

POLICY MANUAL

MISSION

It is the mission of the Pinckney Community Public Library to support people of all ages of our community by actively providing easily accessible information, be it intellectual, recreational or vocational. The Library promotes the free exchange of ideas in an inviting, comfortable atmosphere to foster in its users a lifelong habit of reading. The commitment of Library service is given to all who want it regardless of race, creed, color, occupation, religion, sex, physical condition, and social or financial position.

AREA OF SERVICE

The Pinckney Community Public Library will serve all residents of the Village of Pinckney and Putnam Township. However there are no fees for residents outside of this area.

USE OF THE LIBRARY

The use of the Library or its service shall be limited when excessive demands of a group of individuals tend to curtail services to the general public.

The use of the Library or its services may be denied for due cause, such as failure to pay penalties, stealing of Library property, destruction of Library property, or illegal conduct which interferes with the normal operation of the Library.

The rights of an individual should not be abridged or denied. A patron has the right to undisturbed contemplation or study of Library materials without interference by other patrons in the Library. To guarantee these rights for all persons anyone on Library premises will be expected to conduct themselves in a matter appropriate for a Library.

PUBLIC SERVICE VALUES

One of our Library's strengths has always been identified as our "approach to public service." The following values have been identified as the public service philosophy of our Library. These values are non-negotiable; they reinforce our Mission Statement.

Public Service Values:

- Satisfy the Patron's needs.
- Make informed decisions.
- Commit to providing a high quality of service.
- Respond with accurate, timely information.
- Be friendly, courteous and respectful.
- Keep a positive attitude.

Goal: Every person using the Library leaves satisfied.

HOURS OF OPERATION

Public service hours will be reviewed and set by the Pinckney Community Public Library Board of Trustees.

Academic Schedule:

Monday	10:00 – 6:00
Tuesday	10:00 – 8:00
Wednesday	10:00 – 6:00
Thursday	10:00 – 8:00
Friday	10:00 – 6:00
Saturday	10:00 – 2:00
Sunday	Closed

Summer Schedule:

Monday	10:00 – 6:00
Tuesday	10:00 – 6:00
Wednesday	10:00 – 6:00
Thursday	10:00 – 8:00
Friday	10:00 – 6:00
Saturday	10:00 – 2:00
Sunday	Closed

PHOTOCOPY MACHINE

1. Violations of copyright are the responsibility of the copy machine user.
2. The Library is not responsible for the quality of copies and will refund money in the event of severe malfunction of the machine.
3. Users will find photocopying fees posted in a prominent place on the machine.

FAX

Patrons may send and receive fax transmissions at the Library. The Library Board will set fees. The Library staff will place fax transmission. Sending a fax costs \$1.00 each page sent. (This fee is waived for outgoing faxes for the purposes of job-hunting.) Receiving a fax cost \$1.00 per each 5-page increment.

PHONE USE POLICY

No telephone for the public is available at this library. Speak with a librarian for permission to use the telephone in case of an emergency. Emergency situations will be at the discretion of the librarian.

Because the library is an open and public area, cell phone use may disturb other patrons or staff members. We welcome cell phone use outside of the library or in the library's vestibule. Please use the silent signal function as the alert for incoming calls or set your cell phones to its lowest volume setting or turn off your cell phone in the library.

BULLETIN BOARD AND BROCHURES

The Library 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 made available for such handouts. Handouts of a commercial nature will not be accepted.

The Pinckney Community Public Library encourages the display of informational brochures, pamphlets and posters announcing area civic, educational, and cultural events of interest to the community.

- Materials advertising partisan politics, denominational religious, or commercial endeavors will not be displayed.
- Materials cannot be returned unless prior arrangements have been made.
- Materials, which are not date-sensitive, will be displayed as long as space is available.

EXHIBITS AND DISPLAYS

As part of its public service and information mission, the Library provides information to the community through displays, handouts, announcements, and exhibits provided from the Library's own collection and/or services or through those of other non-profit organizations, community groups or governmental agencies. The Library may provide space for a display, handout, announcement or exhibit; this does not mean that the Library endorses the activity and/or information.

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 may have a display. All exhibits and displays are offered to the Library on a voluntary, non-fee basis. Exhibit case and display area space is available on a first come first served reservation basis for educational, artistic, informational, and cultural displays and exhibits.

Artists or community groups interested in displaying their work at the Library must first sign the Library's **Release of Liability of Art Work**.

CITY DIRECTORY INFORMATION

While all information in the Library is available for public use, the Library has the responsibility to determine the proper access to and delivery of that information: normal circulation, limited circulation and in-house use only, in person, by phone, by mail. We do not give out information from the City Directory over the phone. It is our policy not to give out published or unpublished information on private individuals.

DISPOSITION OF FURNITURE AND EQUIPMENT

Pinckney Community Public Library will dispose of usable excess furniture and equipment in one of four ways:

1. Periodic public sale, with notice posted in the Library's lobby and advertised elsewhere if appropriate.
2. Sale to other libraries or companies for best price that can be obtained.
3. Donation to Goodwill Industries or another appropriate agency if the item cannot be sold.

EMERGENCY CLOSING

TORNADOS

In the case of tornado watches, business will proceed as usual. If a tornado warning is issued, the Library will be closed until an all clear is received. Library patrons in the building will be allowed to remain in the Library until the all clear is sounded.

Unattended minors will be asked to stay in the building until a guardian picks them up or until the all clear is sounded.

ADVERSE WEATHER/EQUIPMENT FAILURE

The Library is a public service institution and every effort is made to maintain regular hours for the public. The Library will be closed only when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g. furnace malfunction, no water in the building, no electricity, etc.) or when there is a general emergency within the community. The decision to close the Library will be based upon:

1. General conditions of the roads.
2. Condition of the Library's parking lot and walkways.
3. Availability of staff to open and operate the Library.
4. Condition of the building equipment.
5. Requests for closure by local, county or state law enforcement agencies.

The Library will not automatically close or delay opening, based on any other institution's actions. The decision to close will be made by the Library Director. If the Library Director is unavailable, the senior staff member will make the decision after conferring with a board member. Once the decision to close or open late is made, the Director will notify the staff.

GIFTS

The Library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection if they meet the same standards required of purchased materials. Gift materials not meeting these standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format not suitable for Library use, may be given to other organizations, sold at the book sale, or otherwise disposed of, as the Library deems appropriate.

Gift items will be integrated into the regular Library collections in normal sequence, available to all Library patrons, and otherwise handled as any other material belonging to the Library, including the book withdrawal policy.

Gift items may be marked with an appropriate bookplate. A letter for tax purposes may be given to the donor if requested at the time the donation is made, acknowledging the receipt of the gift. The Library will not determine a dollar amount for books or other in-kind donations.

Note: See page 26 of the Policy Manual: DONATIONS & GIFTS

GENERAL PUBLIC USE OF LIBRARY EQUIPMENT

Patrons are responsible for any damage or loss of any Library equipment while it is checked out to them. In case of damage, the patron is liable for the repair of equipment or the replacement cost of lost equipment. The Library is not responsible or liable for patron property damaged as a result of using Library equipment.

PURCHASING

Authority and ultimate responsibility for procurement for the Pinckney Community Public Library shall be under the direction of the Library Director. The Director shall oversee all the purchasing activities of designated staff members.

The general purchasing policy of the Pinckney Community Public Library shall be as follows:

- All purchases with an estimated total cost of over \$5,000 require formal competitive sealed bids. The Library Board of Trustees shall award the bid. All sealed bid solicitations shall be advertised publicly at least once in a newspaper of general circulation at least fourteen (14) days in advance of the date announced for the opening of the bid unless time limitations prohibit.
- All purchases with an estimated total cost between \$3,000 and \$5,000 require written quotations from at least three (3) prospective bidders, if available. The Library Board of Trustee shall award the bid.
- All purchases made under a cooperative program with another governmental entity, such as a Library cooperative, are by their nature exempt from competitive bidding requirements, as the bidding process has previously been completed.
- The competitive bidding process shall be waived when there is only one known supplier, such as equipment/software supporting the Library's automated computer system or for professional services.
- When there exists a threat to public health, safety, or welfare, the Library may make emergency procurement, following established procedures as much as is practicable under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board of Trustees and shall become part of the record for the purchase.

OPERATIONAL BUDGET FUNDS

Whenever materials available locally are comparable to those available outside the local area, preference shall be given to local suppliers, especially those within the Library district.

Contractors and subcontractors shall covenant not to discriminate against any employee or applicant for employment with respect to hire, tenure, or terms, conditions or privileges of employment, or matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or handicap, except where based on a bonafide occupational qualification.

Breach of the covenant shall be regarded as a material breach of contract as provided in the Michigan Elliott-Larsen Civil Rights Act (MCL 37.2101 et seq.).

PETTY CASH PURCHASES

Authorized department personnel may make purchases of less than \$25.00 by use of the Petty Cash Fund. Employees so authorized may pay out-of-pocket cash for items purchased for Library use and be reimbursed by the Library. An appropriate vendor receipt or other documentation must accompany any reimbursements.

The Petty Cash Fund is intended solely as a means of providing reimbursements for incidentals and should not be misconstrued as a mechanism to circumvent normal purchasing procedures.

FREEDOM OF INFORMATION ACT

Procurement of information shall be public record to the extent provided in the Freedom of Information ACT no. 442 of the Public Acts of 1976 and shall be available to the public as provided in the act. Information furnished by a bidder, which is identified as a trade secret, shall not be disclosed outside of the Library without prior written consent of the bidder. Unopened bids and bids on which awards have not been made shall not be made available to the public.

VOLUNTEERS

The Library welcomes volunteers from the community to apply to assist with the operation of the Library.

When performing Library duties, volunteers must act in accordance with Library policy and standards. The Library director or employee will assign volunteers to task for which they are judged to be suitable and make available necessary training and information. The Library director reserves the right not to schedule people to work as volunteers.

SAFETY AND WELL-BEING OF CHILDREN

This policy is written for the safety and well being of children, and in order to provide for the general welfare of all persons using the Library. Even if the parents are not present, the parents are responsible for and liable for their children's behavior in the Library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.

APPROPRIATE BEHAVIOR:

Reading is encouraged. Adults may read aloud to children. Quiet play with toys, games, and art materials is allowed. Children are allowed to study quietly in small groups. Children must not run while in the Library.

DISRUPTIVE BEHAVIOR:

If a child or youth is bothersome or unruly, the Library staff will make every attempt to restore appropriate Library behavior. If this proves impossible, the disruptive individuals

will be asked to leave. Climbing on tables, shelves, chairs and other furniture is not allowed.

CLEANING UP:

Out of consideration for others, children should be encouraged to put away puzzles, toys, games, art materials in their proper places. Books should not be re-shelved but left stacked neatly on tables.

CHILDREN AGES 4 AND UNDER:

- a. Must be within the visual contact of a parent or adult caregiver at all times while using the Library.
- b. Must be accompanied by a parent or adult caregiver through all Library programs.
- c. Must be accompanied to the restroom by a parent or adult caregiver.

CHILDREN AGES OVER 4 AND UNDER 10:

- a. An adult caregiver must remain in the Library at all times. However they may attend Library programs without an adult.
- b. Must have a parent or adult caregiver with them when using computers.

CHILDREN AGES 10 AND OVER:

May be left on their own to attend Library programs or to do homework, providing they are not disruptive. Even if the parents are not present, the parents are responsible for and liable for their children's behavior in the Library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.

UNATTENDED CHILDREN UNDER 10 YEARS OF AGE AT CLOSING TIME:

- a. Unattended children must be picked up at least 15 minutes before closing time.
- b. In the case of a child who is unattended at closing (including emergency), the Library staff will try to notify the child's parent or adult caregiver. If the child's parent or adult caregiver cannot be located within 15 minutes, the police will be called.
- c. Children will not be left alone in the Library or on the Library grounds. A Library staff member will wait with the child until the child's parent or adult caregiver, the police, or a protective services worker arrives.
- d. Library staff members will not take the child home or anywhere away from the Library site.

OUTDOOR BANNERS, SIGNS AND BOARDS

Banners and outdoor signage on library property are for the purposes of promoting the Pinckney Library and the Friends of the Pinckney Library, their events and resources. Exceptions to this policy will be at the Library Board's discretion, with the approval of the Village of Pinckney.

PHOTOGRAPHY & VIDEORECORDING POLICY

The Pinckney Community Public Library is proud of our facility and our services. However, as a Limited Public Forum under the First Amendment, and as a Public Library bound by the Library Privacy Act, 1982 PA 455, MCL 397.601 et., seq. <http://legislature.mi.gov/doc.aspx?mcl-Act-455-of-1982> , we must impose certain requirements in order to ensure all patrons' rights to information, privacy and enjoyment of the library. Due to the limited size of our facilities, which make impromptu photography likely to interfere with patron privacy and use of library services, the Pinckney Library, is unable to permit visitors or patrons to take photos or videos within the building without coordinating with the Library Director.

- "Photography" or "Photos" for purposes of this policy are defined as still photography or video taken by any device capable of capturing images and/or sound.

To arrange for photography and recording, please contact the library director, Hope Siasoco. Please note that any photography or recording that is permitted in the library must comply with all privacy (including the Library Privacy Act), copyright, likeness, photography of minors, and other applicable laws. The individual or entity that is recording or photographing is responsible for obtaining all applicable permissions and releases before recording or photographing.

Determinations of permission to record or photograph will be made using the following criteria:

- Timing of the desired photography session- When the requestor wishes to photograph or record. The library will balance requests against scheduled library programming and the effect that photography may have on a time when there are more people in the building, and possibly groups of minors. Library programs will always take precedence over photography requests.
- The nature of the photography session. Personal and non-commercial uses will be prioritized.
- Library staffing and scheduling- larger more complex recording or photography requests will only be scheduled during times the library is sufficiently staffed.
- Requests that include the photography or recording of other patrons, or of copyrighted works must be prepared to comply with applicable laws. The individual or entity that is recording or photographing is responsible for obtaining all applicable permissions and releases before recording or photographing.
- The decision of the Library Director is final. Parties wishing to dispute a determination may appeal the determination by following the library policy appeal procedure written under "Section XII – Rules of Conduct" of the Library Policies (<https://pinckneylibrary.org/wp-content/uploads/2015/07/Section-XII-Rules-of-Conduct.pdf>).

Exceptions

The exception to this policy is the recording/photographing/video of an interaction occurring between the individual recording or photographing and another person (including a library staff member), where the recording individual feels threatened or unsafe. However, recording or photography in this instance must focus only on the

interaction and not surroundings, must not include subjects covered by the Library Privacy Act, and must not continue once the interaction is completed. The individual recording or taking photos is responsible for obtaining any necessary releases, permissions, licenses, etc. for purposes of compliance with copyright, likeness, and privacy laws.