_\_\_

Patron Barcode Number: \_\_\_\_\_

In signing below, I give permission to the staff of Lincoln Township Public Library to access my checkout history. Staff may share this information with me, in order to help me select materials for checkout.

The Library will not share this information with any third party unless I give permission for the staff to do so.

Patron signature: \_\_\_\_\_

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

**Lincoln Township Public Library 2099 W. John Beers Rd., Stevensville, MI 49127 (269) 429-9575 / [www.lincolnlb.org](http://www.lincolnlb.org)**

## **E-READER USE AGREEMENT**

### **Eligibility:**

Only Lincoln Township Public Library cardholders, at least 13 years of age, may check out an e-reader. Patrons who owe at least \$5.00 in fines, or are otherwise not in good standing, may not check them out. Patrons from other libraries may not request the devices through interlibrary loan.

Patrons must present their library card plus a photo ID at the time of checkout. A school ID is acceptable if the patron does not have a government-issued ID.

Patrons must sign a copy of the e-reader use agreement the first time they use this service. A patron under 18 years old must have a parent or guardian sign the form. The Library will keep the signed agreement on file, and it will be valid for all future e-reader checkouts, unless the Library amends the policy. At this point, all users must sign a copy of the new agreement.

### **Loan Procedure:**

Patrons may check out an e-reader for three weeks with no renewals. Patrons may not check out more than one e-reader at a time.

A library staff member will inspect the e-readers before each use. In checking out an e-reader, patrons acknowledge that the device is fully functioning and undamaged and that all parts are included. Patrons must report any malfunctions to the staff immediately.

Patrons shall not add or remove content or alter the settings of the device. Patrons will be held financially responsible for any purchases made with the e-reader while it is in their possession. Purchasing materials using the device may also result in a patron's library account being suspended.

The Library may not be able to provide technical support to e-reader users.

The Library is not responsible for any damage to a patron's files, storage devices, software, or external hardware as a result of e-reader use.

Patrons are asked not to take e-readers into restrooms or to any area where food or drink is being served.

If an e-reader is stolen while checked out to a patron, that patron must notify Library staff immediately and will be responsible for filing a police report and providing the Library Director with a copy. Patrons are advised to not leave e-readers unattended in public locations.

### **Check In Procedure:**

Patrons must return e-readers directly to a staff member at the circulation desk. Patrons should not put e-readers into the drop boxes.

A staff member shall inspect the e-reader before checking it in. Staff may add charges to a patron's account for damage to the e-reader or if it is stolen while checked out to that patron, up to and including the cost of the device.

Patrons are asked to return the device fully charged. Staff reserves the right to charge a patron \$2.00 if the device requires charging before its next use.

Patrons shall be charged \$2.00 per day that the device is late. Patrons may not check out any items if they have an overdue e-reader currently checked out on their account.

**Lincoln Township Public Library 2099 W. John Beers Rd., Stevensville, MI 49127 (269) 429-9575 / [www.lincolnlb.org](http://www.lincolnlb.org)**

**ACKNOWLEDGEMENT OF E-READER USE AGREEMENT**

In signing below, I acknowledge the following:

- I have received a copy of the Library’s E-Reader Use Agreement.
- I agree to abide by all the conditions listed on the agreement.
- I understand that the Library may amend this agreement at any time.
- I understand that if the Library amends this agreement, I will be asked to sign a new one, superseding any previous agreements.
- I agree that I may be held financially responsible for any damage or loss that occurs to the e-reader or any accessories while the e-reader is checked out to me, or if it is returned late.
- I understand that the following is strictly prohibited while using the e-reader:
  - o Adding or deleting files
  - o Purchasing items
  - o Changing the settings
- I understand that failure to abide by any of the conditions listed in the agreement could result in one or more of the following, as determined by the Director and/or Library Board:
  - o Fines added to my account, if necessary
  - o Suspension of my e-reader use privileges
  - o Suspension of my Library account

Patron’s Printed Name Library Card Number

Signature of Patron (*or parent if under 18 – please also print*) Month, Date, Year

Printed Name of Staff Witness

Signature of Staff Witness Month, Date, Year

**ROSETTA'S HOUSE RULES**

**Lincoln Township Public Library strives to provide a safe, educational and fun environment for you and your children. Please assist us in this endeavor by cooperating with the following:**

Family Last Name: \_\_\_\_\_

**Parent or Guardian Signature Is Required**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Names of Children (Please print first and last names)

\_\_\_\_\_  
\_\_\_\_\_

Additional Caregivers:

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Added February 2017**

Parents or guardian must remain with children at all times during Story Times and visits to Rosetta's House Early Literacy Center. Please do not leave your child unattended for their safety.

Use of cell phones and other electronic media (tablets, laptops, etc.) should be limited during Story Time and visits to Rosetta's House to promote the educational and entertainment benefits to your children.

In order to maintain a clean and sanitary environment, no food or drink is allowed at Story Time or in Rosetta's House. However, nursing or bottle-feeding infants is permitted.

Activities in Story Time and Rosetta's House are planned and set out by staff. It is the guardian's responsibility to supervise their children and see that they play safely and responsibly. By signing this agreement, the guardian releases the Library of any liability from personal injury or property damage in relation with Story Time and Rosetta's House props, furnishings, etc.

Parents or guardians must sign in at the Children's Desk to be admitted into Rosetta's House.

Rosetta's House is designed specifically for children aged birth to six years old. Weekly Story Times are varied to cater to children's needs based on age: Lap-Sit Story Time (pre-walking), Baby Story Time (learning to walk to 2 years old), and Family Story Time (ages 2 to 6 years old.)

☒ It is expected that the parent or guardian will see that their child participates in the following manner:

- ☒ Share toys and crafts
- ☒ No throwing or acting irresponsibly with other children
- ☒ Put away materials, toys and activities when finished playing
- ☒ Put toys that need cleaning into the "Sanitize Me" container
- ☒ Advise staff at the Children's Desk or leading Story Time if there are any issues with toys, activities or other guests

☒ The Library reserves the right to ask a parent or guardian to leave Rosetta's House or Story Time if their child is acting irresponsibly or if the child is not supervised.

☒ The Library reserves the right to close the Rosetta's House or cancel Story Time if the Library is experiencing insufficient staffing for the Library's needs that day.