

Redford Township District Library:
Policy Manual

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1. The policy manual of the Redford Township District Library shall consist of policies issued by the Library Board of Trustees as required, for the purpose of setting forth policies for the operation of the library.
2. Each policy will be reviewed on a regular basis in order that the Manual will reflect current needs. Revisions may be made by the Library Board of Trustees at any time and will be so marked.
3. The following categories and numbering system will be used:

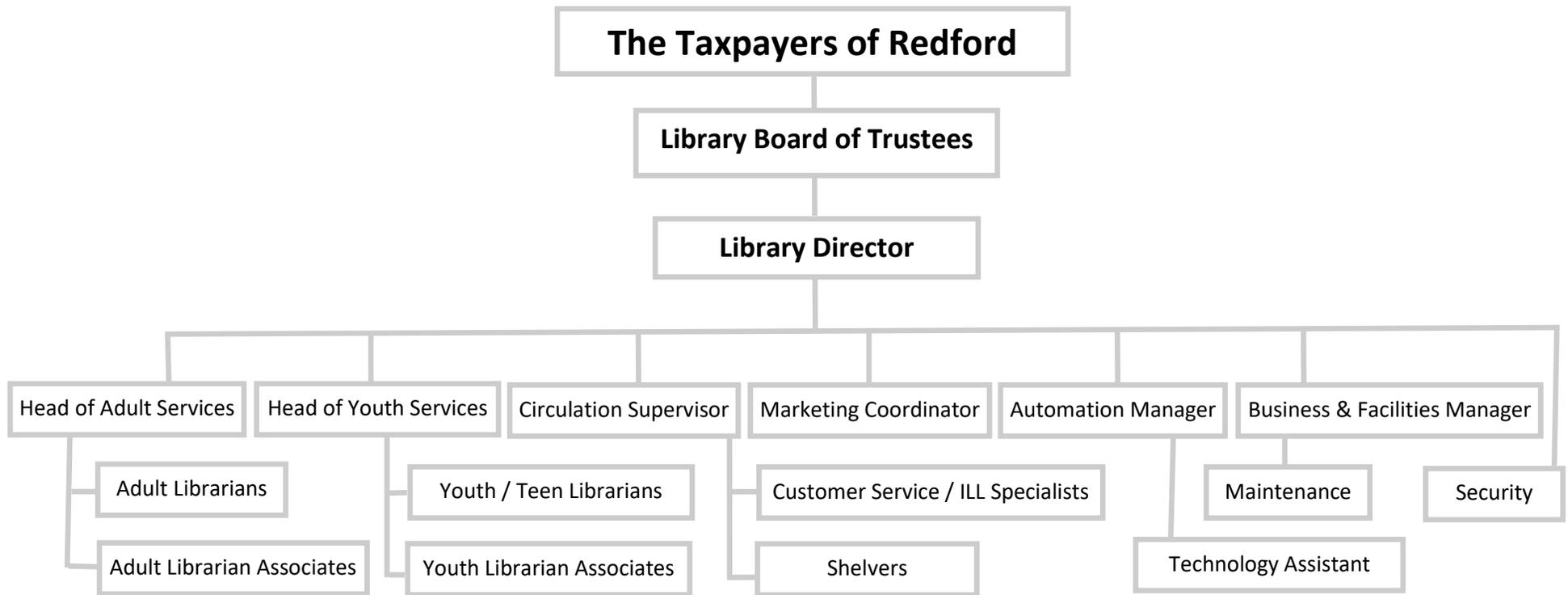
CATEGORY	GENERAL SUBJECT
200	Personnel Policy and Job Descriptions
300	General Operating Policy
400	Lending of Library Materials
500	Board of Trustees
600	Library Ethics and Law
700	Finance
800	Friends of the Library
900	Forms & Appendices

Policies will be numbered within the proper subject and sub-numbered 101.0, 102.0, 103.0, etc.

4. Each policy will carry the date approved or revised by the Board of Trustees. All policies will be reviewed at least once every two years by the Board of Trustees Policy Committee.

The Board of Trustees has the sole authority and responsibility for establishing and maintaining the job description for the Library Director, hiring the Library Director, establishing compensation for the Library Director, evaluating the Library Director and disciplining the Library Director, including firing.

The evaluation of the Library Director will be conducted annually by the Board of Trustees Personnel Committee. Procedures for this evaluation will be provided by the Board in consultation with the Library Director and maintained by the Board.



This policy is based on the following statements by the American Library Association: 'The Library Bill of Rights' (1996), 'Freedom to Read Statement' (2004), 'Freedom to View Statement' (1990) and 'Libraries: An American Value' (1999). (*see appendix*)

The Board of this library, in order to serve the whole community in the diversity of its needs, backgrounds, races, creeds, sexual orientations, genders or political beliefs declares that:

1. The librarians shall select and discard all books and other library materials in accordance with this policy, using the assistance of the staff, without outside interferences.
2. Selection of all materials shall be made on the basis of their interest and informative value to the whole community. No material shall be excluded because of the race, nationality, gender, religion, sexual orientation or political or social beliefs of its creator. It is the responsibility of the library to provide circulating, reference and research materials as required for use by the general public.
3. Responsibility for access to library materials by children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that certain materials may inadvertently come into the possession of children. That patron, for himself or his children, must be the one to exercise censorship. The librarian and the Board cannot restrict the freedom of selection of the patron, and neither can the patron restrict the freedom of selection of other patrons.
4. Librarians shall buy materials based upon reviews found in generally accepted professional sources.
5. Whenever possible, materials in a library shall reflect all sides of an issue, without favoritism or coloration of material based upon librarians' personal beliefs.
6. Materials purchased and housed in the library should reflect community standards whenever possible.

Specific Principles for Selection

The following principles, singly or collectively, will prevail in the selection of all library materials.

1. Contemporary significance or permanent value.
2. Accuracy.
3. Authority.
4. Relation of work to existing collection.
5. Price, format, and ease of use.
6. Scarcity of information in subject area.
7. Popular demand: The library may make materials available which are in high demand by the public, even if they are not of enduring value, interest, or accuracy. This demand may be filled by the rental collection as well as purchased materials.
8. Availability of material through interlibrary loan.

Selection Aids

Library Staff use current professional review sources to select collection materials.

Other pertinent books in the Professional Collection are consulted when considering purchases in specific subject areas. Publishers' catalogs are scanned for popular fiction. Nonfiction must be selected from review sources unless justification can be made for its purchase without such a review. Patron requests for consideration and recommendations are also investigated.

Reconsideration

The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by minors rests with their parents and guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to materials by others.

Any patron in the Library's service area who objects to the presence or absence of a work may do so by completing the Statement of Concern About Library Resources (see Form 301). The professional staff will review challenged materials and present recommendations to the Library Board of Trustees. The Board will make the final decision regarding challenged materials. The patron will be informed of the Board's decision regarding the challenge.

De-selection (Weeding)

The de-selection process is an integral part of collection development and maintenance. The Library keeps its collections vital and useful by retaining and replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Each staff person assigned to purchase materials for a specific area of the collection will also be responsible for weeding and maintenance of that section of the collection. The librarians will generally de-select library materials under the following circumstances:

- Materials in poor condition
- Obsolete or inaccurate information
- Space considerations
- Selection errors
- Superseded materials
- Unnecessary duplication
- Under-circulated materials

These criteria are not a comprehensive list. The librarian will make the final judgment of materials to be withdrawn.

De-selected materials will become part of the Friends of the Library Book Sale or recycled, where appropriate.

The Redford Township District Library strives to provide a pleasant setting and appropriate atmosphere for the use of educational, reference and popular materials. The Library is a place to read, study, do research, use the library equipment or attend library programs. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons and staff.

This policy applies to behavior in the Library building, in the parking lot and on Library property.

Patrons shall respect the rights of other patrons and of Library employees. Patrons must adhere to all library policies.

The following actions are examples of conduct not allowed on Library property:

- Verbally or physically threatening others through any activity.
- Staring, photographing, following, stalking, or harassing library users or staff so that it interferes with the patrons' use of the Library or Library employees as they perform their duties.
- Fighting or challenging to fight, running, pushing, spitting or shoving.
- Throwing objects of any kind.
- Using obscenity.
- Creating loud, unreasonable, or disruptive noises, such as loud talking, screaming or banging on computer keyboards that interferes with other patrons' use of the Library or that can be reasonably expected to disturb other persons.
- Talking on cell phones inside the Library. Talking on cell phones is restricted to the lobby and study rooms. Cell phones and pager audible ringers must be turned off inside the Library.
- Stealing, damaging, altering, disconnecting or inappropriate use of Library property in Library facilities or on Library grounds.
- Lying down or sleeping.
- Engaging in activities not associated with the use of the Library while in the building. Patrons not engaged in reading, studying, or using library materials or attending library programs shall be required to leave the building.
- Possessing or being under the influence of alcohol or illegal drugs.
- Use of tobacco products or vaping devices.
- Using skateboards, scooters or rollerblades in the Library or on Library property. (Storage of bicycles and scooters is limited to bike rack. We urge all bikes left in the bike rack to be locked.)
- Visiting the Library without shirt or shoes.
- Offensive body odor due to poor personal hygiene that causes a nuisance or interferes with other patron's use of the library is prohibited.
- Neglecting to provide proper supervision of children.
- Unauthorized selling of items or services or solicitation.
- Bringing uncovered beverage containers into the Library. (Covered drink containers allowed except by computers).
- Eating food in undesignated areas of the library.
- Possession of weapons of any type unless properly licensed.
- Indecent exposure, sexual acts or behavior
- Failing to present proper identification consisting of name, address and phone number upon request

- Animals or pets are not allowed inside the building, except service animals to assist disabled patrons.
- Share his or her library card for computer use with other users.
- Violating or attempting to violate any federal, state or local law, ordinance or regulation.
- Using the library card of another patron.
- Interfering 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.
- Use of tobacco products, including chewing tobacco and electronic cigarettes, inside the library or on library grounds.
- Failing to promptly leave the Library and Library property at closing time.

Any other activity detrimental to the functioning of the Library may be subject to review by the Director or Board of Trustees.

Violations of the Policy

The Library Director or the Director's designee may revoke or suspend Library Privileges, which includes but is not limited to restricting access to library facilities or property, by suspending the patron's access to library facilities for a set period of time, and/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 the Patron Responsibilities and Conduct 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 a suspension of Library Privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Library Privileges: Unless otherwise provided in this Policy, (See Section C below), the Library shall handle violations as follows:
 1. Initial Violation: Library users observed violating this policy will be asked to cease the violation with a verbal warning. If the patron does not comply with the request, Library Privileges will be suspended for the day. If they refuse, police may be called.
 2. Subsequent Violations: The Director or the Director's authorized designee may further limit or revoke 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 policy shall result in additional suspensions of Library Privileges of increasing length.

C. Violations that Affect Safety and Security: Violation 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, indecent exposure or other 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. The Incident Report shall specify the nature of the violation.
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 revoke the patron's Library Privileges in escalating responses, which will be documented in writing. Subsequent violations of the policy will result in additional suspensions of Library Privileges of increasing length.

Right of Appeal

Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days.

The decision of the Library Board is final.

Reinstatement

The patron whose Library privileges have been limited, suspended or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Responsibilities and Conduct Policy before his or her privileges maybe reinstated. If the patron is below the age of 18, that patron must also be accompanied to the meeting by a parent or guardian.

The Redford Township District Library welcomes and encourages children to visit the Library, use library resources and services, and attend library programs. Staff members are available to help and support children; however, the Library is not able to provide short- or long-term child care, or be responsible for unattended children.

Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the Library and must have adequate supervision while in the Library. The Library is not responsible if children leave Library property unattended.

All children left alone within the library are required to know their name and phone number. A parent or guardian must be available to pick up the child at closing or if they become sick or frightened.

Regulation

Parents, guardians, and/or caregivers are responsible for the safety, behavior, and supervision of children at all times in the Library and on library property. Children are expected to respect library property and adhere to the rules outlined in **Policy 302.0 – Patron Responsibilities and Conduct Policy**.

Library staff will attempt to contact a parent, guardian, and/or caregiver in circumstances such as the following:

- An unattended child is engaging in behavior that is disruptive to other library users, staff, or the normal operations of library business.
- An unattended child is involved in a situation that is potentially harmful to the health or safety of the child and/or others.

Such situations will be handled on a case-by-case basis. If parents, guardians, and/or caregivers cannot be reached, or are unresponsive, the Library will work with other city agencies as needed.

If a child who is twelve (12) years of age or younger is left in the library at closing time, staff will attempt to contact the parent/guardian. If staff is unable to reach the parent/guardian, the local police will be contacted. Two staff members shall stay with the child until the parent/guardian or proper authorities arrive. Under no circumstance will staff transport or take a minor away from the Library building.

Purpose

The Redford Township District Library's Meeting Rooms provide an opportunity to bring together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual and charitable purposes. Meeting Room space is available on an equitable basis to organizations or sponsoring persons regardless of their beliefs or affiliations.

Granting an organization permission to use a Library Meeting Room does not constitute endorsement by the Redford Township District Library of the policies and beliefs of the organization.

Fees for use of the rooms will be charged to all groups except program partners of the Library.

General Policies

1. All persons requesting the use of a Meeting Room must read and abide by these rules and policies regarding the use of the rooms.
2. Meeting Rooms are to be used for informational, educational, cultural and civic purposes, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. Private social gatherings are not permitted.
3. Charging for admission is not allowed. No solicitation, fundraising, raffles or commercial transactions are allowed. The sale of goods or services is generally prohibited but may be permitted at the discretion of the Director if it is reasonably related to the Library's purpose (e.g. author sales of signed books).
4. Political organizations may use the Meeting Room provided meetings do not include fundraising. They may include business meetings, issue discussions, and candidate forums.
5. Library-sponsored events take precedence over those sponsored by outside groups.
6. The Library reserves the right to limit the frequency of use of its meeting rooms, to cancel reservations and to review any or all applications before granting approval.
7. The library is unable to accommodate same day reservations. Please contact the library if you have not received confirmation of receipt within 72 hours.
8. The Library may occasionally close due to unforeseen circumstances or weather conditions. The Meeting Rooms will not be available when the Library is closed, regardless of prior arrangements. Every effort will be made to notify the contact person of the closure.
9. Meetings must comply with the provisions of the Open Meetings Act, if applicable. Any group using the facility must comply with all applicable laws, ordinances, and codes. Violations of any regulation may result in the immediate removal of groups from the Meeting Rooms and Library. Users are also subject to prosecution for any violations of any local ordinances or state or federal laws. Meeting Room fees will not be refunded to violators.
10. All groups agree to release, discharge, indemnify and forever hold the Redford Township District Library, its staff, volunteers, and Trustees harmless from any claim, demand, actions or causes of

- action due to loss, damage, or injury which may be sustained by any member of the group or any member of the public at large attending an activity sponsored by the group using library facilities.
11. All groups assume responsibility for any fee associated with usage and assume the liability, costs and/or expense that may arise during or be caused in any way by their use of the Library Meeting Room. This liability includes but is not limited to equipment damage or loss, Meeting Room damages and/or cleaning expenses.
 12. The Library reserves the right to reject any application and withdraw previously granted permission for use of the facility for violation of these rules at the absolute discretion of the Director and/or Library Board. Permission to use the Meeting Rooms does not constitute a lease.
 13. On the day of the reservation, the person responsible for registration will be required to sign-in and provide a form of identification. Identification will be held until meeting room use concludes. A staff member will review the room with the responsible party and note any damage prior to returning identification. Additional charge for early/late entrance or damages will be assessed and mailed after the event.

Reservations

1. Hours meeting rooms are available are 10:00 a.m. to 8:00 p.m. Monday through Thursday, 10:00 a.m. through 4:30 p.m. Friday and Saturday. Requests for room use outside of normal hours is subject to staff availability at an additional cost of \$25 per hour for government/501(c)3 organizations and \$50 per hour for all others. These must be purchased in one hour block increments.
2. Reservation requests must include adequate time for both set-up and clean-up. Meeting Room use, including clean-up, must end before the Library's closing time. There is a premium charge for each 15 minute period a meeting goes past its scheduled time.
3. Meeting rooms must be vacated at least 30 minutes before closing.
4. An online Application must be filled out for Meeting Room Use.
5. Minors may use meeting rooms as long as they can meet all meeting room requirements. The contract must be signed by an adult, age 18 or older, who becomes the responsible party and must remain present for the duration of the rental.
6. Reservations may be made up to 2 months in advance of the meeting date.
7. All reservations must be approved by RTDL staff.
8. Payment is to be made within two business days after being contacted by Library Administration of approval of the application.
9. Cancellation must be made at least 48 hours prior to the scheduled event to receive a refund. Repeated cancellations may cause a revocation of meeting room privileges. If the library cancels due to weather or building problems, refunds will be issued.
10. Any equipment needed must be requested at time of room reservation. The use of the A/V equipment may require training for the user, which must be scheduled in advance.
11. Library staff is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the Library by patrons.

Meeting Room Rules

1. The Meeting Room requestor shall instruct all attendees to park in the north parking lot or in the Church overflow parking opposite the library lot.
2. The Meeting Rooms have facilities to serve refreshments. If light refreshments are served, the group must provide all food, supplies, utensils and equipment needed. The group is responsible for any cleaning costs or damage to the Library Meeting Room, and for all clean-up after the meeting.
3. If an event is catered, at least 3 days prior to the event the caterer must provide 1) a copy of State of Michigan license and b) a Certificate of Liability Insurance showing coverage of not less than \$1M and naming the Redford Township District Library as certificate holder.
4. All food and drinks are to be consumed in the Meeting Room only.
5. The Redford Township District Library is a smoke, alcohol, and drug-free facility. No open flames are permitted.
6. Remove all outside items brought into the room, and leave the room in the same condition as it existed prior to the meeting.
7. Empty all liquids in the sinks provided in each Meeting Room prior to disposing of containers in the trash.
8. The wood, walls and dividers in the Meeting Rooms may not be used to affix any sign, poster, paper, picture, etc. They are not constructed of tackable surfaces. Staples, tacks, tape, etc. will damage the wood, walls or divider and groups will be held responsible for all costs associated with their repair.
9. Meeting Room users must observe the Library's Patron Responsibilities and Conduct Policy and all other Library policies.

Publicity

1. The name, address or phone number of Redford Township District Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
2. The use of the Meeting Room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
3. The person submitting the Meeting Room request is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.

Rooms Costs

Rooms are reserved in two hour blocks:

Room	Location	Capacity	Government / 501(c)(3)	All Others
Meeting Room A or B	2nd Floor	Theater Style: 60	\$25 / 2 hours	\$55 / 2 hours
Meeting Room A & B	2nd Floor	Theater Style: 160	\$65 / 2 hours	\$155 / 2 hours

Discounted rates are available for a 6 hour block:

Room	Location	Capacity	Government / 501(c)(3)	All Others
Meeting Room A or B	2nd Floor	Theater Style: 60	\$60 / 6 hours	\$150 / 6 hours
Meeting Room A & B	2nd Floor	Theater Style: 160	\$150 / 6 hours	\$399 / 6 hours

Equipment available

Podium
Handheld or Lavalier microphone
Overhead transparency projector
Dry marker white easel (Must supply your own markers)
Folding easel with chart bar (Must supply your own paper)
VCR/DVD player (Will <u>not</u> play BluRay. Used with drop down screen & projector)
Laptop computer (used with drop down screen & projector) You may also bring your own laptop computer for this purpose.
Drop down screen & ceiling mounted projector
Cable for patron-supplied laptop
6' tables
Chairs

EQUIPMENT REQUESTS MUST BE MADE AT THE TIME OF RESERVATION.

TRAINING MAY BE REQUIRED BEFORE USE.

Purpose

The Redford Township District Library's Group Study Rooms provide an opportunity to bring together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual and charitable purposes. Group Study Rooms are available free of charge on an equitable basis to groups regardless of their beliefs or affiliations.

Capacity

- Group Study rooms are intended for groups of 2-8 people or those that require a room for videoconferencing or teleconferencing. Single users that are not videoconferencing or teleconferencing may be asked to relocate to the Quiet Study room if a group requests the room. Groups of more than 8 will be asked to vacate the room.
- Unsupervised minors ages 12-17 are limited to 4 per room at a time. Children 11 years of age and younger shall at all times be attended and supervised by a responsible adult (parent, guardian, other caregiver, age 18 years or older).

Reservations

- The library staff may reserve the rooms for single users when proctoring tests for residents.
- Single users may reserve Group Study A for videoconferencing or teleconferencing.
- Group Study A and B may be reserved with the following restrictions:
 - Same day reservations are not accepted. This includes next day requests made via the website after the library closes.
 - Reservations may be made up to 7 days in advance.
 - A person or group will be limited to 1 reservation a day and 2 per week.
 - Reservations may not exceed the 2 hour maximum.
 - Reservations will be held for 15 minutes past the reserved time. If 2 group members have not arrived by 15 minutes past the reserved time, the reservation will be considered cancelled and the room may be released to another group.

Please notify the Adult Reference library staff in the event of a Group Study room cancellation.

Conditions/General Rules

- Food and uncovered drink containers are not allowed in the Group Study rooms.
- Group Study room users must observe the library's Patron Responsibilities & Conduct Policy and all library policies.
- The Redford Township District Library is a smoke, alcohol, and drug free setting.
- No open flames are permitted in the Group Study rooms.
- Group Study rooms are only available during open library hours. No entry to the Library will be permitted before the Library opens. Groups must vacate the rooms and the Library promptly upon closing.
- A vacated Group Study room will be considered abandoned after 15 minutes of unoccupied use. Personal items left in the rooms will be removed to the RTDL Lost & Found.
- Library staff is not responsible for items left unattended in the Group Study rooms.
- The Library may occasionally close due to unforeseen circumstances or weather conditions. The Group Study rooms will not be available when the Library is closed, regardless of prior arrangements. Every effort will be made to notify the contact person of the closure.
- Nothing may be affixed to any surface inside the Group Study rooms. Users will be responsible for all costs associated with repairs for damages they cause to the Group Study room and its contents.
- The Group Study rooms are not soundproof. Noise levels must be kept low and the doors to the rooms must be kept closed.
- Traffic in and out of the room should be kept to a minimum. Please do not slam the doors or repeatedly open and close the doors to the Group Study rooms.
- The Library does not allow panhandling, fundraising or the sale of goods or services by members of the public in the Library building, on the grounds, or in the parking lot. The only merchandising activities permitted are those of the Library, Friends of the Library or the Café located in the Library.
- Failure to comply with the rules will cause a revocation of Group Study room privileges.

Publicity

- Because the Redford Township District Library cannot guarantee availability, the Redford Township District Library should not be listed as a regularly scheduled meeting place on any type of promotional or informational material.
- The name, address or phone number of the Redford Township District Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
- The use of the Group Study Room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
- The person submitting a Group Study reservation request will be the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.

Equipment

- The Library does not provide equipment for use in the Group Study rooms.
- Library staff is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the Library by patrons.
- Cell phone and video conferencing is allowed in the Group Study rooms with the door closed provided it is not disruptive to patrons or staff.

As a part of its mission to provide for the informational, cultural, recreational and educational needs of the community, the Redford Township District Library welcomes displays, exhibits, handouts and announcements of interest, information, and enlightenment. The Library or other nonprofit organizations, community groups, individuals or governmental agencies may provide materials. Exhibit and display space is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting this service. Providing space does not mean that the Library endorses the activity and/or information.

Exhibits and Displays

Exhibit case and display area space is available for use by non-profit organizations, community groups or governmental agencies. The Library reserves the right to limit the size, number of items, the schedule of any display, and the frequency with which the group or organization has a display. All exhibits and displays are offered to the Library on a voluntary, non-fee basis. Displays of a commercial nature will not be accepted.

Exhibit case and display area space is available on a first-come, first served basis for educational, artistic, informational, and cultural displays and exhibits. The Library assumes no liability in the event of damage, destruction or theft of a display, whether it is in a locked case or not. Reservations may be made at the Adult Reference Desk. Signage stating sponsorship of display will be included in all displays. The Library Director or appointed designee(s) has final authority for all exhibits and displays.

Handouts and Bulletin Boards

The Library, at its discretion, acts as a distribution point for handout materials for public awareness from non-profit groups, community groups or governmental agencies, as well as handouts prepared by the Library to promote materials and services. Specified areas within the Library are designated for such handouts. Handouts of a commercial nature will not be accepted.

The Library, at its discretion, will provide reasonable space for announcements and notices of programs and activities sponsored by non-profit civic, cultural, and educational groups through bulletin board space. Announcements of a commercial nature will not be accepted.

Final authority for all handouts and bulletin board announcements rests with the Library Director or an appointed designee(s). The Library reserves the right to remove inappropriate items from the bulletin board at any time. When space is limited, priority will be given to local groups and organizations, especially those that are free of charge and open to the public.

Petitioning, Solicitation or Distribution of Literature

The Library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public within the facility. These activities may occur outside the building, no closer than five feet on either side of the Library's public entrance walkway, providing it does not interfere with building or parking lot access.

It is understood that this activity does not constitute an endorsement by the Library of the issue(s) involved in any such campaign.

Sale of Goods

The Library does not allow panhandling, fundraising or the sale of goods or services by members of the public in the library building, on the grounds, or in the parking lot. The only merchandising activities permitted are those of the Library, Friends of the Library or the Café located in the library.

The Redford Township District Library accepts gifts of money, books, films, pamphlets, periodicals, and similar items. Gifts of materials may be added to the library collection subject to the same principles and standards of selection that are applied to all materials added to the Library collection.

The Library encourages and welcomes cash gifts, endowment funds and bequests for purchasing books (in general or specified areas), other library materials and equipment, for improving the library facilities or for the benefit of the library staff.

The Library Board of Trustees reserves the right to decline acceptance of a gift that doesn't meet the needs of the Library or with donor-designated restrictions the Library is not able to accommodate.

Gifts of materials are subject to the following guidelines:

1. All materials in the Library's collection will be displayed, circulated, or made available for use in a manner consistent with its facilities, good library practice, and the needs of the public.
2. It is to be understood that the Redford Township District Library is to have full authority as to when, where, and how any gifts of materials are displayed or used.
3. The Library reserves the right to assign any of its materials wherever the need is greatest. The Library cannot guarantee that any gift will be part of the collection permanently.
4. All gifts of materials must be in a usable physical condition.
5. Because of limitations of space, budget, and staff, the Library reserves the right to accept or discard, at its discretion, any unsolicited material sent to the Library. Items may be disposed of in any way seen fit by the Library.
6. Items that cannot be used by the Library may be given to the Friends of the Library for their book sales, which ultimately benefit the Library.
7. Appraising a gift to the Library for income tax purposes is the responsibility of the donor. The Library will acknowledge receipt of materials on a standard receipt form stating number of titles given.

The ultimate authority regarding gifts to the Library is the Library Board of Trustees.

Policy 307.0: Americans with Disabilities Act (ADA)
Approved: 11/21/2016

Redford Township District Library is subject to the provision of the Americans with Disabilities Act (ADA) of 1992, and the Michigan Handicappers Civil Rights Act.

The Library does not discriminate on the basis of disability in admission or access to programs or activities, or in Library employment policies and practices. Reasonable accommodations will be made upon request from either the public or employees.

Individuals needing special auxiliary aids or services for access to Library programs and meetings should contact the Library at least 72 hours in advance of the program/meeting in order that appropriate arrangements can be made.

General Regulations Relating to Internet Use

- A. Internet access at the Redford Township District Library (“Library”) is an extension of the Library’s stated mission.
- B. In addition to using the Internet as an information resource, the Library will provide public access to the Internet to the extent allowed by the Michigan Library Privacy Act, MCL 397.606, as amended.
- C. Access to the library Internet computers requires a valid Redford Township District Library card or card issued to residents of reciprocal libraries belonging to The Library Network in good standing. Visitors without a reciprocal library card may purchase a guest pass to obtain computer access.
- D. Users of all library computers, terminal connections and wireless access (“Users”) must comply with this Internet Use Policy and the Redford Township District Library Patron Responsibilities and Conduct Policy. Copies of these policies are available at the Adult and Children’s Reference Desks.
- E. The Internet offers a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. However, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate or incomplete. Users are encouraged to evaluate the validity and appropriateness of information accessed via the Internet.

Access to the Internet

- A. Technology Protection Measures
 - 1. In order to comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered. Further, the Library's wireless access is also filtered. Filtered access means the computer or wireless system has a program installed that is designed to restrict minors from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA.
- B. Access for Patrons 18 Years or Older
 - 1. Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. Adults 18 years or older who need unfiltered access may ask at the Reference Desk to have the settings changed on their terminal. PLEASE NOTE: Unfiltered access is not available on laptop computers.
 - 2. Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be “unblocked.” The patron should submit a web form to the Administrator via the filtering software when prompted. A decision on the site’s status will be made by the Library Director, who will prepare a written reply to the individual submitting the form.

C. Access for Patrons Under 18 Years of Age.

1. Responsibility of Parents and Legal Guardians: As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool. In order to assist parents and guardians, the Library will provide a youth-friendly homepage on youth department computers to direct patrons to age appropriate Internet sites, both recreational and academic in nature. Parents and youth patrons are encouraged to participate in the Library's Internet Safety Training that explains both the benefits and pitfalls inherent in Internet use. There are handouts available at the Children's Reference Desk covering child safety on the Internet.
2. Minors who are 17 years old may only have the filters (filters used to filter visual depictions obscenity, child pornography and material that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron disabled for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Patrons under the age of 17 may not ask for the workstation to be unfiltered pursuant to the requirements of CIPA. PLEASE NOTE: Unfiltered access is not available on laptop computers.
3. Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit material deemed harmful to minors or other material prohibited by law. The Library Director shall make that determination.

Acceptable Use

- A. All Users are expected to use the Library's computer or Internet resources in a responsible and courteous manner, and to follow all rules and procedures as established in this policy.
- B. Internet computers, terminal connections and Internet access may be used for lawful purposes only. Computers, terminal connections and Internet access cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, Michigan or local law.
- C. Destruction of equipment, software or data not their own is prohibited.
- D. Users shall not disrupt or engage in unauthorized monitoring of electronic communications.
- E. Users shall not use the Library's computers, terminal connections or Internet access to harass other library users or library staff.
- F. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or other violations of intellectual property rights lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- G. Users shall not access material that can be classified as obscene, child pornography, or harmful to minors.
- H. Patrons 18 years of age or older shall not allow minors to view or have access to visual sexually explicit matter that is harmful to minors as defined in Act 212 or CIPA.

- I. User sign-up at an Internet workstation is limited to two hours. Redford cardholders may be allowed additional sign-ups depending on demand.
- J. Because of the public nature of the Library's Internet computers and because of the very nature of the Internet, confidentiality and privacy cannot be guaranteed by the Library.
- K. Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration.
- L. Access to computers in the Children's Area is reserved for children under 12 and/or parents accompanying children under 12. Access to computers in the Adult Area is reserved for those ages 12 and older.

Internet Service and Staff Assistance

- A. Internet access may not be available due to technical problems.
- B. Staff may assist library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.

Library Not Liable

Individuals using personal devices at the Library shall hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during use at the library facility. The Redford Township District Library assumes no responsibility for any direct or indirect damages arising from the use of its computers, terminal connections or access to Internet services.

Violations of Internet Use Policy

- A. Users of the Library's computers or Internet access must adhere to the Internet Use Policy. Failure to follow these guidelines will result in the loss of the ability to use the Internet.
- B. The Library Director, or his or her authorized designee, is authorized to terminate any User's access if the User has failed to comply with the Library's Internet Policy and/or rules.
 - 1. Initial Violation: Users observed violating this Internet Use Policy will be asked to cease the violation with a verbal warning. If the User does not comply with the request, the User's access to the Library's computers and Internet shall be terminated. If they refuse, the police may be called.
 - 2. Subsequent Violations: The Director or the Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations shall result in additional suspensions of increasing length.
 - 3. If the violation of the Library's Internet Use Policy affects safety or security or is a violation of law, the Library has the right to immediately call the police and terminate Library Internet or other privileges without complying with Subsections 1 and 2 above.
- C. Any User who is denied Internet Access may file a written appeal of the Director's, or his or her authorized designee's, decision.
- D. Illegal acts involving the Library's Internet access service may be subject to prosecution.

Every effort will be made to keep the Redford Township District Library open to serve the public as scheduled. Whenever a situation arises that, in the judgment of the library director or his/her 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.

Salaried and hourly employees will be paid for the portion of time they are scheduled to work if the library is closed due to an emergency closure. All employees will be compensated if they are required to work beyond normal library hours, e.g., to supervise a shelter area.

An improvised interim work schedule may be developed to handle existent work needs. Job descriptions or duties may be temporarily altered or reassigned, based upon unusual need. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

Chain of Command designates who has the ultimate decision making authority in the building at the time.

The Chain of Command designates the librarian-in-charge in the following order:

1. Library Director
2. Head of Adult and Youth Services in order of seniority
3. Librarians – Full time, in order of seniority
4. Librarians – Part-time, in order of seniority

Other people to consult: Automation Manager, Circulation Supervisor, Building Manager.

The Redford Township District 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 Library facilities without prior written permission.
3. Photos and videos from public programs and events held in Library facilities 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.

The Redford Township District Library is open Monday through Thursday from 10 a.m. to 8:30 p.m.; Friday and Saturday from 10 a.m. to 5 p.m. and Sundays (September through May only) from 12 noon to 5 p.m.

The library will be closed on the following holidays plus additional days as needed: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday through Easter Sunday, Mother's Day, Saturday before through Memorial Day, Independence Day, Saturday before through Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

The library may be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails or when there is a general emergency impacting the library facility. See also *Temporary Closures Policy*.

The library Board of Trustees reserves the right to change service hours as necessary.

To provide a maximum level of service to the community, the Library has established a volunteer program. Volunteers support the efforts of paid staff, and assist with special, unusual or supplemental tasks that further the Library's mission.

Regulations

- All persons wishing to volunteer must complete a RTDL Volunteer Application.
- Volunteers must possess a library card in good standing.
- Volunteers must be at least thirteen (13) years of age. Written permission to serve from a parent or legal guardian is required for all volunteers under the age of eighteen (18).
- Volunteers serve without compensation or benefits.
- Applicants will be approved to become volunteers at the discretion of the Library. Court-ordered community service volunteers will be considered based on the Library's needs and the nature of the volunteer's offense.
- If the Library does not have immediate openings that match a volunteer's interests, the volunteer's application will be kept on file for one (1) year.
- A background check shall be completed prior to an applicant's volunteer service.
- Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as library employees. This includes, but is not limited to:
 - Dress and grooming appropriate for a business environment and the tasks assigned.
 - Name tags worn at all times while volunteering in the Library.
 - Following sign-in and sign-out procedures, and reporting to a supervisor upon arrival.
 - Volunteers must notify the Volunteer Coordinator or their staff supervisor as soon as possible if they know they will be absent or late for a scheduled shift.
 - Courteous and proper interaction with library patrons. All patron questions other than directional (Where are the restrooms? Where are the computers? etc.) should be directed to a library staff member.
 - Volunteers are not allowed to sit at public service desks or use staff computers unless specifically assigned to do so by the Volunteer Coordinator or a staff supervisor.
 - Personal telephone calls are prohibited except in the case of an emergency. These must be kept brief and not made at a public service desk. Long distance calls are not allowed.

- Library-owned equipment, including copy machines, fax machines, computers, supplies and other materials are for Library use only and may not be used for personal business.
 - Use of alcohol or illegal drugs in the workplace is prohibited, as is reporting to work under the influence of drugs or alcohol. The Library is a smoke-free building.
 - All transactions between library patrons, staff and/or volunteers are completely confidential. This includes any information about materials a patron has looked at, asked for, requested, or checked out, as well as questions asked by library patrons.
- Volunteers may participate in a regular evaluation process in a formal or informal manner, written or verbal. Volunteers serve at will and may be discharged with or without cause or notice by the Library Director or Volunteer Coordinator at any time.
 - At the conclusion of service with the Library, volunteers may be asked to participate in an exit interview. Volunteer files will be retained for two (2) years.
 - Unique volunteer partnerships may be made at the discretion of the Library Director or Volunteer Coordinator.

To ensure that the public receives consistent and accurate information about Library policies, procedures, programs and services, and to ensure that the best possible image of the Library is presented to the public, the following public relations policy has been developed.

1. All contacts with the media will be arranged for the Library by the Director, the Director's designee, or the Board President. All media communication designed to speak officially for the Library, requires the prior approval of the Director or the Board President. If needed the Board of Trustees may designate additional representatives to speak on behalf of the board in special circumstances.
2. The Director will ensure that promotional and informational materials produced by the Library are accurate and meet high standards of quality.
3. In an emergency situation, official statements to the public and media will be made by the Director or the Board President.
4. If it is necessary for Library staff to provide the public with information related to Library business or policy, the Library Director or designated personnel will inform staff what is to be said or distributed.

Any person regardless of residence may use materials in the library. In order to borrow materials, the library user must possess a valid Redford Township District Library (RTDL) card or a library card from a TLN (The Library Network) library that is reciprocal with RTDL. When borrowing, patrons must present the physical card or photo identification. Digital images of library cards on mobile devices will not be accepted.

Redford Resident card

Any resident of the Charter Township of Redford is eligible to receive a RTDL card. Proof of identity and residency must be provided at the time of application.

Valid Identification

Proof of Identity	Proof of Residency	Expiration for Residents
MI driver's license	MI driver's license	3 year
MI ID card	MI ID card	3 year
Passport	Voter's registration; lease; purchase agreement; official mail such as utility or tax bill	3 year
MI driver's license or ID (with old address)	Voter's registration; lease; purchase agreement; official mail such as utility or tax bill	<u>30 days</u> When you bring in the corrected ID, card will then be extended to 3 year

If the address has been changed on the driver's license or Michigan ID, as indicated by an address change sticker on the back, this will be considered the correct address. A Post Office box is not considered proof of residency in Redford Township for residents or for businesses.

United States Post Office Address Designation

A Zip Code is a United States Post Office designation. Some Redford Township Zip Codes are shared with City of Detroit addresses. This does not constitute residency.

Redford Resident card - Minors

A minor (under 18) who resides in the Charter Township of Redford may obtain a library card with a parental (or legal guardian) signature accepting financial responsibility for materials checked out on that card. Parent/legal guardian must show proof of identity and Redford residency, and if a card holder, any and all fees on that card must be paid prior to the issuance of the child's card. In addition, legal guardians must show proof of court filed guardianship. Both parent/legal guardian and child must be present to obtain the library card. Legally emancipated children will be issued cards as adults after showing proof of emancipation.

Privacy Issue

As per Michigan law, a parent/legal guardian may be given information about items checked out on their child's card if they have provided written consent and agreed to be liable for the return of materials or payment for lost materials. The parent must present ID which will be checked with that recorded in the child's account.

Business Cards

Owners of Redford businesses and persons employed in Redford will be issued Non-resident Business cards that are valid for use only at the RTDL and are good for one year. Proof of employment and valid identification must be shown.

Non-Residents – TLN Reciprocal Libraries

Non-residents who live within the boundaries of a reciprocal Library Network library may use their card at the RTDL.

Non-Resident – School Cards

The RTDL offers a school card to students who live outside of Redford but attend school in the Township. Valid identification plus proof of current attendance must be shown annually in order to obtain a school card, which expires on August 31st.

Non-Residents – MILibraryCard

The RTDL participates in the MILibraryCard program, which offers reciprocity to patrons of participating libraries. Non-residents may use their home library card bearing a MILibraryCard sticker to borrow books only.

Non-Resident Purchased Cards

The RTDL offers a purchased card to non-residents who wish to borrow more than the limit offered by MILibraryCard, who wish to borrow non-print format items, or who wish to use computers. Currently, the cost of the non-resident card is \$125 per year for a household.

Card Renewal

Redford resident cards expire after 3 years on the patron's birthday. All other cards expire after 1 year, except for school cards which expire every year on August 31st.

All card renewals require payment of all outstanding or unpaid fees. For a minor's card to be renewed, any fees on the signing parent's card must also be paid in full.

Renewal of Resident Cards is dependent on verification of valid Redford address. Renewal of Non-Resident cards issued by RTDL (business, school, purchased, MILibraryCard) is dependent on verification of valid address.

Fee Payment Methods

Payment of fees may be rendered with cash, check, money order, credit/debit cards, or via PayPal. The minimum transaction for a credit/debit transaction is \$1.00. Credit cards must be presented in person along with a current, valid picture ID. Checks returned unpaid by the bank will result in fees being re-added to the card in addition to a fee of \$35.00. Payments made with invalid credit cards will result in fines being re-assessed and may result in legal action and/or a service charge.

Revocation of Borrowing Privileges:

Any cardholder whose amount owed is \$15.00 or more is automatically blocked from circulating physical materials. Once the amount owed is brought down below \$15.00 privileges will be reinstated. Cardholders who have been reported to the collection agency must pay in full before reinstatement of privileges.

Non-return of items is considered theft according to State and local laws. RTDL makes every attempt to recover materials that have not been returned. Those not returning borrowed materials or paying fees in a timely manner may be sent to a collection agency if not resolved.

Loan Periods

Item Type	Loan Period
Books, audiobooks, and media kits	3 weeks
High demand items	2 weeks
Magazines and music CDs	1 week
New DVD / Blu-Ray	3-day loan
DVD/Blu-Ray	1 week
Teacher Loans	28 days
Homebound/Outreach materials	60 days

Item Limits

Limit on number of materials borrowed is as follows:

Item Type	Max Amount
Music CDs	15 on card at one time
Films	15 on card at one time
Puppets	5 on card at one time
Magazines	10 on card at one time
Audiobooks	10 on card at one time

Late Fees

Item Type	Overdue Fine per Day	Maximum Fine
All Materials	\$ 0.00	\$ 0.00

User Fees

Fees are charged for certain services

Service	Fee
Lost library card	\$ 2.00
Photocopies/computer print outs	
<i>black and white</i>	\$ 0.15
<i>color</i>	\$ 0.50
Lost materials	Current replacement price of item plus processing fee
Processing fees	\$ 5.00 Adult, Teen, Juvenile books and audio/visual materials
Damaged books	\$7.00 rebinding fee, if repairable
Damaged item parts - ink, coloring, torn pages, missing or damaged jacket or pocket	\$ 1.00 at discretion of librarian
Replacement audio book tape/CD	\$7.00 a piece
Lost bag from puppet/media kit	\$ 5.00
Broken CD/video/DVD case	\$ 2.00
Replacement of barcode	\$ 2.00
Collection agency fee	\$ 15.00
Returned check fee	\$ 35.00
Freedom of Information Act requests	See FOIA Policy - 602.0
Fax service (outgoing only)	\$1.75 per page + \$1.00 for each additional page; International - \$3.95 for the first page + \$3.45 for each additional page
Computer guest pass (2 hour)	\$2.00

Members of the library governing authority are appointed in accordance with the provisions of the Redford Township District Library agreement, dated April 1, 1995 in accordance with the District Library Establishment Act (Act 24 of 1989, M.C.L. 397.171 et. seq.) The Board observes its full legal responsibilities, duties and rights by holding meetings and employing legal and other counsel as necessary.

Public officials and citizens entrusted with governing a public library should have a clear understanding of the library's role in the community and should work diligently to ensure that the library receives the financial support necessary to carry out its goals and objectives.

Board members and the library director should understand their respective function. The Board carries full responsibility for the library and its policies. The director carries out library policies and administers the day-to-day operations of the library. Informed, active and responsible leadership is critical to the successful operation of a library.

ARTICLE I: NAME

Section 1: This organization shall be called the Redford Township District Library.

ARTICLE II: MEMBERSHIP

Section 1: In accordance with the District Library Establishment Act (MCL 37.171 et seq.) (the "Act"), the Board of Trustees of the Redford Township District Library shall consist of seven members appointed as follows:

The Charter Township of Redford (the "Township") shall appoint five members of the Board. Of the five members initially appointed by the Township, one shall serve for a term ending June 30, 1997, two shall serve for a term ending June 30, 1996, and the remaining two members appointed by the Township shall serve for a term ending June 30, 1995. The Redford Union Schools, District No. 1, shall appoint one member of the Board for an initial term ending June 30, 1997. The South Redford Schools shall also appoint one member of the Board for an initial term ending June 30, 1997. Thereafter, each member appointed shall serve for a term of four (4) years.

Section 2: In accordance with Section 8(2) of the Act, the Governor of the State of Michigan shall have the power to remove a member for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended. Vacancies shall arise in the event of the removal, resignation, death or imprisonment of a member, in the event a member has moved outside the District, or has been declared by a court of law to be mentally incompetent. In the event of a vacancy, the Party which appointed the member whose position has become vacant shall appoint a replacement therefore within two months of the vacancy. In the event no such replacement shall have been appointed by the appropriate Party at the end of such 2-month period, the Board shall have the power to appoint such replacement, whose term shall extend to the end of the term of the former member of the Board.

ARTICLE III: POWERS OF THE BOARD OF TRUSTEES

Section 1: The Board of Trustees may exercise any and all of the powers granted to it in the Act. The Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2: The Board of Trustees shall have the exclusive control of the budget of the Redford Township District Library.

Section 3: The fiscal year of the Redford Township District Library shall be the annual period commencing April 1 and ending the following March 31, provided that the initial fiscal year shall commence the date of this Agreement and shall end March 31, 1995.

Section 4: The Parties to the Redford Township District Library Agreement agreed that neither Redford Union School District nor South Redford School District shall have any responsibility to fund any portion of

the operation of the District Library, nor shall have any rights of ownership of any property related to the District Library.

Section 5: The Redford Township District Library Board shall prepare and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended.

ARTICLE IV: OFFICERS

Section 1: Officers of the Board shall be President, Vice President, Secretary, and Treasurer.

Section 2: The officers shall be elected for a term of two years at the annual meeting of the Board.

Section 3: Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice President shall assume the duties of the office for the unexpired term. A successor Vice President shall be elected to fill the vacancy so created in that office. All officers so elected, including the Vice President succeeding as President, shall serve for the unexpired term of their predecessor.

Section 4: Should any vacancy occur in the months of July and August, the President may call a special meeting for the filling of vacant offices.

ARTICLE V: DUTIES OF THE OFFICERS

Section 1: The President shall preside at all meetings, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2: In the absence of the President, the Vice President shall perform the duties of the President. In the case of the resignation, removal, disability, or death of the President, the Vice President shall assume the office for the unexpired term.

Section 3: The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director. The Board may choose to hire a Recording Clerk to record minutes during the meeting. During a closed session, the Recording Clerk will leave the room.

When the secretary has been absent from a meeting, the President or other officer shall sign the minutes for that meeting.

Section 4: The Treasurer shall have charge of the funds of the Redford Township District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer,

and reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these bylaws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

ARTICLE VI: MEETINGS

Section 1: The regular meeting of the Redford Township District Library Board shall be held each month, with the exception of July and August, at the discretion of the Board, the date and hour to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting, and also be posted three (3) days after the meeting at which the change was made.

Section 2: The annual meeting of the Redford Township District Library Board shall be the first regular meeting in September, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.

Section 3: Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The Secretary shall notify trustees not present at the time of announcement of such special meeting.

Section 4: Notices of regular meetings with agenda shall be posted in a public place and shall be distributed by the Secretary to all members at least three (3) days before the meeting.

Section 5: The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizens' comments (five minute limit each)
- Financial Report, including approval of bills
- Librarian's report
- Committee reports
- Old business
- New business
- Adjournment

Section 6: A quorum for the transaction of business shall consist of four members of the Board.

Section 7: Any Board action, to be official must be approved at an official Board meeting by a majority of the quorum, unless otherwise provided by law.

Section 8: Members shall be compensated for attendance at meetings, including committee meetings, of the Board at the rate of \$20.00 per meeting, payable in a single payment after the date of the last regular meeting in June of each year.

ARTICLE VII: LIBRARY DIRECTOR

Section 1: The Library Director shall be appointed by the Board and shall be considered the Chief Executive Officer (CEO) of the Library.

Section 2: The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the library's service to the community; for the annual preparation of a budget proposal; for the operation of the library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board at its regular March meeting a written annual report of the library, with the audited financial statements submitted at a later date.

Section 3: The Library Director or the Library Director's representative shall attend all meetings of the Board.

ARTICLE VIII: COMMITTEES

Section 1: Special committees for the study and investigation of particular problems may be appointed by the President; each committee to serve until the completion of the work for which it was appointed. Each committee shall consist of three members.

Section 2: Committees shall elect a chairperson, and shall meet at the call of the chair of the committee.

Section 3: There shall be a standing Budget and Finance Committee, which shall present a proposed budget for the next fiscal year at the January board meeting.

ARTICLE IX: AMENDMENTS

Section 1: These bylaws may be amended at any regular meeting of the Board by a majority vote of all members provided the amendment was presented in writing at the previous regular meeting.

Policy Statement

To protect public trust, the library discourages trustees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the library.

Regulations

1. The function of the Library Board of Trustees is to set broad policy direction, monitor adherence to policy, and not to interfere with the day to day operations of the library.
2. Trustees are charged to advocate the position of the library, the Michigan Library Association, and the American Library Association to the public and to government agencies.
3. Trustees must distinguish clearly between their personal attitudes and philosophies and those of the institution, acknowledging the formal position of the board even if they personally disagree. After a policy or rule is adopted by a majority of the library board, individual trustees should publicly support those decisions. As individuals, board members have no authority to speak on behalf of the board, except for that specifically delegated by the board. Nothing in this policy prevents library board members from speaking in public as individual citizens, as is their right, so long as they do not state that they are speaking on behalf of the board.
4. The board should conduct its business in such a way as to minimize risks of liability and call upon the advice of professionals (legal, financial, architectural, or insurance, etc.) as appropriate.
5. Trustees are obligated to be prepared for library business by reading and/or researching materials as appropriate.
6. The library may cover expenses for library board trustees to attend events and library related conferences subject to approval by the library board. Rotation of opportunity among library board trustees will be determined by the library board.
7. Neither members of the Library Board of Trustees nor their family members are eligible for consideration as a prospective employee during the term of office as a member of the Board of Trustees.
8. Trustees should not engage in a business transaction in which they or a family member would profit or benefit financially because of confidential information obtained by reason of library position or authority.
9. Trustees should disclose any material interest they or their immediate family have in any firm that does business with the library or that might affect his/her judgment in carrying out library business.

Trustees should abstain from any vote on matters which involve a conflict. Trustees shall submit or revise a Conflict of Interest Disclosure statement annually at the September board meeting.

Policy: Library Records

It is the policy of the Redford Township District Library to preserve the confidentiality and privacy of Library Records to the fullest extent permitted by law. A "Library Record" pursuant to the Michigan Library Privacy Act and for the purpose of this policy means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. "Library Record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan Law.

Freedom of Information Act Requests

All written requests for public records must be processed according to the Michigan Freedom of Information Act ("FOIA"). The terms of the Redford Township District Library's Freedom of Information Act Procedures and Guidelines are Policy 602.

State or local Subpoenas or Court Orders

Any employee of the Redford Township District Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other library document from a State or Local law enforcement agency shall promptly notify the Library Director, or his or her designee.

1. Opportunity to be Heard. Pursuant to the Library Privacy Act, unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, the Library or an employee or agent of a Library shall not release or disclose a Library Record or portion of a Library Record to a person without the written consent of the person liable for payment for or return of the materials identified in that Library Record. The Library may appear and be represented by counsel at a hearing regarding the subpoena.
2. Consultation with Attorney. The Library Director has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
3. Action by Library Director. After review of the subpoena or court order the Library Director shall take appropriate action to respond.

4. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library by the State or Local Agency, the Library shall maintain the confidentiality as permitted by court order or Michigan law.

Federal Subpoenas or Court Orders or other document

Any employee of the Redford Township District Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other library document from a federal law enforcement agency shall promptly notify the Library Director, or his or her designee.

- A. Opportunity to be Heard: The Redford Township District Library retains any rights it may have to legal process or opportunities to be heard regarding a federal subpoena, court order and other legal process as permitted by law.
- B. Consultation with Attorney. The Library Director has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
- C. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director shall take appropriate action to respond. The Library Board acknowledges that the Library Director, if required by order or subpoena, may not be permitted to inform the Board that the federal law enforcement agency as requested records.
- D. Confidentiality. As required by the United States Patriot Act, if a subpoena, court order or other legal process is submitted to the Library by the Federal Bureau of Investigation and if required by such subpoena, court order, other legal process or law, no person shall disclose to any other person (other than those persons necessary to produce the tangible things under Section 501 of the Foreign Intelligence Surveillance Act of 1978, (50 U.S.C. 1861 et seq.) that the Federal Bureau of Investigation has sought or obtained such tangible things. The Library may not be able to inform the patron that his or her records were sought.

Consent

In compliance with the amended Michigan Library Privacy Act a person who is liable for the payment or return of the materials identified in a library record or portion of a record may consent to the release of that record. Further, a parent or legal guardian who signs to accept legal responsibility for return of his/her child's, (under the age of 18), library materials and accepts financial liability for that child's library fines and other charges may authorize the disclosure of the minors library records by signing the disclosure and release statement granting consent on behalf of the minor.

Patron Behavior

The Redford Township District Library's policy is to protect the privacy of its patrons. However, if any employee observes any behavior by a patron that the employee believes is harassing, disrupting or otherwise violating Library policy, the employee shall report such behavior to the Library Director.

I. PURPOSE.

The Redford Township District Library (“Library”) adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

II. FOIA COORDINATOR.

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library’s public records, and in approving a denial.

III. REQUEST REQUIRED.

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. “Public Record” has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

- a. By mail or in person:

Redford Township District Library

Attn: FOIA Coordinator

25320 West Six Mile Road

Redford, MI 48240
- b. By e-mail: rtdl@redfordlibrary.org – Attn: FOIA Coordinator
- c. By fax: (313) 531-1721 – Attn: FOIA Coordinator

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. Requester Contact Information Required. A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

- a. the requesting person's complete name, address, and contact information, and
- b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

- a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library's FOIA coordinator until 1 business day after the electronic transmission is made.
- b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);
2. Issuing a written notice to the requesting person denying the request;
3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or
4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

1. Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.
2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for

denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.
4. A full explanation of the requesting person's right to do either of the following:
 - a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or
 - b. Seek judicial review of the denial under Section 10 of the FOIA.
5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under

Section 4(4) of the FOIA (“Detailed Itemization”). The total fee shall not exceed the sum of the following components:

A. *Labor Costs:*

1. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library’s FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

e. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has 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. In doing so, 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 or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper

sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

VI. DEPOSIT.

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the Library.
6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

VII. WAIVER OR REDUCTION OF FEES.

- A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:

1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

a. Is made directly on behalf of the organization or its clients.

b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver*. The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA 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.

C. *Reduction for Late Responses*. If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

- a. The late response was willful and intentional.
 - b. The written request:
 - (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or
 - (ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.
2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

IX. INSPECTION.

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

X. CERTIFIED COPIES.

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

XI. APPEALS.

A. Appeal of a Final Determination to Deny All or a Portion of the Request.

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Redford Township District Library Board (“Library Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

- a. Reverse the disclosure denial.
- b. Issue a written notice to the requesting person upholding the disclosure denial.
- c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
- d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal under until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

- a. Waive the fee.
- b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.
- c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the

statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

XII. CIVIL ACTION.

A. *Civil Action for Non-Disclosure or Denial of Public Records.*

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.

2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. *Civil Action Regarding Fees.*

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.

2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

XIII. FOIA RECORD RETENTION.

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

XIV. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

XV. SEVERABILITY; ENFORCEABILITY.

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

XVI. EFFECTIVE DATE.

These Procedures and Guidelines shall become effective upon approval.

Finance is a vital factor in the successful operation of any public library. Adequate library funding is the responsibility of the community in which it exists. Public libraries are primarily funded by the local tax base. Other sources, including state aid, penal fines and grants as well as endowments, may supplement income from taxation, but must be considered as secondary.

The library board and the librarians are responsible for the efficient and effective use of tax moneys to provide the best possible service to the community. Library officials must work assertively to ensure that sufficient funds are available to allow a library to meet its goals. They must continuously make the community aware of the importance of funding in the provision of library service.

When formulating the budget, careful consideration is given to the library's long-range plan and goals.

1. The Budget Committee will begin meeting at the beginning of the calendar year to prepare a proposed budget to present to the Board at its February meeting.
2. The Board will adopt a budget at its March meeting after a public hearing on the budget. Prior to the meeting, notice of such public hearing will be published as required by law.
3. The library budget and expenditures will be audited annually by an independent accounting firm.
4. The Board may contract with the Township (or other agency/corporation) for financial services, such as accounting, purchasing supplies, etc.
5. The Board may contract with the cooperative for book purchases, periodicals, subscription services, etc., in order to obtain maximum discounts.
6. The Board will maintain adequate insurance to indemnify the Township, Redford Union School District, South Redford School District and the library. Such policies will include, but not be limited wholly to the following:
 - a. fire and theft;
 - b. Worker's Compensation;
 - c. errors and omissions;
 - d. comprehensive general liability;
 - e. fiduciary liability bond;
 - f. employee blanket bond;
 - g. any others deemed necessary by the Board and the director.
7. The Board will adhere to State law relative to investment of library funds and competitive bids.

8. The Director and is authorized to make purchases for all items when the cost per item is under \$15,000. For purchases when the cost per item exceeds \$15,000 and is under \$30,000, the Director is authorized to make purchases after obtaining a minimum of three quotations. The above-noted purchases require the signatures of both the Director and the Business and Facilities Manager and will be reported to the Board at its next meeting.
9. Goods, services, and works of improvement costing over \$30,000 and no more than \$50,000 shall require three or more quotations to determine price and availability. The Library Board's approval is required, within the confines of the approved budget, for all purchases or contracts in excess of \$30,000 with the exception of PCs, computer peripherals, and software provided for in the approved annual Technology Budget. These items may be purchased without prior Board approval on each purchase. Ongoing budgeted operational supply purchases are exempt from this policy. Staff will annually survey product costs from various vendors to ensure competitive pricing.
10. Contracts for the purchase of goods, services, and for works of improvement costing over \$50,000 shall be advertised for sealed bids for two consecutive weeks. The award of contract for such goods, services, and works of improvement shall be approved by the Board of Trustees. Redford Township District Library Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid. The Board may waive the requirement for bids for the purchase of goods and services or for works of improvement if the Board determines that such action is in the best interest of Redford Township District Library under the circumstances of a particular contract.
11. There may be some items/services for which there is only one supplier, and therefore it may be impossible to have competitive bids. In such cases, the Board may waive the requirement for bids.
12. Monetary gifts will be gratefully accepted by the Board or their representative. Whenever possible, gifts of money will be expended according to the donor's wishes. All moneys collected this way will be placed in a memorial fund, and accounted for by the Treasurer until expended as the donor requested.
13. Book donations will always be accepted by the library; however, the library reserves the right to:
 - a. decide if a donation will be included in the general collection of the library;
 - b. pass donated books and saleable discards on to the Friends of the Library for their book sales;
 - c. discard old or inappropriate gifts as deemed necessary by the staff of the library.
 - d. All gifts/donations of equipment or materials must be appraised by the donor.

e. The library will acknowledge gifts via letters of thanks or receipts for materials.

14. Library assets over \$100 will be tracked. Additions to or deletions from that list will occur on a yearly basis. This list will be kept for insurance and replacement purposes. Also, as a result of changes in federal tax legislation a fixed asset inventory of all items with a value of over \$5,000 will be kept and updated as needed.
15. Petty cash expenditures are limited to \$50 at any one time. A receipt is required for reimbursement.
16. Money will be collected daily and deposited weekly in an account established by the District Library Board.
17. All revenue records (Fines records) will be kept for a 1-year period of time until audit is completed.

Purpose and Scope

This investment policy will comply with all state statutes governing investment of public funds (P.A. of 1968 et seq. Michigan Uniform Budgeting and Accounting Act, and P.A. 34 of 2001 et seq. the Revised Municipal Finance Act.) The policy applies to all financial assets of the Redford Township District Library. These assets are accounted for in various funds of the library that include the operating fund and the bond fund.

Objectives

In priority order, the primary objectives of the Redford Township District Library's investment activities shall be:

- A. Safety - The primary objective of the library's investment activities is the preservation of capital and protection of the investment principal.
- B. Diversification – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- C. Liquidity - The investment portfolio will remain sufficiently liquid so as to allow the library to meet reasonably anticipated operating requirements.
- D. Return on Investment - The investment portfolio will be designed with the objective of obtaining a favorable rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Authority

Authority to manage the investment program is derived from state law. including but not limited to 1943 PA 20 and Section 12 of the District Library Establishment Act, MCL 397.182.

Delegation

Authority to manage the investment program is delegated to the Redford Township District Library Treasurer and the Library Director, who shall be responsible for the operation of the investment program consistent with the investment policy or shall be responsible for all transactions undertaken which must be under the terms of this Investment Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and any procedures established by the Treasurer. The Treasurer and the Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Authorized Investments

As authorized and limited by state law (Public Act 20 of 1943 as amended) the Redford Township District Library may invest in the following:

- A. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

- B. Certificates of deposit, no greater value than that amount federally insured in a single banking institution in Michigan; savings accounts, deposit accounts, or depository receipts of a financial institution.
 - i. Be a state or nationally chartered bank, savings and loan association, savings bank or credit union whose deposits are insured by an agency of the United States government.
 - ii. Maintain a principal office or branch office located in the State of Michigan under laws of this state or the United States.

- C. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two (2) standard rating services and which will mature not more than 270 days after the date of purchase.

- D. Repurchase agreements consisting of the instruments listed in 5.A. above.

- E. Bankers' acceptances of United States banks.

- F. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than two (2) standard rating services.

- G. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686.54 Stat.789, 15 U.S.C. 80-a1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - i. The purchase of securities on a when-issued or delayed delivery basis.
 - ii. The ability to lend portfolio equities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.

- iii. The limited ability to borrow money and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- H. Obligations described in 5.A. through 5.G. above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g. the MBIA Michigan CLASS program.
- I. Investment pools organized state law (Surplus Funds Investment Pool Act, Public Act 367 of 1982), e.g. the Comerica J-Funds investment pool or the Local Government Investment Pool Act, 1985 PA 121.

Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Redford Township District Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the library board treasurer and evidenced by safekeeping receipts.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probably income to be derived.

Records

The Treasurer may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of investments held on behalf of the Library, provided that such documentation is provided on a quarterly basis. The Treasurer shall provide a quarterly report to the governing body concerning the investments of funds.

Conflict

The Treasurer shall comply with all statutes related to public fund investments. Any provision of this Resolution in conflict with state law is void.

In order to conduct business in a reasonable fashion, the Redford Township District Library will issue credit cards to employees who are deemed to need them to expedite the transaction of Library business.

1. The Library Board will designate that the Library Director is responsible for the cards issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.
2. The credit card may only be used by designated employees of the Library for the purchase of goods and services for the official business of the Library. Any individual purchase over \$500 must have the prior approval of the Library Director.
3. The employee who uses the credit card is responsible for submitting to the Library Director receipts for purchases to back-up the purchases on the monthly bill. If no credit card receipt was obtained that described the transaction, the employee shall submit a signed voucher that shows the goods or services purchased, the cost of the goods or services, the name of vendor or entity from which goods or services were purchased, the date of the transaction, and the official business that required the transaction. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.
4. Those employees issued cards will be responsible for the safeguarding of those cards and shall immediately notify the Library if the credit card is lost or stolen.
5. Employees who have been issued credit cards will surrender their card to the Library Director upon termination of employment.
6. The Library Director shall maintain a list of all credit cards owned by the Library, along with the name of the employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.
7. Monthly credit card bills will promptly be submitted to the Library Director for payment with attached documentation detailing purchases. The Library Director shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Library Board.
8. The Library Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued. All credit card invoices must be approved before payment.
9. Credit Card bills will be paid when due in full each month.
10. Employees who use a Library credit card in a manner contrary to this policy shall be subject to disciplinary action, up to and including discharge.

The Library Board reserves the right to rescind, limit or suspend authority Credit Cards at any time.

The Library Board of Trustees adopts this policy pursuant to MCL §124.301 et seq. The Director is designated by the Board of Trustees as the Electronic Transactions Officer (“ETO”) for the Library. As the ETO, the Director is authorized to enter into automated clearing house (“ACH”) arrangements and ACH transactions. For purpose of this policy, an “ACH arrangement” means an agreement between the originator of the ACH transaction and the receiver of the ACH transaction. An “ACH transaction” means an electronic payment, debit, or credit transfer processed through an ACH. ACH transactions of the Library include without limitation automated direct deposits of payroll funds to Library employees who elect this method of payment.

The ETO is responsible for all ACH arrangements and ACH transactions of the Library, including payment approval, accounting, reporting, and generally for overseeing compliance with this policy. An ACH arrangement or ACH transaction may only be used by the ETO as payment for goods and services for official business of the Library, in accordance with normal Library finance procedures.

ACH arrangements and ACH transactions are subject to the current Library purchasing, receiving and payment procedures and internal controls to monitor the use of ACH transactions made by the Library. Such procedures and internal controls shall include documentation as to the goods or services purchased, the cost of the goods or services, the date of payment, and the department levels serviced by payment. Invoices subject to payment pursuant to an ACH arrangement or via ACH transaction shall be approved by the ETO prior to payment, or by his or her designee as authorized by other Library policies or procedures.

Unauthorized approval of ACH arrangements or ACH transactions will be handled on a case-by-case basis. Disciplinary measures may include termination of employment or services and prosecution up to the maximum allowed under current law.