

VICKSBURG DISTRICT LIBRARY

POLICY MANUAL

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POLICY MANUAL

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MISSION STATEMENT OF THE VICKSBURG DISTRICT LIBRARY

The mission of the library is to provide a place for people of all ages to access information to satisfy their informational and lifelong learning needs and interests.

Vision - To serve as a lifelong learning center

GOALS OF THE VICKSBURG DISTRICT LIBRARY

- To acquire and make available to library users the technology, materials and programs that will satisfy their lifelong learning needs to be well informed, to educate themselves, and to cultivate the imagination.
- To aid and empower community users in their pursuit of information and knowledge to improve quality of life. To provide timely access to information.
- To preserve local history.

USE OF THE VICKSBURG DISTRICT LIBRARY

The legal area of Vicksburg District Library includes Brady Township, the Village of Vicksburg and the unincorporated area of Schoolcraft Township (which excludes the Village of Schoolcraft). Residents or taxpayers in these municipalities are entitled to free and full library privileges. Others may use the library fully if their township participates through contract or by paying the current fee for an out-of-district library card.

Persons employed as educators by an educational institution in the District shall be considered residents and therefore entitled to a free card.

Persons residing outside of the district library services area may use the library upon payment of an out-of-district fee currently set at \$50 per family per year. This fee is set by the Board and may be changed at any meeting. This payment will entitle all members of a non-resident family having the same address to borrow materials.

Persons 65 and over residing in Wakeshma or Pavilion Townships possessing an out-of-district Senior Citizen card prior to 1 March 2013 will pay \$10 per year.

Seniors acquiring a Senior Citizen card on or after 1 March 2013 will pay a fee of one half of the non-resident fee set by the board. Wakeshma Township seniors will pay \$15 per year and Pavilion Township will pay \$25 per year as per written agreement.

Books, magazines, public-access computers and reference works may be used inside the library by non-residents without the need of a user fee.

Out-of District fee may be waived to volunteers who volunteer more than 6 hours a month, averaged out over a 12 month period, with a 3 month waiting period.

Long-term temporary residents who plan to reside within the district served by the Library for at least 2 months are eligible to receive free library cards for the term of their residency, upon showing proof of such residency.

Reciprocal borrowers: VDL has reciprocal arrangements with the Portage, Kalamazoo, Mendon and Schoolcraft public libraries. Persons who present an "in district" card from any of these

libraries and are in good standing may be given a VDL “out-of-district” card. This card may be used with VDL but does not entitle the holder to use the other reciprocating libraries.

Using another patron’s card:

- No one may use another’s card without the consent of the card holder.
- If one adult is using the card of another then either the card-holding adult or the card must be there.
- Summer Reading cards may only be used by the child and only used for reading books.

Rules of Conduct in the Library

The following activities are prohibited on VDL premises:

- Making unreasonably loud, disturbing or unnecessary noise
- Using obscene language
- When at the computer, the display of obscene material
- Leaving children ages six and under unattended
- Annoying or making threatening gestures to anyone
- Using or being under the influence of alcohol or any controlled substance
- Panhandling or soliciting
- Willfully damaging or stealing public library property
- Fighting
- Possession of any weapon
- Smoking anywhere in the building or on library property unless sitting in your vehicle and using your vehicle’s ashtray to dispose of your cigarette ashes and butts.
- Patrons must wear shoes and shirts as part of the ensemble.
- Cell phones should be turned off or placed in silent/vibrate mode while in the Library.

Beverage and Food Policy:

Patrons may bring in to the Library and consume beverages using capped or covered beverage containers (for example, plastic water bottle with cap or coffee cup with plastic lid). Food is prohibited except during authorized Library events.

MATERIALS SELECTION POLICY

I. Philosophy

The Vicksburg District Library Board endorses the basic policies and principles as expressed in the American Library Association's LIBRARY BILL OF RIGHTS, FREEDOM TO READ, FREEDOM TO VIEW, FREE ACCESS TO LIBRARIES FOR MINORS AND ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER NONPRINT FORMATS (See Appendix A).

II. Responsibility

The ultimate responsibility of book selection shall be with the discretion of the Librarian. The Librarian operates within the framework of policies determined by the Library Board as stated below.

III. Book and Audiobook Selection Policies

- A. Book Selection. Points considered in book selection are literary, educational, informational and recreational value; authority and effectiveness of presentation; and available funds and space. In the case of controversial questions, variety and balance of opinion in material purchased are sought whenever available.
- B. Journals. This library reads several professional journals to base selection of materials on positive reviews. These journals may include Booklist, Wilson Library Bulletin, Library Journal, School Library Journal and Publisher's Weekly. Other sources that may be consulted for listing of materials that may be included in the collection are Children's Catalog, Public Library Catalog, Fiction Catalog and other journals or bibliographies.
- C. Exclusions. If a book is not chosen for the library collection, it has been excluded because it does not measure up to the library's standards, because the library already has adequate coverage in the subject or because of budget limitations.
- D. Textbooks. It is not the purpose of the collection to serve as an elementary or high school or college supplementary library, although many of its books and materials may be used.
- E. Duplications. Titles are admitted only if they meet the standards of selection and will be duplicated if the demand increases, subject to budget limitation and to the timely or permanent value of the material.
- F. Replacements. Materials withdrawn from the collection because of wear, damage or loss are not automatically replaced. The decision for replacement is made with regard to several factors: the demand for the particular title or subject, the importance of the author and the significance the particular title holds among the author's works, the possible availability of later and better material either already in the collection or on the book market.
- G. Weeding. Weeding is a systematic process of removing those books that are no longer of use to the library. Books pulled may be out-of-date, beyond repair or no longer circulated.

- H. Gifts. The Library accepts gifts without commitment as to the final disposition.
- I. Non-book material. The selection of non-book material follows the same general policy outlined for the selection of books.
- J. Religion. In the literature of religion, library selection attempts to be broad and tolerant without partisanship or propaganda.

IV. Video Games

Vicksburg District Library offers video games for Sony Play Station 2, Microsoft Xbox 360 and Nintendo Wii.

Selection Policy

Games are purchased once every quarter and are selected based on reviews from popular gaming magazines. Since console games can be quite expensive, the Library may wait six months to purchase a recently released game when prices drop to a more affordable cost. Patron suggestions for games will be reviewed quarterly, although VDL reserves the right to make the final decision whether a game will be a good fit within the collection.

V. DVD Selection Policy

Selection of DVDs will focus on a broad scope of popular and entertainment movies and TV series. Content, age, and reviews from standard accepted sources will be factors in the selection process.

STATEMENT OF CONCERN AND REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Since opinions may differ in a democracy, the following procedures will be observed in recognizing those differences in an impartial and factual manner. Patrons of the Vicksburg District Library, which we serve, may register their criticism with the Librarian, who will direct it to the Library Board. The Library Board will handle all requests for review. The questioned material will be read and re-evaluated with specific objections and book selection policy in mind. The decision of the Library Board shall be final and shall be sent in writing to the complainant. The book or other material shall be available to the public pending final decision.

Revised 7/2013

**STATEMENT OF CONCERN AND REQUEST FOR RECONSIDERATION
OF LIBRARY MATERIALS**

All items on this form MUST be filled in. *(Please print or type)*

Author: _____

Title: _____

Publisher: _____

Format of Materials:

_____ Book	_____ Video	_____ Library
_____ Magazine	_____ Book on Tape	_____ Program
_____ Newspaper	_____ Musical Recording	_____ Other

Name of person filing complaint: _____

Telephone number: _____

Address: _____

Email: _____

Complaint represents: _____ Himself _____ Herself
_____ Name of Organization:

1. How was this source brought to your attention?
2. Did you read/view/listen to the material in its entirety?
_____ Yes _____ No
If not, which part(s) did you read/view/listen to?
3. To what in the material do you object? Please be specific and indicate pages, if possible. (Use the back, if necessary)
4. What do you feel is the purpose of this material?
5. Do you believe that it is appropriate for any age level? Please identify age limits.
6. Are you aware of any literary criticisms or judgments of this material? Please identify.
7. What resource(s) do you suggest for providing similar information on this topic?
8. What action would you like the Director and Library Board to take concerning this material?

Date: _____

Signature of Complainant: _____

MEMORIAL POLICY

The Vicksburg District welcomes donations in memory of deceased persons or in honor of a special event or person (for example an anniversary).

Memorial donations may be restricted for use in purchasing specific books, topics, or equipment that meets the needs and objectives of the Library, or may be unrestricted. When unrestricted donations are received, the Library will accept suggestions from the family of the deceased regarding materials to be purchased. Materials purchased must fit the selection criteria of our Collection Development policy.

Items purchased as memorials will be so marked with a plaque or bookplate. The Library will maintain records regarding the names of those memorialized, the donors, and the items purchased. These records will be available to the public on request. Both the donor and the family will be thanked in a timely manner for the memorial donation.

Because a library that is used extensively by its public sustains losses through theft, mutilation, and ordinary wear, the Library cannot guarantee that any gift received will be part of the collection permanently.

TOY DONATIONS

Because of concerns over content, safety and cleanliness, only new toys on an approved list are accepted.

HOLDS/RESERVES

Cardholders may place holds on materials. Up to 4 holds may be placed by a patron at one time. Materials on hold must be picked up within three days from when we call to notify the patron that the item is waiting. After 3 days the item will be put back in the collection.

“PULLING” MATERIALS

For people who have physical disabilities that make it difficult for them to come in and get materials from the shelves themselves, the Library offers the service of locating up to 4 items at a time, pulling them from the shelves and holding them at the circulation desk. This is done by our Pages who normally work in the late afternoon. Therefore, someone calling for this service at 5 p.m. may have to wait up to 24 hours for the items to be at the desk for pick-up.

FORGOTTEN LIBRARY CARDS

Library card numbers may be looked up for patrons with proper identification with picture, i.e. Driver's License, State I.D., school I.D.

Revised 6/2011

MATERIALS LENDING POLICIES

Lending Period

<u>Material</u>	<u>Lending Period</u>	<u>Late Fee per day</u>
Adult, Teen and Children's Books	28 days	\$0.10
Audio books (CD or Cassette)	28 days	\$0.10
Magazines	14 days	\$0.10
Music CDs	14 days	\$0.10
New Adult Books	14 days	\$0.10
Video Games	7 days	\$1.00
DVDs	3 days	\$1.00

Overdue Fees and Notices

Borrowers will receive a list of the items they have checked out showing the due dates. If library materials are kept beyond the due date, the library may send up to three overdue notices to remind borrowers to return items as a courtesy. Borrowers with unpaid fees or charges exceeding \$5.00 will have their borrowing privileges suspended. Borrowers with \$10 or more in unpaid fees or charges will not be allowed to use a library computer. The person, agency, or institution financially responsible for a dependent patrons fees or charges will also not be allowed to use a library computer when the dependent patron's unpaid fees or charges reach the \$10 or above level.

Revised 2012,7/2013

Overdue Fines

Overdue fines can add up to a sizable sum and there is a maximum amount the library will charge regardless of when a book is returned.

- Maximum fine per book- \$3.00
- Late fee- .10 per day, including Sundays and holidays, for all materials checked out- except uncataloged paperbacks and video.
- Two day grace period on everything except videos and video games
- Videos can be checked out for 3 days with one renewal. Overdue fines for videos and video games are \$1.00 per day with a maximum fine of the replacement cost of the video. In cases where materials are overdue for one month, or unpaid fines & fees exceed \$5.00, borrowing privileges will be suspended until the situation is resolved. Amnesty Week will correspond with National Library Week.

LOST BOOKS

If a book is reported lost by a patron, note the loss and the date in patron's file. Allow one month for the book to be located. During this time, both librarian and patron will search for the

book. If, at the end of the month, the book is not found, the patron will then be charged the list price of the book, regardless of the age of the book.

If the book is found, the patron pays only the fine up to the time the book was reported lost. If the patron pays for a new book, then the fine is not charged. If the patron finds the book and returns it after we have replaced it, a refund is not given. Prior to our having replaced it, a percentage of the list price can be returned to the patron. If the patron refuses to pay for the book, borrowing privileges will be refused at the library.

DAMAGED or LOST MATERIAL

Damaged books or materials should be brought to the attention of the Librarian as soon as materials come in. The Librarian will then determine the extent of damage and the cost of having it repaired to our satisfaction. If the item cannot be repaired, the patron will then be charged the actual present cost of replacing it. The patron should then be informed by letter what disposition has been taken. The family will be stopped from borrowing until the matter is settled and notes to that effect placed in their files.

In the case of lost or damaged material, replacements from patrons will not be accepted in lieu of payment. The Library will decide whether a damaged or lost item will be replaced and if yes, the Library will order the replacement. There are several reasons for this: 1. not all items with the same title are the same and the desk clerk is not able to distinguish (e.g. abridged vs. unabridged, original vs. revised, library bound vs. trade or paperback, etc.) 2. It may be that the item no longer has the same value for the library and the replacement cost would better be spent on another title, 3. The library may be able to stretch the replacement cost further with its purchasing power. If the patron pays the replacement cost the library may be able to purchase and pay for processing. If the patron brings in another copy, the library will still have to absorb the cost of new processing.

LIMITS & RENEWALS

- No more than 35 items may be checked out to any patron at any time
- 28 day items may be renewed once, providing the material is not on reserve.
- New books, which are considered two (2) week materials, are not renewable.
- DVDs borrowed by any person/family may not exceed 4 at one time.
- Videos may be renewed once.
- Renewals may be made by phone, internet, e-mail or in person.
- Video game borrowing limit is one person; no reserves; no renewals currently.
- Video games rated M for "Mature" may only be checked out to a patron age 18 and over.

Revised 7/2013

TUTORS USE OF LIBRARY

Tutoring may be done in the Tower Room by scheduling at the circulation desk. Tutors must obey all Library policies. Tutors may only sign up for one week at a time. If the Tower Room is booked and the Heritage Room is available, tutors may sign up to use it.

6/2011

Revised

PROCTORING EXAMINATIONS

The Vicksburg District Library will proctor examinations following these guidelines.

- The student must give one week's notice so that a staff member can be made available to oversee the examination.
- Students who live within the service area will receive the service free as long as the one week request is given.
- Students who live outside of the service area will pay a fee to be set by the board.
- If a substitute needs to be called in to proctor the exam, the student, resident or non-resident, will pay a fee equal to the substitute's wages to the nearest dollar.
- Because of our limited staff the Library cannot guarantee that the exam will be given in a quiet area of the library.
- When a request to proctor an exam is made, library staff will determine if the student will be taking the test on-line, if the student will need to use a library laptop, the time limit of the test and if student must be in line of sight when taking the exam.
- If any fees will be involved, the student will be informed at the time when the proctoring session is set-up.

SOLICITATION

No solicitation is permitted in the Library by public or staff except for Library items or items being sold the proceeds of which go to the Library.

LIBRARY BULLETIN BOARD & BROCHURE RACK POLICY

The Vicksburg District Library encourages the display of informational bulletins, brochures and posters on the Library bulletin board. Items for display must relate to the library or other area educational, cultural and civic events of interest to the community. Information from non-profit groups is welcomed.

Guidelines:

- Items for display should be brought to the circulation desk, not affixed to the bulletin board.
- Items should be preferably no larger than 12"x18".
- Information regarding money-making events sponsored by profit-making organizations or advertising of businesses will not be displayed.
- Informational, non-partisan political events will be publicized.
- Items promoting events with a religious purpose cannot be accepted.
- Information regarding contests or solicitations of any kind will not be displayed.
- Library-related items receive first priority, community events of broad interest second priority. All else that falls within guidelines will be posted or placed as space permits.
- Activities without specific dates will be removed after a reasonable period of time.
- The library will not take responsibility for returning items.
- Placement of items will be handled by the Library staff.

ART EXHIBITS POLICY

As a cultural activity, the Library will make available space for an artist to hang their works for public display. We do not allow commercial activities on site. No pricing information is allowed to be openly displayed during the showing but the artist may have contact information available for persons interested in obtaining the artist's works. This policy includes non-profits. The Library reserves the right to review the art and to reject items that are partisan, religious, cause-oriented, commercial, or that would be offensive to the majority of citizens in the local community.

Artists may exhibit their work at the library using the following guidelines:

- The title of the work should be on a placard next to every item.
- There are 22 screws in the basement where works can be hung. If the artist desires, more than one work may be suspended on each screw.
- Works on easels or stands may only be exhibited during a reception for the body of work. Works may also be exhibited in the glass display case in the Library lobby.
- The Library will coordinate with the artist to hold a two hour reception.
- The Library will provide punch and cookies for the reception
- The artist is responsible for publicizing the exhibit. The Library will include the exhibit only as part of regular articles and posting of Library events.
- The art may be exhibited for one calendar month.
- The artist retains full responsibility for the security of their works.
- Outside of the reception, people will be allowed view the art while attending other programming at the Library or by special arrangement.

Artists may also be interested in placing some works in our lobby display case. The case is kept locked and has glass on three sides. The case can be exhibited for one month and pamphlets with contact information may be placed in our pamphlet display rack which is also in the Library lobby. No reception will be offered for exhibits that are completely housed in the display case.

Other questions and inquiries can be addressed to the library director or the display clerk. The phone number for the library is 269-649-1648 and email is info@vicksburglibrary.org

Adopted 8/2013

ART EXHIBITS LETTER

Dear Artist –

Thank you for your interest in sharing your work with us. We would like to give you our guidelines for exhibits so you can know what to expect.

We have a reception for every exhibit on a day arranged with you. We serve punch and cookies and it lasts for two hours. People come and go, mingle and look at the exhibit. We will publicize it in our regular articles but you can give out as many invitations as you like. We do not do press releases. You may do your own but not claim us as the author.

There are many events held in our Meeting Room where your art will be. People coming for those can enjoy your art and other viewing can be done at the reception, by appointment or, if possible, on request.

The number of spaces for hanging depends on how you want the items hung. There are 22 screws in the walls for hanging but often the artist drops other items below the top ones via wires which allows for more to be hung. Objects on easels or stands may only be present during the reception because of the many other activities held in this room.

The title of the work should be on a placard next to every item. We can help with that. Some information about each work makes it more interesting and we can collaborate with you on that if you want.

As a public library we hang the work of artists as a cultural activity. We do not have commercial activities on site. This means that you can have your name with the art, but no prices or other “business” information. We will keep a price list in the desk for informational purposes and your business cards handy so anyone interested can contact you. This policy applies to all persons or organizations, including “non-profits.”

We reserve the right to review the art and to not have items that are partisan, religious, cause-oriented, and commercial or that we deem offensive for our community.

If you have any other questions, please ask. Your contact for all things related to your exhibit is the display clerk and/or the library director. We are very much looking forward to seeing and sharing your art.

Sincerely,

Director

Vicksburg District Library

INTERNET POLICY

Public Access Practices and Policies

Computer use is not restricted by age, but the independent user must be able to:

- Read and follow instructions
- Use a computer keyboard appropriately
- Operate the computer independently and with some degree of computer literacy, as library staff assistance will be very limited

Privacy: The user should have no expectation of privacy when using the internet in a public place. Public display of pornography is a crime. Since the library is a public place, any display of pornographic material will result in cancellation of computer privileges and the possibility of being banned from the Library.

The Internet contains information that may be inaccurate, outdated, defamatory, abusive, threatening, sexually explicit, racially offensive, or potentially illegal. The library makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet and using judgment and caution. VDL is not responsible for information gained via the Internet and assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. A reference librarian can help with internet searches.

The computers available for use by young-adults or children have filters to prevent access to Internet sites which may contain information or graphics which have been judged to be unfit for minors. Determination of unfit content usually is made on the basis of the content being judged as violent, obscene or pornographic. However, the ability of these filters to block is limited.

It is still the responsibility of the parent or guardian, and not that of VDL or its staff, to be aware of the types of material which might be available and accessed by their children through Internet public access sessions at the library. This is the case with all other library materials and formats as well.

Guidelines for Internet Public Access

Illegal Use

Copyright and License Violations

Viewing Sexually Explicit Materials (Public Display of Pornography)

Use of Others' Passwords

Breaking into Unauthorized Files

Damage or Destruction of Software, Data, Hardware or Wiring

Unethical Use

Harassing or Overlooking Other Users

Libeling or Slandering Other Users

Representing Oneself as Someone Else

Violation of Another User's Privacy

Modifying Files, Passwords, Screens, Software or Hardware Connections

Passwords

Chat Room visit

Rules for Use

- Public access computers are offered on a first come = first served basis to residents and non-residents.
- The computers and their printers are available to the public during library hours up to 10 minutes before closing except when down for maintenance.
- User time is limited to 30 minutes when someone is waiting.
- The cost of printing is .10 per page for black print and \$.50 for color.
- The Internet may not be used for accessing sexually explicit or obscene material. Violators will be prohibited from further use.
- It is the user's responsibility not to represent oneself as someone else.
- Minors must have an Internet release form filled out by a parent or guardian on file.

Revised 7/2013

Name of Minor: _____

Internet Release Form

VDL assumes no responsibility for any damage, direct or indirect, and is immune from them by law arising from use of the Internet by its patrons. The library also makes no guarantees, either expressed or implied, with respect to the quality of content of the information available on the Internet. Users are cautioned that information via the internet may not be accurate, current or complete. Also, parents, guardians and children are warned that any time they use the Internet there is a possibility that they might access information or observe on-line graphics which they might judge to be personally offensive, controversial or inappropriate.

Use of the Internet by a Minor: (Under 18 Years)

All library patrons under the age of 18 years must have parental or guardian authorization to use the Internet at VDL and be issued a library card with a special symbol indicating internet access eligibility. The parents of a minor must read the VDL library Internet public access policy and user guidelines and sign this release form in order to authorize their child to use the Internet at the library. Although the library has equipped the youth services Internet public access computer terminal with a filter, library staff will not be responsible for monitoring which computer terminal a child actually uses. Minors must have their library card in hand when they wish to use the internet at the library and must have it checked by a library staff member. As with all other library materials and media formats, it is the responsibility of parents or guardians to monitor the information which their child selects and not the responsibility of VDL.

Please indicate parental consent by signing below in the presence of a library staff member.

Name of Minor _____
Print

Birthdate _____

Signature of parent or guardian

Date

Address

Phone

Staff Witness _____

ACCEPTED BEHAVIOR FOR PATRONS OF THE LIBRARY

Vandalism will result in staff calling the police and eviction & suspension of the vandal
If appropriate, we will bill the person, agency or institution financially responsible for the patron caused damage

Assault or fighting will have same result

Taking items from the coffee service center is theft and same result

Cursing will result in suspension

Inside

No voice above low normal in Reading Room

No voice above enthusiastic normal in Lower Level – no yelling, no screaming

One person per computer and no others standing behind

One person per chair

No cursing or disrespectful talk

Must wear shoes and shirt

No shoes on the furniture and no sitting on chair backs

No necking or lap sitting

No running

One in the restroom at a time

Outside

No walking or sitting on walls

No blocking of entry and exit areas on landing

May sit on steps north of railing

No littering

No skateboarding

No jumping off ramp and stairway walls

Penalties for these offenses other than vandalism, assault, fighting, theft or cursing are left to the discretion of the Director and can range from a warning by staff to eviction or suspension for repeated violations.

Revised 7/2013

Vicksburg District Library

Acknowledgement and assumption of risk and release

For assistance with patron electronic device

I, hereby request that a Vicksburg District Library employee or volunteer assist me with the use of my personal computer. I understand that technology advice will be provided at no charge to me. I understand that the Library employees/volunteers are not experts in computer technology and there is a risk in seeking their assistance and accepting their recommendations. I understand the risk and agree that any damage to my computer equipment or software, even if caused by the advice given, is my responsibility and neither the Library nor its employees/volunteers will be liable or responsible for such damage. The undersigned has requested the technology assistance on the condition that they sign the Acknowledgment and Assumption of Risk and Release Agreement.

I hereby agree to fully and forever release and discharge the Vicksburg District Library and its employees/volunteers and agents, from any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known or unknown, anticipated or unanticipated, including, but not limited to, claims of negligence resulting or arising out of computer technology assistance provided by library employees or volunteers.

This acknowledgment and assumption of risk and release shall be binding upon me, my child, my spouse, my heirs and assigns.

Staff member: _____ Patron: _____

Date: _____

Passed 3/20/2014

UNATTENDED PATRON

A patron who is ordinarily under the supervision of another person, agency or organization who is left unattended will be provided for in the following manner.

Efforts will be made to locate the supervisor of the unattended patron in the library.

If the supervisor cannot be found, a phone call will be placed to the residence of the unattended patron.

If no contact can be made to the person in charge of the patron 15 minutes after the close of the library, the library staff will contact the local police department and have the unattended patron transferred to the custody of the police department .

The library is not responsible for the unattended patron beyond the normal safety actions provided for all other patrons.

An unattended patron for the application of this policy includes but is not limited to the following: Minor children under 18 years of age, mentally or physically handicapped; anyone who is normally under the care and/or supervision of another person.

EMERGENCY RESPONSE

In the event of a medical emergency: Determine the nature of the problem.

Only staff members who have current Red Cross certification cards should do CPR.

After determination of the severity of the situation; the staff member shall call 911.

Under no circumstances does a library staff member administer any medicines.

If possible, other staff members on duty should help to monitor the situation.

If the emergency is such that the building must be evacuated, staff will direct an orderly evacuation of the building, making sure everyone is out of the building before following the patrons outside.

When emergency personnel arrive a staff member will guide them to the area where they are needed.

After the emergency is resolved, write an incident report as soon as possible.

PATRON CONFIDENTIALITY

Access to a patron's record is permitted only to that patron. Access by other individuals is allowed only with the written permission of that patron.

Transactions cannot be transferred from one patron record to another, including delinquencies. Parents can only be given a total fine amount on their child's record unless a signed Release of Minor Child's Library Record (RMCLR) is on file. Individuals designated by the RMCLR may be given additional information about a child's record.

Unless designated by a RMCLR, titles cannot be given out to a parent, unless the child is present or verbally gives their approval over the telephone. A printout of the child's record or receipts for lost items which have been paid by the parent must be mailed to the child.

Books cannot be checked out to a patron without that patron's permission. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.

Minor's Library Records

The person taking financial responsibility for a minor's use of the library by signing the minor's application for a library card shall designate to whom the minor's library record may be released by filling out the Release of Minor Child's Library Record form on that application.

RELEASE OF MINOR CHILD'S LIBRARY RECORDS

[Under section 3 of the Michigan Library Privacy Act, MLC 397.601 et seq., a library may not release a minor child's library records unless a parent or legal guardian of the minor child completes and signs this form.]

Name of minor child: _____

I hereby declare that:

- 1) I am the mother/father/legal guardian (circle one) of the above-named minor child; and
- 2) I accept full responsibility for return of library materials checked out by the above-named child, as well as liability for payment for the child's overdue fines and damaged or lost materials; and
- 3) I give consent for the release of the child's library records to _____
(name of third party - write "self" if the records are to be released to the signing parent or guardian).

Signature: _____ Date: _____

Witness: _____

Library employee signature _____

Revised 12/2011

COMPLAINTS ABOUT THE LIBRARY

Vicksburg District Library tries always to meet the needs of our patrons within our Mission. To that end it encourages feedback and has both compliment and complaint forms. Our policy is:

- Members of the public who have a complaint about the Library should be identified – never anonymous.
- A complainant must represent him/herself. A complainant who comes first to a Board member will be asked to fill out the complaint form so that the identity of the complainant is known to all and the complaint is specific and clearly stated so all understand it the same way.
- All complaints must be put in writing using the form for that purpose. (Form follows below). Of course, the complainant may also attend a Board meeting to present a complaint, with a completed form.

An ex-employee who has not exercised the right to complain while an employee will not be allowed to circumvent the grievance process after employment is over.

Complaints about policies, hours, budget and other things that are the responsibility of the Board will be discussed and a decision about follow-up made. Complaints about staff or the day-to-day operations of the library fall under the responsibility of the Director and will be given to the Director for follow-up.

Complaints from people who live outside the Library district will be heard and a decision about follow-up will be made. [Many libraries and cities will not deal with the complaints of those who live outside the district. The issue is how much the complainant is vested in the outcome. But, after hearing the issue, the Board is able to decide whether it is worth a follow-up.]

Amended 7/2013

Complaint

Date: _____ Name: _____
Please print

On _____, _____ at _____
Day of the Week Month & year Exact Time

I was in the Library and (*please be as specific as possible*) _____

I would be satisfied if the Library would _____

HERITAGE ROOM

MISSION STATEMENT

To preserve the print, photographic, computer disc, audio and video records of local and state history including genealogy and make them available in the library for research and duplication.

MAINTENANCE AND DEVELOPMENT

The collection will be maintained and preserved. The Director will seek to make suitable additions to the collection on an on-going basis.

Rules for Use

- Signing in is required. It is to be done by staff, giving date, time, name and specific materials to be used and recording ID of library card or driver's license.
- Purses, briefcases, folders or anything else that could conceal material must be left at the circulation desk. Paper and pencil are provided in the room. No materials in this room will circulate.
- Only staff may remove items from the room to copy.
- Because of their fragility or uniqueness, use of the materials will be for those who are using them for a specific research purpose. They are not available for those merely curious.
- Materials will be secured. Locked cabinets will be opened & relocked by staff.
- Because this is a non-circulating collection, 5 copies can be made without charge
- No materials or historical items kept in this room will be discarded or given away or lent out without the permission of the Board given by vote at a regular meeting.

Revised 6/2012, 7/2013

MEETING ROOM POLICY

In accordance with the Michigan Public Accommodations Act, these tax supported facilities may be used only by those groups whose membership is open to all groups or persons without restriction based on race, sex, religion, etc. Applications are taken on a first come, first served basis.

The meeting room may be reserved for use by local educational, civic, cultural, community, professional or governmental groups. Local is defined as within the area contributing financially to the support of the library.

Library use of the rooms takes precedence over all uses. If the library finds it necessary to cancel a scheduled activity, it will notify the person on the application.

Religious groups may use the meeting room for non-sectarian, interdenominational or educational programs. Permission to use library facilities does not imply approval of the group, the meeting or ideas presented at the meeting.

Approved uses of the meeting room do not include those that charge admission or money-making projects except by persons or groups affiliated with or sponsored by the library.

A representative from the sponsoring organization must sign a reservation form at least one week prior to the scheduled meeting. This representative must read this policy statement and be responsible for the observance of its provisions.

Rental fee for meeting room must be paid when room is reserved and must accompany the meeting room application.

A cancelation notice must be given at least 24 hours in advance to have rental fee returned.

Rules for Use

The library cannot provide personnel for supervision or assistance in handling of exhibits or other materials needed by groups using the room. The user is responsible for all table and chair arrangements and for their removal. Nothing may be permanently affixed to the walls.

Light refreshment may be served if noted on the application form and with prior approval of the Library Director. There is no smoking in the library and no drugs or alcoholic beverages may be brought onto the premises.

The room must be left clean and in its original condition. Full responsibility for any loss or damage from use of the room must be assumed by the organization and its representative reserving the room.

The library reserves the right to refuse the use of the room to groups having a record of causing noise, acts of vandalism or incitement to riot in either the library or other public buildings.

Storage of equipment and materials of any group is at the discretion of the Library Director and must be noted on the application form.

Audiovisual equipment is available & should be reserved when the room reservation is made.

RENTAL RATE SCHEDULE AND GROUP CLASSIFICATION

(PER DIEM)

No charge	Group I	Library related groups
No charge	Group II	Community groups meeting to promote the civic and/or educational welfare of the local community
No charge	Group III	Groups of district residents meeting to learn a skill or socialize who follow all regulations related to use of the room. <i>(This group includes bridge players, quilters, watercolor enthusiasts, scrapbookers, soccer clubs & scouts.)</i>
\$35.00	Group IV	Local individuals for private use Paid in advance.
\$65.00	Group V	Local groups for profit Paid in advance.
\$100.00	Group VI	Out of district users. Paid in advance

Rental fee must be paid when room is reserved and must accompany meeting room application.

\$25.00 Deposit – refundable for AV equipment

\$10/item Use of AV equipment Paid in advance.

\$5.00 per half-hour for staff operator of projection system *(Half-hour minimum)*

NOTE: SEATING CAPACITY IS 100 CHAIRS

Application to Use Meeting Room

Staff Initials _____

Date room is wanted: _____ Set-up Time _____ Program Start _____
(Room must be vacated at least 15 minutes before closing) Time Out of Room _____

Name of organization requesting room: _____

Purpose for use of room: _____

Approximate number of people expected at meeting: _____

Audiovisual equipment is available & should be specified here when the Meeting Room is reserved: _____ (There is a \$5/half-hour fee for an operator if needed.)

Refreshments? _____ Yes _____ No (please check one)
If yes, what:

Your name: _____ Phone: _____
(Must be over 21 and be present when the room is used)

Your home address: _____

Your position in organization: _____

Your responsibility:

I have read the conditions involving the use of the library meeting room. I will be present at the meeting described here and responsible for complying with those conditions.

Signed: _____ Date: _____
This document must be signed by the adult named above who will be present.

For Library Use Only

This application is _____ Approved _____ Disapproved _____ Fee \$ _____

Name

Title

Conditions or notes: _____

APPENDIX

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961, June 27, 1967 and January 23, 1980;
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that

publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

FREEDOM TO VIEW

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore principles are affirmed:

- 1 To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- 2 To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- 3 To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- 4 To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- 5 To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1980

PETS AND ANIMALS IN THE LIBRARY

Under normal circumstances, no pets or other animals are allowed in the library.

Pets and other animals are allowed in the library for the following reasons.

- A. Leader dogs or other service animals are allowed but individual is to have the appropriate identification on the animal.
- B. The animals are part of a library program i.e. Pawsome Readers, Bats Unlimited etc.
- C. The animal is a working dog with emergency service agencies.

Person at the circulation desk to enforce this policy.

Adopted 15 May 2014