# PATMOS LIBRARY POLICY MANUAL

# Patmos Library
## Hours of Operation

| | |
|---|---|
| **Monday** | **12:00pm - 8:00pm** |
| **Tuesday** | **10:00am – 5:00pm** |
| **Wednesday** | **10:00am – 5:00pm** |
| **Thursday** | **12:00pm - 8:00pm** |
| **Friday** | **10:00am – 5:00pm** |
| **Saturday** | **10:00am – 1:00pm** |
| **Sunday** | **Closed** |

# Patmos Library
## Board of Trustees 2020-2024

**President**
Larry Walton

**Vice President**
Angela Rodenhouse

**Treasurer**
Marcia Frobish

**Secretary**
Deb Fridsma

**Trustee**
Kathy Vanzandbergen

**Trustee**
John Strick

# Library Organization:
## General

### Organization
Patmos Library was established as a township library pursuant to 1877 PA 164
Sec. 10, MCL 397.210.

### Administration
Library Board members are elected by the residents of Jamestown Township and serve an advisory role in the library operations, policies, and services provided. Members of the Board serve terms of four years. Board positions of Chair, Secretary, and Treasurer are decided on an annual basis by the Library Board.

### Board meetings
Meeting dates and times will be decided by the Library Board and will be posted publicly on the library website and bulletin board. To constitute a quorum, there must be at least three Board members present. In the absence of a quorum, the Board may take such action as deemed necessary (subject to approval of Library Board).
Special meetings may be called by the Board Chair (or designee).

### Library Director
The Library Director acts as the administrative office of the institution. The Director acts in the capacity of an expert to the Library Board by recommending programs, policies, equipment, staffing, and other miscellaneous library manners. It is the Director's responsibility to carry out the policies and decisions of the Library Board. The annual budget is prepared by the Director in cooperation with the Library Board Treasurer and submitted to the board for review, discussion, and final adoption. Expenditure of library funds is the responsibility of the director, under the approval and guidelines of the board.
The Director is in charge of personnel, including the assignment (or reassignment) of duties, establishment of service standards, staff supervision, and staff development as well as hiring, firing, and disciplinary action of library staff.

# Library Organization:
# Financial

## Financial Procedures

- The fiscal year of the library shall be April 1 to March 31 with the annual budget submitted to the Township in January.
- The Library Director and Library Board Treasurer must approve all bills prior to payment; bills will be submitted to the Township Clerk for check issuance on a weekly basis. Checks are signed by the Township Treasurer.
- Credit card purchases will be reconciled on a monthly basis. Purchase documentation will be submitted to the township with the reconciled statement.
- Monthly financial reports will be submitted to the Library Board.
- Contracts for services must be approved by the Library Board.
- All expenses must be approved by the Board each month, with prior approval for anticipated expenditures over $500.

# Library Mission:
# Statement & Goals

## Mission Statement

The mission of Patmos Library is to **Inform, Enlighten, and Inspire** patrons. We wish to provide quality materials and services that provide access to information that meets the educational, cultural, and recreational needs of the community.

## Respect for Human Diversity

Patmos Library maintains a policy of appreciation and respect for human diversity which may characterize the population we serve and the people with whom we work. Library employees will respect differences in race, color, religion, gender, age, national origin, disability, veteran status and any other characteristic of human diversity.

## The Goals of Patmos Library

1. To serve all residents of the community.
2. To acquire and make available books, periodicals, music, movies, Internet access, and other services that will address the community's need to a) become informed, b) cultivate imaginative and creative expressions, c) develop skills for career and vocational advancement, d) enjoy leisure by means of reading and other forms of media services.
3. To acquire the means to provide the most frequently requested materials locally and upon demand.
4. To maintain a program of services which locates information, guides reading, organizes and interprets materials for people of various backgrounds and abilities, and stimulates thinking and intellectual development in individuals of any age.
5. To strive to consistently discover and implement new strategies for services, acquisition, and programming.
6. To review regularly these goals and, if necessary, revise them in the light of new developments.

## Organizational Goals

1. Maintain a pleasant and inviting facility.
2. Conduct an ongoing review of library policies and procedures.
3. Monitor library services with standard output measures, such as data measuring program attendance, circulation rates, community engagement, etc.
4. Provide basic reference assistance, readers advisory services, and bibliographic instruction.
5. Provide opportunities for education and training of staff and trustees.

6. Maintain current wage and salary rates to attract and retain qualified employees.
7. Provide educational, cultural, and recreational programs for adults and children closely related to books, reading, and writing.
8. Develop and maintain current, useful collections in print and other media for adults and children.
9. Weed outdated, unused, and excessively worn materials from all collections.

## Whom We Serve

The library will serve all residents of the Jamestown community as well those belonging to Lakeland Library Cooperative member libraries. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

The use of the library may be denied for due cause. Such causes may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

# Library Bill of Rights

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

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

# Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and book sellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to have reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one; the answer to a bad idea is a good one.

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

# Library Hours

| | |
|---|---|
| Monday & Thursday | 12:00pm – 8:00pm |
| Tuesday, Wednesday, Friday | 10:00am – 5:00pm |
| Saturday | 10:00am – 1:00pm |
| Sunday | CLOSED |

Patmos Library is open 40 hours per week.

# Holiday Closings

The Library will be closed on the following holidays:

New Year's Day (January 1)

Easter Sunday

Memorial Day (Last Monday in May)

Independence Day (July 4)

Labor Day (First Monday in September)

Thanksgiving Day (Fourth Thursday in November)

Thanksgiving Friday (Friday after the fourth Thursday in November)

Christmas Eve (December 24)

Christmas Day (December 25)

New Year's Eve (December 31)

# Closing the Library

## For Weather Concerns

Whether the library closes for weather concerns is left to the discretion of the library director. In general, the library will be closed when Hudsonville Public Schools are closed. The library will post on Facebook and the library website each day the library is closed. Should the director choose to open despite a Winter Storm Warning AND Hudsonville Public Schools closing, a notice will be posted on Facebook and the library website. Should the weather affect building operations (power outage, heat outage, etc.), the library reserves the right to close at little or no notice. Patrons will be notified via Facebook, the library website, and a sign on the entry doors.

## For Staff Concerns

The library shall always have at least two staff members present during open hours. The library will close if, for any reason (due to illness, emergency, etc.), only one staff member is available. Patrons will be notified as soon as possible via Facebook and the library website.

## For Maintenance and Equipment Failure

Scheduled maintenance that will affect the use of the library equipment, building, or software will be announced to the public no less than two weeks prior to the affected date. The library director will make the decision whether the library fully closes for scheduled maintenance. The library reserves the right to close at little or no notice when there is an unscheduled maintenance concern. Concerns include, but are not limited to: technological (hardware or software) issues, heating/cooling issues, lighting issues, or physical building issues. As soon as it is established the library will close, patrons will be notified by: a post on Facebook, an alert at the top of our website, and a sign on the entry doors.

Library employees will notify any renters as soon as it is determined that the library will close. Refunds will be issued as necessary, per the library director.

# Collection Development:
# Material Selection

## I. Purpose.

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

## II. Definitions:

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

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

## III. Goal of Material Selection.

**A.** To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.

**B.** To help the individual attain maximum self-development through life-long intellectual and cultural growth.

**C.** To support the democratic process by providing materials for the education and enlightenment of the community.

**D.** To assist individuals in their pursuit of occupational activity and practical affairs.

**E.** To provide diverse recreational experience for individuals and groups.

**F.** To assist institutions of formal education with services that will assist individual study.

**G.** To maintain Michigan and local history collections.

## IV. Responsibility for Selection.

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

## V. General Principles.

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

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

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

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

**C.** Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

**D.** It is the responsibility of the Library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.

## VI. Specific Principles for Selection.

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

- Contemporary significance or permanent value

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

## VII. Gifts.

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

## VIII. Maintenance of the Collection.

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

## IX. Challenges to Materials.

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

A. Patrons ("Requester") who object to Library Materials will be sent to the Director
B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration

the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.

F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.

G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

## X. Revision of this Policy.

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

# Patron Policies:
# Library Cards

## Library Cards

To obtain a Patmos library card, you must:

- Be a resident of Jamestown Township;
- Have a valid driver's license or picture I.D. card, and proof of address

Children wishing to obtain a card must be at least five years of age, be able to write their first and last name, and have their parent's permission. Parents must sign an authorization form. This allows children to choose and check out materials. Guardians are responsible for any loss or damage to materials.

## Lost Library cards

Patrons are responsible for any and all materials checked out on their card unless they have reported the card lost. Replacement costs are $3.00 per card plus any existing fines on old cards. Patrons will not have to pay to migrate from old cards to new cards (see "New Library Card Migration" for more info.)

## Non-resident cards

Anyone residing outside the Lakeland Cooperative area may be eligible for a library card by paying an annual $25.00 non-resident fee. Payment of this fee will secure borrowing privileges at Patmos Library **only**. Those owning property within Jamestown Township but whose principle residence is outside the township, may receive a card in the name of the person on the Jamestown township property tax record by providing current year proof of Jamestown property ownership & a valid driver's license or photo I.D. The card may be renewed annually by meeting all regulations.

## Institutional Library Card Policy

In order to provide library services to as many people as possible, Patmos Library will issue a library card to an institution, such as a school, church, nursing home or other organizations within Jamestown Township provided the following requirements are met.

The registration card will be issued under the institutional name. The individual responsible for the items will be listed under 'guardian'. The individual representing the organization presents the identification required to register as a library patron and signs a registration form accepting his/her financial responsibility for any and all lost or damaged materials checked out under the card.

Institutions will not be charged overdue fines, but are expected to return material in a timely manner. Materials overdue longer than 30 days may be cause for withholding further circulation privileges until the material is either returned or the library is reimbursed for the item(s). Violations may result in suspension of the library card.

## New Library Card Migration

Patrons receiving a Patmos library card for the first time as of October 24, 2019 will receive the new keychain/card combo. Current patrons who are up for card renewal will be given the option to switch to the new keychain/card combo but are not required to. When switching from the old version card to the new keychain/card combo, there will be no charge for the new card. If a patron with the old version card requests to switch to the new keychain/card combo, this will be done at no charge. If a patron loses the old version card, they will be given the new keychain/card combo at no charge. If a patron loses their keychain/card combo, a replacement fee of $3 will be charged to their account.

# Patron Policies:
# Borrowing

## Borrowing

Ideally, Library cards must be present for checking out materials. In lieu of a card, the patron may check materials out with a valid ID. In some circumstances, patrons may check out by giving their name and confirming their personal information (birthday, address, etc.) with the librarian on duty. Patrons may check out without their card two (2) times per calendar year.

- Most reference materials and some special collections may not be checked out.
- Patrons are allowed to check out up to 100 items per library card. Each card has a limit of 25 hold requests.
- If all materials are returned, outstanding fines may be reduced or fully waived by staff.
- See "Individual Material Types and Information" for rental length and fine rates.

## Return of books

Books may be returned at the circulation desk in the library or to the outside book drop. Special items like Wonder Books and launchpads may not be returned in the outside drop box due to the potential for damage. Lakeland Libraries have a "Return Anywhere" policy, meaning patrons can return items to any Lakeland Library and have them check in. KDL materials may be returned to Lakeland libraries; however, it is not possible to check them in. Patrons are responsible for any late fees incurred from KDL books returned at a Lakeland Library.

## Renewing books

All materials may be renewed two times if no holds have been placed on them. Items will automatically renew if they are not new and have no holds on them. Patrons will receive a courtesy notice via email or phone either confirming the original due date (if the item is ineligible for auto-renewal) or listing the new due date (if the item is eligible for auto-renewal). Additionally, renewals can be done online, by phone, or in person at the library.

## Interlibrary Loans and Holds

Patrons have access to materials from over 43 Lakeland Cooperative member libraries; items may be borrowed from these libraries at no charge. Holds may be placed at the library, over the phone, or via the library website. Delivery typically takes a few days to a week (with longer wait times for popular items) and the items may be returned to any Lakeland Library. Items designated as new may not be placed on hold, unless the patron's home library owns a copy of that item. Patrons will be notified by phone, mail, or e-mail when your materials are available.

# Patron Policies:
# Delinquent, Lost or Damaged Items

## Delinquents

Patrons who have billed materials and/or have not paid their fines will not be able to borrow materials until such materials are returned and/or fines are paid. Patrons may not check out materials if they have an outstanding fine balance of $5.00 or more.

Maximum fines for returned library materials are $4.95 per item with a fine rate of $0.15/day or $10.00 per item with a fine limit of $1/day. Library Staff may use discretion in waiving fines in unusual circumstances.

If a patron finds a lost item that they paid for, they have 90 days from the date of payment to return the item and submit for a refund. THIS ONLY APPLIES TO PATMOS-OWNED ITEMS. Items owned by other libraries are subject to the owning library's policies.

## Lost or Damaged Books

If materials are lost or returned in a condition judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

## Individual Material Types and Information

| Item Type | Item Limit | Checkout Period | Fine Rates | Holds? | Renewals? |
|---|---|---|---|---|---|
| **Books** | No limit | 3 weeks | $.15/day | Yes | Yes |
| **Audiobooks/ Playaways** | No limit | 3 weeks | $.15/day | Yes | Yes |
| **Music CDs** | No limit | 3 weeks | $.15/day | Yes | Yes |

| | | | | | |
|---|---|---|---|---|---|
| **DVDs** | No limit | 1 week | $1.00/day | Yes | Yes |
| **Launchpads** | 2 per card | 3 weeks | $1.00/day | Yes | Yes |
| **Bookpacks** | No limit | 3 weeks | $.15/day | Yes | Yes |
| **Periodicals** | No limit | 1 week | $.15/day | Yes | Yes |
| **Wonder Books** | No limit | 1 week | $1.00/day | Yes | Yes |
| **Mobile Hotspots** | 1 per card | 1 week | $1.00/day | Yes | Yes |
| **Playaway View** | No limit | 1 week | 1.00/day | Yes | Yes |
| **Interlibrary Loans** | 25 | Loans are subject to the rules of lending library | Loans are subject to the rules of lending library | Yes | Yes (once) |

# Patron Policies:
# Fines

## Assessment of Fines

The assessment of fines is up to the discretion of the employees of the library, based on the following list of rates determined by the Library Director and reviewed by the Library Board.

- **Books**
  - Water Damage
    - New: Charge cost of item
    - Not New
      - If Usable (Less Than ⅓ Damaged): Charge $3
      - If Not Usable (More than ⅓ Damaged or Moldy): Charge cost of item
      - Per Page: 15¢ per page
  - Page Damage
    - Torn Page
      - Small Tears: 15¢ per page
      - Mendable Pages: 15¢ per page
    - Missing Page: Charge cost of item
    - Torn Cover
      - If Mendable: No charge
      - Not Mendable: $2
    - Marker/Pen/Pencil Damage
      - If Removable: No charge
      - If Not Removable: 15¢ per page
    - Sticker Damage
      - If Removable: No charge
      - If Not Removable: 15¢ per sticker

- **DVDs, Books on CD, and CDs**
  - Scratches
    - Light: No Charge
    - Heavy: Charge Cost of Item
  - Cracks: Charge cost of item
  - Missing Disc: Charge cost of item

- **Launchpads**
  - Screen Protector Damage: $3.50
  - Screen Damage (Cracks, Usage-Related Malfunctions, etc.): Charge cost of item

    - Box Damage: Charge depends on severity of damage - refer to director
    - Missing/Damaged Protective Case: $9
    - Missing/Damaged Cord: $7
    - Missing/Damaged Adapter: $4

- **Playaway**
    - Player Damage: Charge cost of item
        - Includes button, screen, charging, or casing damage
    - Missing Battery Cover: $1

- **Playaway View**
    - Screen Damage: Charge cost of item
    - Charging Port Damage: Charge cost of item
    - Box Damage: Charge depends on severity of damage - refer to director
    - Missing or Damaged Charger: $15

- **Bookpacks**
    - Missing Book: Charge cost of book
    - Missing Playaway: Charge cost of whole kit
    - Missing Playaway Battery Cover: $1

- **Wonder Books**
    - Page Damage: See “Books” section
    - Audio Player Damage: Charge cost of item
        - Includes button, screen, charging, or casing damage
    - Missing Foam Protector: 50¢

- **Puzzles**
    - Damaged Box: Charge cost of item
    - Missing Pieces: No Charge

- **Activity Kits**
    - Missing Pieces: Charge for replacement of piece as necessary - refer to director
    - For Book Damage: See “Books”
    - For Disc Damage: See “DVDs, Books on CD, and CDs”

- **Labels (All Items):**
    - Damaged/Missing Barcode or Labels: $2

- **Magazines**

- Torn Page: 10¢ per page, cost of item if major
- Water Damage: 10¢ per page, cost of item if major

## Payment of Fines

Fines may be paid at the library with cash, a check, or a credit or debit card. Patrons may pay from any internet-enabled device using a credit or debit card. For convenience, patrons may pay fines at any Lakeland Cooperative member library.

## Waiving of Fines

Fines may be waived in certain circumstances. In general, patrons will be given one waiver on late, damage, or replacement fees as a sign of goodwill. This is an effort to maintain a sense of community. When this one-time waiver occurs, a note will be placed on the patron's record stating so. Fines may also be waived in extenuating circumstances - i.e. car accident, fire, etc. Patrons do not need to provide any proof that the incident indeed happened.

### Refund Policy

If a patron finds a lost item that they paid for, they have 90 days from the date of payment to return the item and submit for a refund. THIS ONLY APPLIES TO PATMOS-OWNED ITEMS. Items owned by other libraries are subject to the owning library's policies.

# Hotspot Policies

## 1.1 Who Is Eligible

Patrons are eligible to check out Hotspot Devices if they are 18 years of age or older. Upon checkout, patrons will have to sign a Lending Agreement detailing borrowing practices, fines, and liability.

## 1.2 Borrowing Agreement

Patmos Library Mobile HotSpot Lending Agreement

Rules for Borrowing and Use

- Patrons must be 18 years or older and must read, understand, and sign this agreement in the presence of a librarian at the circulation desk.
- Patrons must have a library card with Patmos Library and their account must be in good standing, with fines under $5. One HotSpot per library card.
- HotSpots may be checked out for 7 days with no renewals.
- Overdue HotSpots will be deactivated 3 days after the due date.
- Patrons are responsible for monitoring internet access performed by minors.
- HotSpots can support up to 10 devices at a time.

Fines and Liability

- Fines are $1/day.
- The mobile HotSpot needs to be kept in a space with consistent temperature. DO NOT leave in direct sunlight.
- The patron is responsible for costs related to lost or damaged HotSpots and accessories.
- If a HotSpot is overdue by 30+ days, the patron will be charged the full replacement cost ($70 for the HotSpot, $8 for case, $10 for charger and adapter). The HotSpot cannot be returned at this point.

I Agree to…

- Follow the Rules for Borrowing and Use as stated above.
- Pay overdue fines if returned late.
- Pay replacement fees if the HotSpot or any accessories are not returned.
- Return the HotSpot to Patmos Library.

I have read the entire document and my signature below indicates my agreement with the above statements.

1.3 Borrowing Length and Fines

Hotspots may be checked out for 7 days at a time with no renewals. Fines of $1/day will be assessed after the borrowing period is up. If the device is not returned within three (3) days of the due date, service will be suspended until it is returned to the library.

1.4 Filtering

As the funding for these devices comes from a grant through the Library Services and Technology Act (LSTA), we are required to filter browsing to Children's Internet Protection Act (CIPA) standards. These standards dictate that libraries must filter content deemed as harmful to children. CIPA defines this as "any picture, image, graphic image file, or other visual depiction that – (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors." CIPA filtering also covers obscene content as defined by Miller vs. California.

# Patron Policies:
# Patron Responsibility and Conduct

## Patron Responsibilities and Conduct

In order to protect the rights of individuals who are in the library to use materials and/or services, to protect the rights of staff members to conduct library business without interference, and to preserve library materials and facilities, the library prohibits certain activities. Prohibited activities include, but are not limited to:

- Abusing library materials, furniture, equipment, or other property;
- Disturbing others through noisy or offensive behavior;
- Smoking or using vape products;
- Using or Acting under the influence of alcohol or drugs;
- Engaging in any illegal activity;
- Appearing without a shirt or shoes;
- Bringing animals other than service animals into the building;
- Using recreational equipment, such as roller blades, skateboards, roller skates, or bicycles;
- Soliciting, Campaigning, or petitioning; and
- Removing library materials that have not been checked out.

Any individual who violates this policy may be required to leave the premises and/or forfeit their library privileges. Library employees reserve the right to require identification (name, address, and phone number). Any individual whose library privileges have been denied may appeal to the Library Director and/or the Library Board.

## Unsupervised Children

The library encourages visits by young children and it is our goal to foster imagination and a love for reading. Every trip to the library should be a positive and memorable experience for children. However, library staff is not expected to assume responsibility for the care of unsupervised children in the library. Parents may not leave children under the age of ten unattended in the library for extended periods of time (1 hour or more). Library staff may take action they deem appropriate and necessary to provide for the welfare and safety of an unattended child.

### Escalation Procedures for Unsupervised Children

- If possible, speak to the child to ask where their parent/guardian is

- If parent/guardian is not in the library, check to see if the child knows a phone number to contact them
- Attempt to call the parent/guardian
    - If the parent/guardian answers, explain our policy for unsupervised children
    - If parent/guardian does not answer, leave a message. Allow 15 minutes for parent/guardian to call back
- If unable to contact parent/guardian, staff may choose to escalate the issue to law enforcement.
    - Things to consider before contacting law enforcement:
        - Is the child old enough to care for themselves?
            - I.e. finding and using the bathroom, able to ask for assistance, etc.
        - Is the child distressed?
        - Is the child being disruptive or destructive?
        - Is neglect suspected?
        - Poor hygiene, visible wounds or bruises, etc.
- If staff does not contact law enforcement, they will attempt to notify the parent/guardian of our unsupervised child policy.

# Patron Policies:
# FOIA, Privacy Policy, Confidentiality

## Freedom of Information Act Requests

The Freedom of Information Act (5 U.S.C.A. Sec. 552) states that information held by governmental bodies is to be made available to the public, unless that information falls under a category of matters exempt from public disclosure. Anyone requesting such information from the library must do so in writing. If the request is approved, the requester may pick up the documents or have them mailed to them. Fees for copying of documents (.20/page) and postage will be charged to the requester.

## Privacy Policy

It is the policy of Patmos Library to preserve the confidentiality of patron records to the fullest extent permitted by law. Patmos Library, an employee of the library, or agent of a library shall not release or disclose a library record or portion of a library record. The exceptions are as follows:

- The owner of the library record (or legal guardian of the owner) gives written consent for the record or parts of the record to be shared.
- The information contained in the record is ordered to be shared with an entity by a court of law. Prior to disclosure of the record, Patmos Library must be given notice of the order and be given the opportunity to be heard in regards to the request (per the Michigan Privacy Act).

## Confidentiality of Patron Records

It's Michigan Law to prohibit disclosure of any part of a patron record to all third parties. We are bound to withhold library record information to any person other than the patron whose name appears on the record or the person liable for payment/return of the materials (parent/adult guardian who signed the library card).

**Exceptions:**

- By signed waiver form by an adult patron
- Parental waiver for minor children
- Court order as per the USA Patriot Act
- Patrons who plan on providing an authorized third party with their library card do not need to sign a waiver. The card is implied consent.

**Two waiver forms include:**

- Adults authorizing their children
- Adults authorizing other adults (including spouse)

# Patron Policies:
# Email Notifications, Patriot Act

## Email Notification

Email notification of holds and overdue materials is available to patrons. Emails are sent to patrons when requested materials arrive at the library, when materials are overdue, or for notification of special events at the library. In accordance with the library's privacy policy as well as the Michigan Privacy Act, the library will not use email to notify patrons without their consent. Therefore, to receive notification by e-mail, patrons are required to sign an E-mail Notification Privacy Waiver (see appendix) to allow the use of their e-mail address for notification. This is done because email is not completely "secure" (in the sense that others may have access to it) and there is a potential that others may see names of materials borrowed or requested. Addresses given to the library will not be divulged, sold, or used for any other purpose.

## Policy and Procedures in Response to the USA Patriot Act of 2001

Patmos Library supports the efforts of our government to protect the country from terrorist acts and preserve our freedom and security. As a public library, we face the dilemma of having the responsibility of protecting the privacy of our patrons while responding to legitimate national security concerns. The Library recognizes the confidentiality of patron and circulation records and also respects the right of library users to privacy and confidentiality in their use of Internet computers. However, in matters of national security concerns, Federal law (specifically, the Patriot Act) can supersede state law.

Patmos Library strives to create a library environment that is:

- A safe and crime free place
- A place for learning and pursuit of knowledge and information on any topic
- A place where patrons can ask and question and discuss any topic

The library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The library will rely on existing laws and library policies to control behavior that involves public safety or criminal behavior.

# Patron Policies:
# Patriot Act

## About the Patriot Act of 2001

HR-3162 became Public Law 107-56 in response to the events of 9/11/01. The full title of the law is Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001.

The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by patrons with regards to national security concerns.

- Access to patron information may include but not be limited to:
- Catalog Search Records
- Circulation Records
- Computer Use Records
- Inter-Library Loans & Holds Records
- Reference Interview

# Patron Policies:
# Information Access & Confidentiality

## Catalog Search Records

These records refer to the searches of the collection a patron may conduct on the Public Access Catalog (PAC). The system utilized is provided by Innovative Interfaces, Inc. (III) through the Lakeland Library Cooperative. Once a search is conducted, the software does not retain a copy of the search on library computers. Records of the search may exist on III servers or those of the Lakeland Cooperative, and either company could be requested to provide information to law enforcement officials without the knowledge of Patmos Library staff or individual patrons.

## Circulation Records

Materials are circulated via Sierra software from Innovative Interfaces, Inc. (III) through the Lakeland Library Cooperative. The circulation software tracks materials currently checked out, automatically erasing a reader's borrowing record once materials are returned and all fines are paid. It is not possible to look up a patron's card number and find out what they have borrowed in the past. It is possible to look up the record for a specified item and obtain limited information about a patron (specifically, who last borrowed the item and whether a fine was paid). However, there is no direct link between a patron and an item once the item has been returned.

## Computer Use Records

The library provides public access to the Internet. Patrons must provide their name and show the library their library card when using computers. Reservation and sign-up sheets with patron names are kept for one month as a safeguard in case of violation of the library's Internet Use Policy that is discovered after the patron leaves. After one month, sign-up sheets are destroyed. The history of patrons' Internet research and activity is erased automatically every 24 hours.

## Interlibrary Loan & Holds Records

Patrons may borrow items not owned by Patmos Library via Interlibrary Loan (ILL). Other libraries may also borrow from the collection of Patmos Library. The library generates a paper record that includes patron information in order to initiate this borrowing. Once the materials are retrieved from the shelves to be sent to another library, paper records of the loan are destroyed.

## Reference Interview

A reference interview occurs when a patron looking for information is interviewed or questioned by a library staff member in order to narrow down the specific information needed. If patron information is written down, the paper record is destroyed as soon as the requested information is delivered. No paper record is kept after the query has been successfully answered.

# Patron Policies:
# Complying with Law Enforcement

Library staff will comply with law enforcement when supplied with legal subpoena or warrant.

**Staff Procedures**:

- If anyone approaches staff alleging to be a law enforcement official requesting information, the staff will immediately contact the Director and will not disclose any information to that individual.
- The Director will ask to see official identification and will photocopy the ID.
- If the law enforcement official presents a subpoena, the library director will contact the library's legal counsel for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed.
- If the law enforcement official presents a search warrant, it is executable immediately. The library director will notify legal counsel and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The library director will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
- The library will keep a record of all legal requests.
- The library will keep a record of all costs incurred by and search and/or seizures.
- If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act, the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party; including the patron whose records are the subject of the search warrant.

## Emergency Disclosure of Communication

If in the normal course of business, the library staff observes what could reasonably be construed as a threat of imminent danger to life and limb, they are to contact law enforcement immediately.

# Patron Policies:
## Wireless

### Wireless Policy

Wireless Internet access uses radio frequency to exchange information between a computer and the Internet. Wireless public networks are not secure. Wireless Internet access poses more risk than a wired connection because data is being broadcast. Wireless users need to take steps to secure their own personal information and equipment.

- The Library cannot assure the safety of your data
- Users are advised not to leave their computer unattended.
- The Library makes no guarantees as to compatibility of your equipment with the library's network.
- Users will not have access to printers on the wireless network.
- Users are responsible for adherence to any copyright, licensing, user laws and regulations.
- The Library assumes no responsibility for any damages, direct or indirect, arising from the use of the wireless network.
- The Library makes no warranties of any kind, whether expressed or implied, for the wireless Internet service provided.
- Though the library does provide wireless internet on its property 24/7, there is only wireless support during open hours.

# Library Auxiliary Services:
# Copy Machine, Fax, Reference, and Computers

## Copy machine

There is a charge of twenty cents ($.20) per single-sided copy and ($.40) per double-sided copy. The library requests that users of copiers comply with Title 17 of the United States Code, which sets forth the U.S. copyright law. It is posted at all necessary areas. As the library cannot and will not overlook all patrons' copies, we must assume that users are acting in good faith.

## Fax Machine

A fee of $1.00 per page sent applies for local calls and $2.00 per page for long distance calls (excluding cover page). Patrons cannot receive any faxes at this library.

## Reference Services

Librarians will seek to provide information to patrons asking questions in person, on the phone, or via email. Librarians will also provide guidance in locating materials for patrons who appear in person, on the phone or via email.

Patmos Library will also assist patrons in the use of the library and teach basic research methodology, when appropriate. The library may refer library users to other agencies or libraries in pursuit of needed information. Library staff will refrain from making judgmental or evaluative comments and should never provide interpretation. Questions pertaining to medical, financial, and legal issues shall not be interpreted by the library. The library can only provide appropriate resources and cannot interpret or give advice.

## Computers

Computers are available for patron use both for online and offline needs. Patrons may sign up for an hour at a time, but may ask for extra time depending on availability of computers and usage. Patrons wishing to print from library computers are subject to a fee of $0.20 single-sided page and $0.40 per double-sided pages. Color pages may be printed for a fee of $0.40.

# Library Auxiliary Services:
# Internet Use Policy

## Internet Use Policy

Patmos Library provides access to the Internet as a means to enhance the information and learning opportunities for library patrons. The Library Board has established the Internet Use Policy to ensure appropriate and effective use of this resource.

> **Warnings:**
> The Internet is a decentralized, unmoderated global network. While Patmos Library utilizes Internet filters to control some of the information that can be accessed, the library cannot assume complete control over the content found on the Internet.

## Procedures for Use

Each person wishing to use the Internet is asked to read the Internet Use Policy, which is located at the computer workstations as well as at the circulation desk. Due to limited Library resources, the library will offer access to the Internet on a first-come-first-served basis, using a sign-up process allocating 1 hour increments.

1. Use of the Internet stations is available on a first come-first-served basis, as shown on the sign-up sheets at the Circulation Desk.
2. If this is your first time use of the Internet at this library, please read the Internet Use Policy (available at the Circulation Desk).
3. You may sign up to use the Internet station for periods of only 1 hour at a time. There is no set maximum use time for users, but it is up to the discretion of library staff based on demand for computers.
4. Library staff provides limited assistance for basic start-up procedures. Patrons may also see a staff member about basic instruction on using the catalog computers. If extensive help is needed, the patron may set up an appointment with library staff for one-on-one help.
5. Computers will be shut down by staff 15 minutes before the library closes.

# Library Auxiliary Services:
# Internet Use Policy, Minor's Access

## Prohibited Use

Patmos Library offers access to the Internet for purposes that fulfill its general mission. Patrons will be expected to use the Internet access stations only to retrieve information for research and entertainment purposes. Internet use must comply with what is permitted by law and not interfere with the use of library facilities by other patrons of the library. Library staff is authorized to end a user's Internet session at any time following a warning if the user violates the rules developed under this policy. Patrons who violate these rules may lose Internet privileges and possibly be required to leave the building.

**Prohibited Uses Include:**

1. No display of obscene, abusive, malicious, or threatening materials to others
2. No use of personal software
3. No downloading except to personally owned device(s)
4. No copying, downloading, or otherwise reproducing copyrighted materials
5. No use of the Internet for any illegal activity (examples of illegal activity include, but not limited to, libeling others, unauthorized copying of copyrighted materials and the transmission of obscenity and/or unprotected sexually explicit materials)
6. No vandalizing, degrading, or disrupting the equipment, software, system performance or data of other users
7. Patrons must respect the rights of others when accessing the Internet.
8. The Library reserves the right to end an Internet session at any time if it is creating a disturbance

## Minor's Access to the Internet and Our Collection

Without a signed permission form from the parent and/or legal guardian, we will not allow anyone under the age of 16 to have Internet access on library computers or borrow movies from our circulating collection. Please be advised that parents/guardians of minors under the age of 16 must sign a permission form (see appendix) before their child will be allowed access to the Internet. Children without Internet permission may use the Literacy Stations and children's computers for educational resources and games.

In compliance with the Children's Internet Protection Act (CIPA), all Library computers are filtered to protect against visual depictions that are obscene, harmful to minors or child pornography. However, Internet filtering is not an accurate or reliable means of restricting access to obscene material. **Parents and guardians, not library staff, are responsible for the information accessed by their children.**

# Library Auxiliary Services:
# Displays & Exhibits, Public Bulletin Board, LED Sign

## Displays and Exhibits

As an educational and cultural institution, Patmos Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability. The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft to any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are glass exhibit cases and the public bulletin board (see Public Bulletin Board Policy). A Display and Exhibit Release Form must be signed by the exhibitor before any artifact can be placed in the library (Appendix 3).

## Public Bulletin Board Policy

Bulletin Board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. The library must approve all postings and may prohibit postings which do not meet library standards. Each item posted must be dated. Items must not contain a price/cost. A request for return of the items, along with name and telephone number of the person to be contacted should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials and will discard materials. Items related to any particular political affiliation will not be posted.

## LED Sign Policy

The LED sign was installed May 2017. It is solely for the use of Patmos Library activities, announcements, and events only. The Director is responsible for monthly updates and monitoring the language used to convey news and programming.

# Library Auxiliary Services:
## Community Room Policy

PATMOS LIBRARY
**DEPOT ROOM RESERVATION APPLICATION**

### ORGANIZATION INFORMATION

**Date:** _____

Name of Group or Organization: _____

Responsible Person: _____

---

**MEETING INFORMATION**

Date(s) room requested: _____

Meeting Time (please allow for set up): _____

Probable Length: _____ Probable Attendance: _____

Will you need any special type of equipment (i.e., T.V., VCR, Projector, etc.) for this meeting? Please specify below.

---

What type of refreshments and food will be served?

---

Will there be publicity about this meeting? If so, what type? Please attach a copy to this application.

---

### APPLICANT INFORMATION

Name: _____ Address:
_____
Responsible Person

Home Phone: _____Work or Cell Phone:
_____

X_____
(My signature verifies that all the above information is true, and I have read the provisions for the use of the depot room and policy, and agree to comply with them.)

PATMOS LIBRARY

**DEPOT ROOM PAYMENT**

DEPOSIT CHECK # _____ AMOUNT: _____

Room Fee: _____

Total Amount Received: _____

____I wish to donate my deposit to Patmos Library.

**DONATIONS WOULD BE GREATLY APPRECIATED**

---

**FOR OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE.)**

Application taken by (Library Personnel):
_____

Date submitted for approval:
_____

Application approved by: _____ Date:
_____

Library Director Signature

Date booked by (Library Personnel):
_____

Date Organization Notified of Approval:
_____

Adopted by the Library Board June 13, 2022
Supersedes all previous policy

PATMOS LIBRARY
POLICY
**DEPOT ROOM**

Patmos Library Depot Room is available for booking by non-profit organizations, civic organizations, and groups.

The scheduling of library programs and activities in the library Depot Room will take priority over the scheduling of meetings for outside groups and organizations. In the event the Depot Room becomes unavailable on the date of your reservation, you will be notified as soon as possible to make other arrangements.

Dates are booked using first come, first served method. All bookings must be made through the Patmos Library at the circulation desk. Reservations will be made as one booking per 24 hour period. A key will be provided no more than **three (3) days** in advance.

**Patmos Library, 2445 Riley St., Jamestown, MI 49427 (616) 896-9798**
Hours: 12:00 p.m. – 8:00 p.m. Monday & Thursday
10:00 a.m. – 5:00 p.m. Tuesday, Wednesday & Friday
10:00 a.m. – 1:00 p.m. Saturday

***Deposit:***

- A $100.00 deposit is due at the time of application and is in addition to the rental fee of $75.00 per day requested. Audio visual equipment may be upon request. Your deposit check holds your reservation date and time. ***Reserved time and date cannot be changed without the approval of the Library Director.***
- The deposit of $100.00 will be refunded based on the condition of the Depot Room and restrooms.
- Deposit must be collected by **RESPONSIBLE PERSON** within two weeks of Depot Room reservation or **RESPONSIBLE PERSON** forfeits $100.00 deposit. Please bring ID when picking up the deposit.
- We ask that reservations be made <u>at least **two weeks**</u> in advance.
- We ask that any cancellations be made <u>at least **twenty-four hours**</u> in advance.

***Payment:***

- **RESPONSIBLE PERSON** must submit two separate forms of payment at time of application. A $100.00 deposit and a separate $75.00 room fee are required per day reserved.
- Patmos Library accepts cash or check only. Checks to be made out to Patmos Library.

***The depot room hours of operation are from 8:00 a.m. to 8:00 p.m. The depot room may not be used after 8:00 p.m.***

**<u>Room Capacity: 100</u>**

***501(c)(3)s:***

- 501(c)(3)s may reserve the Depot Room free of charge. Two week advance notice is preferred. No room fee is required, but deposit is necessary.

The person booking the depot room will be known as the **RESPONSIBLE PERSON**. Patmos Library will be known as "the library."

1. Only individuals 18 years of age or older may book the Depot Room.
2. **A DEPOT ROOM RESERVATION APPLICATION** must be filled out completely on file by the **RESPONSIBLE PERSON**, and approved (for each booking request) at the library before a date can be reserved or booked.
3. The **RESPONSIBLE PERSON** must be the one to submit the deposit and room fee. The **RESPONSIBLE PERSON** or someone appointed by them must be in attendance during the entire booked event.
4. With the exception of the Depot Room during the time of the rental, renters are not to show or distribute materials on library premises. Materials distributed within the Depot Room are to adhere to local, state, and federal laws. The Library reserves the right to prohibit the distribution of materials within the Depot Room that are in violation of such laws.
5. Audio visual equipment may be available upon request.
6. The **RESPONSIBLE PERSON** will be held liable for any and all damages to the building, building materials, equipment, furnishings, etc. while using the library facility. ***If there are any damages found, renter will forfeit entire deposit.***
7. The Depot Room will not be available for commercial purposes. Fundraising by 501(c)(3) organizations is allowed within the Depot Room.
8. Groups using the Depot Room may not charge admission or charge for material(s) that are distributed at meetings or workshops.
9. Smoking is prohibited in the library facility. Smoking is prohibited by the law in all meeting rooms.
10. Serving of light refreshments should be indicated at the time the room is booked. The group using the meeting room will have to provide its own coffee, coffee pot, utensils, paper goods, refreshments, coolers, etc. A kitchenette is available for use. The library will not supply a refrigerator or microwave.
11. No alcoholic beverages will be allowed on the library premises.
12. Decorations, signs, etc. to the walls, windows or woodwork is not allowed. A sign on the door is permitted upon the approval of the Library Director.
13. Fire exits and hallways must remain clear at all times. No open flames inside building, as per state fire regulations (i.e. candles, etc.)
14. A telephone for use by the public is not available in the library building. Please do not plan to receive phone calls or phone messages at the library during your reservation.
15. The Depot Room must be returned (set up) to the condition in which it was found. Vacuum; wipe tables and **the removal of your own garbage**. Failure to return the Depot Room to the condition in which it was found may result in loss of deposit.
16. Failure of securing the library property will result in **denial** of Depot Room privileges, forfeit of deposit and possible prosecution against the **RESPONSIBLE PERSON.** If a library key has been copied, the **RESPONSIBLE PERSON** will be prosecuted.
17. Library entry doors and Depot Room doors must remain closed at all times. Failure to do so will result in **forfeit of deposit**.
18. The library will not be responsible for any accidents of any kind.
19. The library will not be liable for theft, vandalism or damage to any personal property while on the library premises.
20. The library is not responsible for damages incurred from the use of the library equipment, furnishings, etc.

21. Unless prior arrangements are made with the Library Director, all renters must vacate the building **no later** than 8:00 p.m.
22. Do not leave the building unlocked without supervision.
23. Do not set **ANY** exterior doors ajar.

**RESPONSIBLE PERSON** agrees to comply with all policies listed above.
Name(Printed):_____ Signature:_____
Date:___/___/___

PATMOS LIBRARY

# DEPOT ROOM LOCK-UP PROCEDURES

- ☐ Take down tables & chairs; place against walls after use.
- ☐ All trash accumulated by **RESPONSIBLE PERSON/ORGANIZATION** must be taken out by **RESPONSIBLE PERSON/ORGANIZATION**.
- ☐ Vacuum; wipe down tables and kitchenette after use.
- ☐ Turn off all lights as directed.
- ☐ Lock all doors as directed.
- ☐ To indicate when the **RESPONSIBLE PERSON (or someone designated by them)** has successfully completed all lock-up procedures, please sign and date this page and place it in the same envelop as the key.
- ☐ The key must be in an envelope and returned in the **Book Drop** after the **RESPONSIBLE PERSON/ORGANIZATION** has followed lock-up procedures.

I _____ (Printed Name) have completed the above lock-up procedures on ___/___/___ at ___:____.

Please tear this sheet off and place it within the envelope with the key.

PATMOS LIBRARY

**DEPOT ROOM EMPLOYEE INSTRUCTION**

1. **RESPONSIBLE PERSON** must read and sign the Depot Room policy agreement and procedures.
2. **RESPONSIBLE PERSON** must fill out application form.
3. Give **RESPONSIBLE PERSON** a copy of the signed policy agreement.
4. Give original signed policy agreement to Library Director to approve and sign.
5. File application and signed policy form in **Depot Room 3-Ring Binder** under month reserved.
6. Patrons are required to submit ***two*** forms of payment. One for the deposit of $100 and one for the room fee of $75. **Taking cash or check only**. Insert $75 room fee in cash drawer and $100 deposit in depot room deposit money bag.
7. Complete two receipts in Receipt Booklet. One for the $100 deposit and one for the $75 room fee. Give **RESPONSIBLE PERSON** white receipts (Patmos Library keeps carbon copies).
8. Refer to depot room Calendar Booklet to record reservation time and date. This is available at the circulation desk. Write in patron's first and last name and time of the event in the date requested. Please write a note above the back calendar with the date and time of event. Write the received total amount along with your initials. (eg. Rcvd payment of $175.00- SR)
9. When **RESPONSIBLE PERSON** comes to pick up library key(s), check reservation name on Depot Room Calendar Booklet, confirm with patron ID, choose one set of four keys and write key number in Depot Room Calendar Booklet on the reservation date and insert your initials and time you handed the **RESPONSIBLE PERSON** the set of key(s) with envelope. Keys are available for pickup no more than 3 days in advance.
10. Show **RESPONSIBLE PERSON** how to use AV equipment if requested.
11. Upon the return of key(s), refer back to the depot room Calendar Booklet and write "key # returned" along with library personnel initials and the date.
12. Inform **RESPONSIBLE PERSON** they must allow a minimum of 48 hours for the Library Director/personnel to inspect the depot room for any damages before they can receive their deposit. Library personnel will call **RESPONSIBLE PERSON** to inform them their deposit is ready for pick up. Write in Receipt Booklet whether or not the RESPONSIBLE PERSON was refunded, donated or forfeit a portion or all of their deposit.

# Library Personnel Policies

## Organization

The Library Director, within the limits of the policies established by the Library Board, shall have general charge and supervision of the library, and of all the employees thereof. Library employees shall be responsible to the Library Director. The Library Director, in turn, shall be responsible to Library Board.

## Hiring/Termination

The Library Director will recommend to the Board the need for new staff. The Director is responsible for hiring, supervision of, and termination of, all library employees.
Staff members will be terminated after one verbal warning AND three write-ups, should an employee violate any policies or show inappropriate conduct in the workplace. The Library Board will review and determine if the termination is appropriate before it is carried out.

## Probationary Period

All library employees are hired for a 90-day probationary period. Any employee whose work fails to meet the required standards may be discharged during this period. Any resignation, termination, or firing shall be subject to rules stated below.

## Salaries

All library employees shall be paid in accordance with the wage scale approved by the Library Board. Wage adjustments for all other employees shall be submitted to the Board by the Director for approval. Employees are paid twice a month. Time cards are submitted to the Library Director by the 1st and 16th of each month. Pay periods are as follows: 1st-15th and 16th–28th/30th/31st.

## Sexual Harassment Policy

Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the library. Patmos Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including firing.

## Equal Opportunity Employment Policy

It is the policy of Patmos Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

# Library Personnel Policies:
# Schedules, Off Time, Grievances, and Evaluations

## Full time/Part time

Employees working an average of 30 or more hours per week shall be considered full time employees. Those working less than an average of 30 hours per week shall be considered part-time employees. Part-time employees must work a minimum of 18 hours per week to qualify for vacation and sick leave.

## Work Schedule Policy

Requests for changes in the work schedule of staff shall be made in writing to the Library Director if possible. The schedule will be determined by the Director for the benefit of the Library with consideration and collaboration of the employees. The Board must approve any work that would alter the employee's part-time or full-time status.

## Resignations

In the event an employee plans to resign, advance notice is expected, unless there is an extenuating circumstance. To leave in good standing, at least two weeks' notice for hourly employees and four weeks' notice for salaried employees is required.
The employee leaving in good standing will be paid ½ of their accumulated sick leave at a rate equal to their hourly wage or salary. Vacation balances shall be paid up to a maximum of 8 days.

## Vacation

Vacation hours are accumulated as follows:
The Library Director, upon hire, shall be granted 1 week (60 hrs.) paid vacation annually (January 1 – December 31). Unused paid vacation shall be forfeited by January 1 of each year.

| | |
|---|---|
| Full time employees: | 1 year – 30 hrs. /1 wk. |
| (30+ hrs.) | 5 years – 60 hrs. /2 wks. |
| | 10 years – 90 hrs. /3wks |

Days granted to the employees of the library will be converted into hours with each day equivalent to the number of hours the employee works in a normal work week.

Written request must be submitted and approved by the Library Director for vacation to be granted. Requests for one week or more should be submitted at least 30 days in advance of vacation time requested. Requests for less than one week must be 15 days in advance. These timelines are flexible, especially when extenuating circumstances are involved.

If an employee falls ill while using vacation time, then that time may be charted to sick leave, if available.
Requests for unpaid leave may be granted by the Library Director based on the needs of the service and the convenience of the library. In the event two or more employees request the same time to be on vacation, it will be applied in the following manner:

- Vacation requests following the policy will be given preference.
- Paid leave will supersede unpaid leave.
- Employees with the most seniority will take precedents over the other requests.

Vacation hours must be used January 1-December 31 or they will be forfeited. When a holiday falls within a vacation period of an employee, the holiday will not be deducted from the employee's vacation credits.

## Bereavement Time

Employees shall be granted paid time off due to a death in the immediate family (up to three days per death). Time off will not be charged against vacation or sick credits. Parent/step-parent, grandparent, spouse, child/step-child, sibling, and in-laws will be considered immediate family.

## Family Emergencies/Family Medical Leave

Family emergencies not involving death (covered by bereavement time) may be dealt with by taking unpaid leave or by using paid sick leave or vacation hours if available. An employee may also apply for the Family and Medical Leave Act if qualified.

## Sick Leave

Full time employees will be entitled to paid sick leave credit at the rate of 1 day per month, cumulative to 10 days per year.
Part time employees will be entitled to paid sick leave credit at the rate of ½ day per month, cumulative 5 days per year.
Days granted to employees of the library will be converted into hours with each day equivalent to the number of hours the employee works in a normal work week. Sick leave may not be carried over onto the following years, they must be used January 1 – December 31 or shall be forfeited.

## Unpaid Leave of Absence

Employees who have completed their entrance probation period (90 days) may be granted leave without pay by the Employer for a period not to exceed the times as specified below. Procedures and application forms for an Unpaid Leave of Absence are the same as those for vacation and sick leave requests and may be obtained from the Library Director.

The Library Director may, upon reviewing the medical recommendation from the Employee's physician, grant unpaid sick leave for up to 3 months or 90 days with a twelve month period upon the application by any employee whose paid sick leave is exhausted. FMLA leave will be determined according to the laws and guidelines for FMLA, which is separate from these policies.

An unpaid leave of absence will have no effect on the employee's longevity or seniority. No vacation or sick leave pay will be accumulated while on an unpaid leave of absence. Upon return, the employee will be reinstated in the same job and at the same rate of pay held as when granted the leave of absence.

## Requested Time Off Form

Employees will complete a Time Requested Off form for day(s) they wish to take off for vacation, sick leave, jury duty, etc. They will be submitted to the Library Director and signed for approval before the leave can be granted. Vacation requests for one week or more must be submitted at least 30 days in advance, when possible. Vacation requests for less than one week must be submitted at least 15 days in advance, when possible. If the employee calls in sick, he/she must still complete a Time Request Off form and mark it as a sick day and turn it in to the Library Director upon the day they return to work. In the event that a two or more vacation requests are submitted by more than one employee for the same day/week, the Library Director shall grant permission to the employee with the most seniority.

## Military Leave

Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed 14 days excluding Sundays and legal holidays. A copy of the form requiring attendance at military training sites shall accompany all requests for a military leave.

## Jury Duty

In the event a library employee is called for jury duty, the library will release them and assure no loss of wages. If fees and expenses paid to the employee do not equal or exceed wages normally paid by the library, the employee will be paid their wages as usual.

## Grievance Procedures

Employees should first attempt to resolve disputes among the affected parties. Second, take the grievance to the Library Director. If the Grievance is not resolved within 30 days after meeting with the Library Director, the employee should next take the grievance in writing to the Library Director and to the Library Board. A meeting will be set to address said grievance.

## Evaluations

Performance evaluations will be conducted on a rolling basis based on individual employee milestones (90 days, 6 months, a year). Raises will be considered at that time depending on evaluation outcome and budgetary concerns.

## Breaks

Employees working an 8 hour shift are allowed one 30 minute break. Employees working all other shifts are allowed one 15 minute break. All breaks must first be communicated to all other staff members in building prior to break. Employees may not leave the library if only 2 employees are present.

# Library Personnel Policies:
# Travel and Continuing Education

## Travel Reimbursement

For reimbursement, a Mileage Expense Report must be completed and submitted to the director for approval or disapproval. The Board reserves the right to restrict or limit the amount of travel and/or conference/meeting attendance. The library will use the IRS rate of reimbursement.

## Continuing Education

The Library Director will keep library staff and Library Board members apprised of relevant continuing education/professional development workshop opportunities and will attend pertinent workshops and conferences as time and budget allows.

# Library Personnel Policies:
# Dress Code

It is the policy of the Library that each employee's dress, grooming, and personal hygiene be appropriate for the workplace and individual employee responsibilities.
Employees are expected at all times to present a professional image to customers and employees. Acceptable personal appearance is an ongoing requirement of employment with the Library. All employees are expected to be well groomed and dressed appropriately for the job with clothing that is comfortable, clean, neat, and in good repair.
The library director set guidelines for appropriate dress under this policy and have the responsibility to discuss inappropriate dress or personal appearance with individual employees. Questions about appropriate appearance should be directed to the library director.

# Volunteer Policies

Patmos Library greatly appreciates those who give of their time to volunteer at the library. Our organization depends on volunteers. Following are some guidelines for volunteering at Patmos Library:

- Volunteers must be at least 12 years of age.
- Due to the law of patron confidentiality, the volunteer may not have contact with patrons in the process of checking out, checking in, or requesting library materials from another library for patrons.
- Volunteers will not be allowed to handle any financial transactions.
- Volunteers will be appropriately dressed.
- Volunteers will have scheduled their volunteer time in advance.
- Volunteering does not in any way guarantee employment at the library.

# Sponsorship Policy

Due to funding restrictions, the library is unable to sponsor organizations including (but not limited to) educational institutions, religious organizations, or other non-profit organizations. Our budget comes from taxes set aside specifically for library use and therefore cannot be allocated elsewhere.

# Request for Reconsideration of Materials Form

**If you wish to recommend the removal of materials from the collection, please answer the following questions:**

1. Author: _____
2. Title: _____
3. How was the item brought to your attention?

_____

_____

_____

4. Do you know what literary critics/reviewers think of this item? Yes_____ No_____
5. Have you read the entire book/listened to entire CD/watched entire movie? Yes ___ No ___
6. Are you objecting to the entire item or a single chapter/track/scene?

_____

_____

7. What, in your opinion, is the theme of the item?

_____

_____

8. What is your objection to the item? (Be specific; cite pages/tracks)

_____

_____

_____

9. In what section of the library is the item found?

Adult_____ Young Adult_____ Juvenile_____

10. What do you feel might be the results of reading this book/listening to this CD/watching this movie?

_____

_____

_____

11. If the item were removed from the library, what similar item would you recommend to replace it?

_____

_____

Signature: _____ Date: _____

Street Address: _____ Telephone: _____

_____

_____

City: _____ State: _____

# E-Mail Notification Privacy Waiver

If you would like to receive information via e-mail from Patmos Library, please complete the form below. This information will include notification of holds, overdue materials, courtesy notices, and special events at the library. Library patrons under the age of 18 must also have their parent's consent on this form.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Due to our Privacy Policy and the Michigan Library Privacy Act, without your consent the Library cannot use email to notify you or your child (this includes a child for whom you are the legal guardian) if there are overdue materials, or materials that you have requested, or concerning any other information.

This waiver allows the Library to send you or your child an email message to notify you or your child of library information which may be of interest to you or your child, including, but not limited to, hold items arriving/expiring, item due dates, overdue items, and fines/fees. E-mail is generally not "secure" in the sense that others may have access to it - this is why Michigan law and our policy require written consent for email notifications to be sent.

**EMAIL CONSENT WAIVER**

Date _____

I _____ [insert legal name] waive my rights to privacy under the Michigan Library Privacy Act and Patmos Library Privacy Policy in order to receive the notifications described above by email.

Library Card Number _____

Email Address to be Used _____

If the patron is a child, the parent or legal guardian must also complete the waiver in a parental or guardian capacity.

On behalf of the above-named child, I _____ [insert parent name] waive all rights to privacy under the Michigan Library Privacy Act and Patmos Library Privacy Policy in order to receive the notifications described above by email.

# Display and Exhibit Release

I, the undersigned, hereby lend the following work(s) of art or other material to Patmos Library for exhibit purposes only. In consideration of the public nature of a library, I hereby release Patmos Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Article(s) to be displayed: _____
_____
_____
_____

Loan period of item(s) _____

Signature _____ Date _____

Address _____ Phone _____

# Acceptable DVD User Agreement

## Child/Parent Permission Agreement Form

Please be advised that minors desiring to check out DVD's at this Library are provided with movie ratings G-R. In order to minimize the risk that minors may be exposed to information deemed "harmful to minors", this form must be completed and signed by the child's parent and/or legal guardian in the presence of a librarian.

The Library staff does not monitor minors' access to materials until they are checking them out at the Circulation Desk. **Parents and/or guardians, not library staff, are responsible for the information and materials selected and/or accessed by their children.** We thank you in advance for your assistance in this matter.

As the parent or legal guardian of the minor child (under age 16) signing below, I have read this agreement and agree to allow my child under 16 years of age to check out DVDs, regardless of rating. I also agree that my child will conform to any rules and restrictions regarding the Library.

Please Print Clearly: Today's Date: _____/_____/_____
Parent or Legal Guardian: _____
Full Name: _____
Child's Library Card Number: _____
Address: _____
City: _____Zip: _____ Phone: _____
Child's Age: _____ Child's Birthday: _____ _____ _____
Parent or Legal Guardian Signature: _____Date:_____
Signature of Child: _____ Date: _____
Library Staff Signature: _____Date: _____

# Acceptable Internet Use Agreement

## Child/Parent Permission Agreement

Please be advised that minors desiring to access the Internet at this Library are provided with filtered access to the Internet, in order to minimize the risk that minors may be exposed to information deemed "harmful to minors." However, the Library cannot guarantee that the Internet filters will be successful in screening out all information potentially harmful to minors. Minors may be able to access email and chat rooms at our Internet stations. The Library staff does not monitor minors' usage of the Internet in general. **Parents and/or legal guardians of minors are responsible for their children's use of the Internet. Parents or guardians, not Library staff, are responsible for the Internet information selected and/or accessed by their children.** We thank you in advance for your assistance in this matter.

As the parent or legal guardian of the minor child (under age 16) signing below, I have read this agreement and agree to allow my child under 16 years of age to use the Internet. I also agree that my child will conform to any rules and restrictions regarding computer use that are posted in the Library.

## Please print clearly:

Today's Date: _____/____/_____
Parent/Legal Guardian's Name:
_____
Child's Full Name:
_____
Child's Library Card Number:
_____
Address:
_____
City: _____ Zip: _____
Phone: _____
Child's Age: ______ Child's Birthday: _____/_____/_____
Parent/Legal Guardian's Signature:
_____
Date Signed: _____/_____/_____
Signature of Child: _____
Date Signed: _____/_____/_____

# Time off Request Form

Date: _____
Employee's Name: _____
Time of Requested: _____
Reason for Time off: _____
Comments:
_____
_____
_____

Employee's Signature: _____

- ○ Time off granted as vacation leave.
- ○ Time off granted as sick leave.
- ○ Time off granted without pay.
- ○ Time off granted with pay.
- ○ Time off not granted.

Director's Signature:
_____

Date approved: _____

# Staff Procedure:
# In Case of an Emergency

**All emergency Contacts are pinned next to director office door.**

- Personal business: Sick, family emergency, funeral
  - Alert director as soon as possible via phone call, text, or email.
  - The director will alert rest of staff.
  - If at work and need to leave early:
    - Alert director if they are working
    - Alert other staff

- Building Emergency (Gas leaks, building damage, etc.)
  - Call Library Director
  - Call 911 if necessary
  - Call Jamestown Township

- Computer Network Problem
  - If only Sierra is down and contact Thom @ Lakeland
    - Remain open and use Sierra Offline System
    - Upload when service is restored (ask for approval from Thom)
  - If Internet and/or phones are down, call Charter 1 (833) 694-9259 to report it
    - Put sign near computers that the Internet is down

- No Heat
  - Call DHE and report the issue.
  - If temperatures drop drastically, the director may choose to close the library

- No Electricity
  - Close building to public
  - Call Consumers Energy to let them know of the outage, ask for an update
  - Close if power not restored in 1 hour or info on restoring power is vague

- Rowdy Patron
  - Ask them to correct their behavior or leave
  - If they refuse, call 911 if patron is violent OR the non-emergency number if patron is calm

    - Fill out Incident Recording Form
- Weather emergencies
    - Snow
        - If Hudsonville Public School is closed due to road conditions (i.e. **snow, ice**), we will not open; library will contact staff if the schools seem to have erroneously closed
        - If snowstorm is sudden, library director may choose to close early
    - Electrical storm warning
        - Outside activities terminated
        - Library remains open

    - Tornado Watch
        - Alert Radio will go off; silence buzzer; read message
        - Inform patrons but remain open
        - Public meeting rooms shall be closed & meetings cancelled
        - Outside activities terminated

    - Tornado Warning
        - Alert Radio will go off; silence buzzer; read message
        - Inform patrons; lock exterior doors; put sign on door (only if safe to do so)
        - Inform patrons where our 'tornado shelter room' is located (Maintenance, Teen Room, Depot Closet)
        - Library Director shall account for staff
        - Unaccompanied minors should be strongly encouraged to remain in the shelter location vs walking home
        - Emergency kit will be located in shelter location:
        - Includes: flash light, first aid kit, water, radio, batteries
        - If warning occurs **BEFORE YOU HAVE REPORTED TO WORK: stay home in shelter until warning is lifted.** Library will open one hour after warning is lifted.
- Bomb Threat
    - Stay calm
    - Talk to caller
    - Get as much info from caller as possible
    - Get attention of other staff
        - Call 911 – or direct other staff member to call 911
        - Evacuate building
        - Do not touch suspicious items
        - Ask patrons to remain calm and evacuate building

- Patron Injured
    - First aid box is behind circulation desk
    - Ambulance needed? Call 911
    - If patron is unconscious, use AED and follow instructions
    - Does patron wish friend/spouse/parent called?
    - Fill out incident form in all cases

- Missing Child
    - **ALL STAFF ASSISTS**
    - No one leaves – one staff by main exit
    - Check bathrooms
    - Remaining staff search rooms
    - No child found? Call 911

# Staff Procedure:
# In Case of a Fire

**If a fire alarm sounds, call 911 immediately.**

## PERSON ON DUTY AT DESK

1. Announce to patrons to safely and slowly exit the building
2. Assist elderly & patrons with multiple children
3. Remember: Announce there are also Emergency Exits near the Large Print Books, and in the Community Room
4. Quickly check entire library floor and restrooms for patrons

## LIBRARY DIRECTOR OR PERSON NOT ON DUTY AT DESK

1. If the fire is small, consider using the fire extinguisher
2. False alarm? Press MUTE button TWICE on large Fire Pane

## ALL STAFF HAVE LEFT BUILDING

1. Take your cell phone and car keys if readily available
2. Move cars away from building but do NOT go back in for car keys
3. Exit out behind last patron
4. Go to the east side of parking lot so fire trucks have space
5. Watch out for loose children
6. Staff should stand apart from the crowd so fire dept. can locate you if necessary
7. If known, tell Fire Dept. where fire is located

**EXTINGUISHERS:** Know where ALL fire extinguishers are within building and how to use them. There are instruction booklets inside the glass doors to the extinguishers.

If the Library Director is not present during the fire: CONTACT IMMEDIATELY!

# Staff Procedure:
# In Case of a Bomb Threat

**Report call to 911 ASAP.**

Time of Call: _____

Exact words of Caller: _____
_____
_____
_____

Questions to Ask:

- When is bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb? Why?
- Where are you calling from?
- What is your address?
- What is your name?
- Are you affiliated with any organizations?

Caller's Voice (CIRCLE all that applies):

| | | | |
|---|---|---|---|
| Calm | Broken | Sincere | Slurred |
| Disguised | Stutter | Laughing | Hyper |
| Nasal | Lisp | High Pitch | Normal |
| Angry | Deep | Male | Crying |
| Accent | Rapid | Female | Other (list): |

If voice is familiar, whom did it sound like?
_____

Were there any background noises?
_____

Remarks: _____

Person Receiving Call: _____ Number Called: _____

Date: _____

## Procedure: Incident Reporting Form

Date: _____

Directions: Use this form to report any injuries, damages, harassment, violence, etc., to library staff, facility, property, patrons, or visitors. Fill out all portions that apply.

Site of Incident: Patmos Library, 2445 Riley St., Hudsonville, MI 49426

Specific Location of Incident:

_____

Date of Incident: _____

Time of Incident: _____

Incident Type (CIRCLE):

| | | |
|---|---|---|
| ASSAULT | HARASSMENT | ROBBERY |
| VANDALISM | PERSONAL INJURY | DISORDERLY CONDUCT |

OTHER (specify):_____

Describe Incident:

_____

_____

_____

_____

List who was injured and their injuries:

_____

List what was damaged and their condition:

_____

_____

**Contacts made**

Method (Circle): I – In Person T-Telephoned E- Emailed W- Written

| | | | |
|---|---|---|---|
| POLICE | LIBRARY DIRECTOR | EMPLOYER/COMPANY | 911 |
| PARENT | TOWNSHIP | SECURITY COMPANY | SPOUSE |

OTHER (specify): _____

# Staff Procedures:
# Opening Tasks

Opening Tasks:
All employees who are opening the library should arrive 15 minutes prior to unlocking facility.
Do not unlock doors to facility with only 1 employee present.

Employee on Desk First:

- Turns on Library lights
- Turns on Circulation Computers
- Turns on Receipt Printers
- Checks in Overnight Returns
- Unlocks Cash Drawer
- Unlocks Front Doors
- Takes "night ring" off
- Turns on Slideshow computer
- Listens to, writes down, returns call inquiries & erases messages as needed**
- Puts correct dates on Fines Pad & Internet Sign-In Sheet

Additional Employee(s):

- Turns on Public Computers
- Turns on Card Catalog Computers
- Turns on Children's Literacy Computer
- Turns on Genealogy Computer
- Prints Holds
- Pulls Holds
- Clears Holds List
- Is the Back-Up to Circulation desk Library Assistant
- Assists patrons that have questions or need help finding materials
- Check printer paper supply
- Check copier paper supply
- Last work day of the month? Record last day's numbers for Door Count and Internet Sign ups. Place in Library Directors mailbox
- Write next months' Depot Room reservations on Whiteboard calendar.

# Staff Procedures:
# Closing Tasks

On Desk Last:

- Clear all bins with help from back-up library assistant
- At 15 minutes to closing, let patrons know you're closing
- Check out last patrons
- Close out Circulation Computers
- Turn off Receipt Printers
- Lock Cash Drawer & put away key
- Tidy up Circulation Desk Counter and work area
- Close DVD windows
- Turn off Slideshow computer
- Turn phone to "night" setting
- Last to Leave? Push Away on Security pad

Additional Employee(s):

- Turn off Public Computers- 15 minutes before closing
- Remain up front last 15 minutes when not completing listed tasks
- Walk inside perimeter
- Check in all items remaining in bins
- Shut down Card Catalog Computers
- Lock front doors 5 minutes until closing
- Check bathrooms
- Turn off lights
- Turn off Coffee Machine
- Tidy up work space