



*PATMOS
LIBRARY
POLICY
MANUAL*

<p style="text-align: center;">Patmos Library Hours of Operation</p>
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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

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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 matters. 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. Library Materials may be marked or identified for information purposes if approved by the library board (i.e., genre, topic, literary awards, etc.).
- D.** 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.
- E.** 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

Selection is based on the total work and not on the presence of words, phrases, or situations which in themselves might be objectionable. Serious works are not excluded because of frank language. The Library strives to provide works presenting different points of view which enables individuals to make up their own minds about important questions. Works will not be excluded because of the political, moral, ethical, religious, racial, or national views of the author. Works will not be included which are directed toward youth that contains content that is harmful to minors (see Appendix A for definition). Inclusion of a work is not an endorsement of the work by the Library or the Library Board for the viewpoints expressed in the work.

Selection Aids

The Library uses a variety of sources to aid in the selection of materials. These sources may include, but are not limited to, professional journals, book review periodicals, popular media outlets, peer recommendations, vendor selection aids, and/or patron requests in the selection of materials. The sources used will be reviewed periodically and adopted or discarded as Library staff or the Library Board deems necessary.

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. Library Book Tagging Policy

Library books will be marked with a label or labels on the inside cover with subject matter and genre headings and other system tags ("Tags") found in the Patmos

Library online catalogue and Tags on other commonly used book sites (i.e., Goodreads, Barnes and Noble, etc.). The Patmos Library online catalogue will be kept up to date with subject and genre headings Tags found in the Library of Congress. Relevant subjects and genres (“Tags”) found on other commonly used book sites (i.e., Goodreads, Barnes and Noble, etc.) should be used to supplement and expand the Patmos Library online catalogue tags when necessary.

A maximum of ten (10) relevant Tags will be chosen by the cataloging librarian for this label/these labels. Librarians are required to put the most relevant Tags on these informational labels. Inclusion or exclusion of a Tag is not an endorsement of the work or of a viewpoint expressed in the work by the Library, Library Board, or Library Staff. The rollout for this policy will first be applied to all new materials prior to being shelved, then prioritized as: Teen Literature, Tween Literature, Children’s Literature, and Adult Literature.

Responsibility for the reading material of children and review of any Tags rests with their parents or legal guardians.

IX. 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.

X. 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.

XI. Revision of this Policy.

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

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: _____

Patmos Library

FOIA Policies

FOIA – Procedures and Guidelines

Exhibit A

PATMOS LIBRARY

FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

I. PURPOSE.

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

II. FOIA COORDINATOR.

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

III. REQUEST REQUIRED.

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

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

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

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

- a. By mail or in person:

Patmos Library
Attn: FOIA Coordinator
Address: P.O. Box 87
2445 Riley Street
Jamestown, Michigan 49427

- b. By e-mail: PatmosFOIA@gmail.com

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

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

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

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

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

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

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

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

IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.

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

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

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

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

1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or

other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

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

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

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

V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA (“Detailed Itemization”). The total fee shall not exceed the sum of the following components:

A. *Labor Costs:*

1. Searching for, Locating and Examining.

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

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

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

2. Separating and Deleting Exempt from Non-Exempt:

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

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

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

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

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

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

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

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

3. Duplication or Publication Labor Charges.

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

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

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

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

charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

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

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

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

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. Other Costs.

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

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

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar

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

2. Costs for Providing Paper Copies.

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

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

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

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

3. Mailing Costs.

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

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

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

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

VI. DEPOSIT.

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

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

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

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

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

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

VII. WAIVER OR REDUCTION OF FEES.

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

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

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

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

- 1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.
- 2) The individual requests the information in conjunction with outside parties who are offering or providing payment or

other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

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

- a. Is made directly on behalf of the organization or its clients.
- b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

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

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:
 - a. The late response was willful and intentional.
 - b. The written request:
 - (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or
 - (ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

VIII. INSPECTION.

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

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

IX. CERTIFIED COPIES.

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

X. APPEALS.

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

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Patmos Library Board (“Library Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.
2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.
3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:
 - a. Reverse the disclosure denial.
 - b. Issue a written notice to the requesting person upholding the disclosure denial.

c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. Appeals of Fees (Including Deposits).

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

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

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

a. Waive the fee.

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

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

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

XI. CIVIL ACTION.

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

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

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

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

B. *Civil Action Regarding Fees.*

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

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

compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

XII. FOIA RECORD RETENTION.

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

XIII. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

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

XIV. SEVERABILITY; ENFORCEABILITY.

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

XV. EFFECTIVE DATE.

These Procedures and Guidelines shall become effective upon approval.

Exhibit B

FOIA – Written Public Summary

PATMOS LIBRARY

WRITTEN PUBLIC SUMMARY OF THE FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Patmos Library (“Library”) adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”) so that the public will understand the Library’s Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Library located at 2445 Riley Street, Jamestown, Michigan 49427 or on the website at patmoslibrary.org.

A. How Can I Request a Public Record?

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows:

Patmos Library
Attn: FOIA Coordinator
P.O. Box 87
2445 Riley Street
Jamestown, Michigan 49427
E-Mail: PatmosFOIA@gmail.com

- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person’s complete name, address (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the complete name, address, and contact information of the person’s agent who is an individual. Contact information must include a valid telephone number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.
- The Library may, but is not required to, respond to a verbal request. However, if the Library believes the information is available on its website, the Library will inform the requestor of the website location where practicable and to the best of his or her knowledge.

B. When Can I Expect a Response?

- Unless otherwise agreed to in writing, the Library will respond or seek a deposit within 5 business days after it receives the request. However, the Library may extend that time period by 10 business days.

- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.

C. How Can I Understand the Response?

- If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted.
- However, if the request is denied or denied in part, the Library shall provide any or all of the following information, depending upon the reason for the denial:
 - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
 - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library.
 - A full explanation of the requesting person's right to (1) submit to the Library Board a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
 - Notice of the right to receive attorneys' fees and damages if a court determines that the Library has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, the Library will require payment before providing documents.

D. What if I Request Documents Available on the Website?

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The Library will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

E. What Fees Will the Library Charge?

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:
 - Hourly Wage. The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if the Library does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose

in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.

- Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.
 - Determination of Unreasonably High Labor Costs. The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs.
 - Overtime. Overtime wages shall not be included unless agreed to by the requestor.
 - Description of Charge. The detailed itemization will include both the hourly wage and the number of hours charged.
 - Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.
- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the Library may charge the actual and most reasonably economical cost of the media.
 - For paper copies, the Library may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.10 per page (single or double sided) for 8½ by 11 inch paper or 8½ by 14 inch paper. The Library will charge the actual cost of copies made on paper of a different size. The Library will use double-sided printing, if cost saving and available.
 - The Library may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

F. Will a Deposit be Required? When do I have to Pay the Deposit?

- The Library may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.
- The Library will also provide a best efforts, nonbinding estimate of the time frame it will take the Library to provide the public records to the requestor.
- If the Library has granted a prior request but has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee if all of the following apply:
 - The final fee for the prior written request was not more than 105% of the estimated fee.
 - The public records made available contained the information being sought in the prior written request and are still in the Library's possession.

- The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
- Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
- The individual is unable to show proof of prior payment to the Library.
- The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit if **any** of the following apply:

- The individual is able to show proof of prior payment in full to the Library;
 - The Library is subsequently paid in full for the applicable prior written request; or
 - Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.
- If a deposit is not received within 45 days from receipt of the deposit notice letter (it is considered received 3 days after it is sent), and no appeal of the deposit amount is filed, the request is abandoned. The notice of a deposit will include the date by which the deposit must be received (48 days after notice is sent).

G. Am I Entitled to a Wavier or Reduction of Fees?

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.
- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

H. How Can I Appeal a Decision to Deny All or Part of My Request?

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Patmos Library Board (“Library Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

I. How Can I Appeal a Determination of the Fee or Deposit Amount?

- The requestor may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10 business day extension.

J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?

- If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library’s final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the Library’s disclosure of the public records within 180 days after the Library’s final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys’ fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

K. Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?

- A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the

determination of an appeal to the Library Board. The requester must file an appeal for a fee reduction before commencing a circuit court action.

- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys' fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

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Exhibit C

FOIA – Detailed Itemization Sheet

PATMOS LIBRARY DETAILED ITEMIZATION

LABOR CHARGES	
<p>A. Cost for Searching for, Locating and Examining of Public Records</p> <p>1. <i>Determination of Hourly wage:</i> \$ _____ \$ _____ (Employee 2 ("E2"), if applicable) \$ _____ (Employee 3 ("E3"), if applicable)</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. <i>Determination of total time using increments of 15 minutes with partial time rounded down:</i> _____ hours; E2 _____; E3 _____.</p> <p>The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons: _____ _____</p>	<p>Hourly wage: \$ _____ \$ _____ (E2) \$ _____ (E3)</p> <p>Total time: _____ hours _____ hours (E2) _____ hours (E3)</p> <p>A. Total Fee (hourly wage x total time): \$ _____</p>
<p>B. Cost for Separating Exempt Information, including Redaction of Documents.</p> <p>1. <i>For employees, determination of the Hourly wage:</i> \$ _____ \$ _____ (Employee 2 ("E2"), if applicable) \$ _____ (Employee 3 ("E3"), if applicable)</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. <i>Determination of total time using increments of 15 minutes with partial time rounded down.</i> _____ hours; E2 _____; E3 _____.</p> <p>The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons: _____ _____</p> <p>2. <i>For Contracted Labor Costs:</i> <input type="checkbox"/> The FOIA Coordinator has determined that the Library does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm: _____</p>	<p>Hourly wage: \$ _____ \$ _____ (E2) \$ _____ (E3)</p> <p>Total time: _____ hours _____ hours (E2) _____ hours (E3)</p> <p>B1. Total Fee (hourly wage x total time): \$ _____</p>

<p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$ _____</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>Contracted labor hourly wage: \$ _____</p> <p>Contracted labor hours: _____ hours</p> <p>B.2 Total Fee for contracted labor (hourly wage x hours): \$ _____</p>
<p>C. Cost for Duplication and Publication.</p> <p>1. Determination of the Hourly wage: \$ _____</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.</p>	<p>Hourly wage: \$ _____</p> <p>Total time: _____ hours</p> <p>C. Total Fee (hourly wage x hours) \$ _____</p>
<p>Other Actual Costs</p>	
<p>D. Costs for Paper Copies.</p> <p>The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <p>1. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$ _____ per sheet x _____ number of sheets = \$ _____.</p> <p>2. Other paper sizes: \$ _____ per sheet x _____ number of sheets = \$ _____.</p>	<p>D. Total Fee (add totals for all sizes of paper): \$ _____</p>
<p>E. Costs for Nonpaper Physical Media.</p> <p>The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media: \$ _____ per item x _____ number of items .</p>	<p>E. Total Fee: \$ _____</p>
<p>F. Cost of Mailing:</p> <p>1. The actual cost of mailing: \$ _____</p> <p>2. Fee for the least expensive postal delivery confirmation: \$ _____</p> <p>3. Costs for the envelope or box for mailing \$ _____.</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>F. Total Fee: (add all 3 costs): \$ _____</p>
<p>Total Fee (If No Deposit) Fee paid on: _____</p>	

Deposit Required														
<input type="checkbox"/> The Library requires a deposit of \$_____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00. <input type="checkbox"/> The Library requires a deposit of \$_____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA. The deposit must be received on or before_____. If the deposit is not received by this date, the request will be considered abandoned.		Deposit Amount: \$_____ Deposit Paid on _____												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Total Fee</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">\$_____</td> <td style="width: 30%;"></td> </tr> <tr> <td>- Deposit Amount</td> <td></td> <td style="text-align: right;">\$_____</td> <td></td> </tr> <tr> <td>= Remaining Fee Due of</td> <td></td> <td style="text-align: right;">\$_____</td> <td></td> </tr> </table> Fee Paid on _____	Total Fee		\$_____		- Deposit Amount		\$_____		= Remaining Fee Due of		\$_____			Total Fee Due: \$_____
Total Fee		\$_____												
- Deposit Amount		\$_____												
= Remaining Fee Due of		\$_____												

Costs for Providing Documents Available on the Website		
The Library has notified the requestor in its written response that all or a portion of the requested information is available on its website. The Library has determined that the detailed itemization of the cost of the information that is available on the website is \$_____.		Total Fee: _____

Reductions for Late Response		
<p>Reduction for Late Response: If the Library does not respond to a written request in a timely manner, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction.</p> <p>_____ days x 5% of labor costs = \$_____</p>		Subtract \$_____ of labor charges (up to 50% of labor costs).

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 \$10.00 per item with a fine limit of \$1/day. Library Staff may use discretion in waiving fines in unusual circumstances.

One month from the due date of any non-returned item, patrons will be charged the full cost of replacement for that item. 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	None	Yes	Yes
Audiobooks/ Playaways	No limit	3 weeks	None	Yes	Yes
Music CDs	No limit	3 weeks	None	Yes	Yes

DVDs	No limit	1 week	None	Yes	Yes
Launchpads	2 per card	1 week	\$1.00/day	Yes	Yes
Bookpacks	No limit	3 weeks	None	Yes	Yes
Periodicals	No limit	1 week	None	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 $\frac{1}{3}$ Damaged): Charge \$3
 - If Not Usable (More than $\frac{1}{3}$ 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 BEHAVIOR POLICY

I. Introduction.

The Patmos Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library Property”) and to all persons entering in or on the premises, unless otherwise specified.

II. Rules for a Safe Environment.

A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism or copyright infringement) is prohibited.

B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.

C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.

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

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

J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

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

1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space if needed by others.

B. Food and Beverages. Food and beverages are only permitted in designated areas.

C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library’s parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.

D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library. This includes sleeping on Library furniture, the floor or outside on Library Property.

E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:

1. Spitting;
2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
3. Climbing on furniture;
4. Using obscene or threatening language or gestures;
5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.

F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.

- c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
- d. No person shall block ingress or egress from the Library building.
- e. Permitted times will be limited to the operating hours of the Library.
- f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.

J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.

K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.

L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.

M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).

- O. Phones. Phones shall be placed on silent or vibrate mode upon entering the Library. Phone calls must be kept at conversation level. Phone calls are not allowed if they interfere with other's use of the library. No speakerphone use is allowed.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification. Patrons must provide identification to Library staff when requested.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.
- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property. Visible or damp swimming suits left uncovered are not considered to be appropriate attire. No bras or sports bra tops allowed without a proper full shirt over the top. No one with uncovered undergarments will be permitted on library property.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

V. Violations and Appeal.

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations Enforcement Policy.

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: Library Violations Enforcement Policy

I. Purpose.

The purpose of this policy is to provide a process for addressing violations of Patmos Library policies. This Library Violations Enforcement Policy will set forth the process and procedure for violations of all Library policies, including but not limited to the Patron Behavior, Internet Use, and Laptop Use policies.

II. Library Director/Designee's Right to Suspend Privileges.

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

III. Incident reports.

Library Staff shall record in writing in the form of an Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The Incident Report should include physical descriptions in addition to the name of the patron. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

IV. Violation of the Policy – Suspension of Privileges.

- A. *General Violations.* Unless otherwise provided in Section IV.B of this Library Violations Enforcement Policy, the Library shall handle violations as follows:
1. *Initial Violation:* Library patrons observed violating a Library Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
 2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- B. *Violations that Affect Safety and Security.* Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse, violence, threatening behaviors, child pornography or obscenity, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. *Subsequent Violations:* The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations of the same rule shall result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

V. Reinstatement.

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Policy that was the subject of the violation before their privileges may be reinstated.

VI. Right of Appeal.

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

Patron Policies: Teen Room Policy

1. Teens must be within the age limitations in order to use the room (12-18).
2. Teens must sign up at the circulation desk. Information must be complete.
3. Teens are limited to one hour of use of the Teen Room when there is a waiting list for the room.
4. All library policies, including but not limited to the Patron Responsibility and Conduct Policy and the Internet Use Policy must be followed. Failure to abide by these and all library policies may lead to loss of teen room privileges and/or forfeiture of all library privileges.
 - a. The Patron Responsibility and Conduct Policy is available for viewing at the checkout desk.
5. TV & XBOX Privileges
 - a. Remotes are located at the circulation desk. These items must be returned at the end of each use by the teen/tween.
 - b. DVDs can be played but library DVDs must be checked out.
 - c. The TV volume must be kept at low volume.
 - d. Limited XBOX games are available in the library. If user(s) wish to bring their own, this is possible.
 - e. Movies and XBOX games played in the teen room must first be approved at the front desk. Only movies rated PG-13 and under are allowed to be played in the teen room. Only games rated Teen (T) and under are allowed to be played in the teen room.
6. Food and drinks are allowed.
7. User(s) must clean up after themselves or they will lose teen room privileges.
8. The door must be kept open at all times unless otherwise directed by library staff (to watch movies/play XBOX) or users will lose teen room privileges.
9. Lights in the room must stay on at all times when occupied unless otherwise directed by library staff or users will lose teen room privileges.
10. Any items left in the room will be brought to our lost and found.

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations Enforcement Policy.

Patron Policies: Social Media Policy

I. Purpose.

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Patmos Library (“Library”) services, resources, and events, and to ensure a reputation for **outstanding** community engagement and customer service on social media. The purpose of the social media accounts is to discuss library programs, events and materials.

II. Definition of Social Media.

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Library has an account and interacts with other users.

III. Authority over Social Media Accounts.

The Library Board has the authority to determine whether a particular social media account is used by the Library. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.

IV. Usage Rules.

The Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. The Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. The Rules are as follows:

1. **Privacy:** Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one’s friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. **Library’s Rights:** The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained.
3. **No Endorsement:** The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.
4. **Unauthorized Content:** To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:
 - Obscene, illegal, sexually harassing, threatening or abusive speech or nudity in profile pictures.

- Any post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment.
 - Private or personal information, including phone numbers and addresses, or requests for personal information.
 - Any statement by a user under a false name or any falsification of identity.
 - Comments, links, or information unrelated to the purpose of the limited public forum.
 - Spam or other commercial messages.
 - Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws.
 - Solicitation of funds.
 - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
 - Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
 - Any post that violates any Library policy.
 - Any images, links, or other content that falls into the above categories.
 - Any post that requires immediate action because the Library does not monitor its social media 24 hours a day.
 - Any document, information, or image that would be considered a Library record that is posted without permission of the patron or person identified in that record. For example, no picture of a Library program shall be posted without permission of every person in that picture.
5. Third Party Usage Rules: In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

V. Violations and Appeals.

The Library reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent the Library has sufficient contact information and the Library will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board. The appeal should be sent to the Library Director within 10 business days of the (1) decision to block or ban or (2) deletion of the post or comment, whichever is applicable. The Library Board shall decide the appeal.

VI. General Complaints.

The Library asks that individual user complaints be sent directly to a manager or the Director so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

Patron Policies:

Public Relations / Media / Photography Policy

With the following Public Relations/Media/Photography Policy (“Policy”), Patmos Library (“Library”) intends to ensure that the public receives consistent and accurate information about Library policies, procedures, programs, and services and to protect the privacy of all users of Library services and facilities.

I. Points of Contact

The Board President and the Library Director are the designated points of contact and the official spokespeople for the Library. Employees and other members of the Patmos Library Board (“Library Board”) (1) should refer all requests for information about the Library, its policies and operations to the Board President and the Library Director and (2) may not speak or represent (either verbally or in writing) on behalf of the Library unless otherwise authorized.

II. Press Releases, Promotional Materials and Media Appearances

The Library Director and the Board President approve all press releases or statements to the press and all promotional materials prior to being issued from the Library. All requests for interviews by the media should be directed to the Library Director and the Board President and the Library Director and the Board President shall have the authority to determine if an interview is conducted.

III. Crisis Management

If there is a crisis or incident in the Library that requires police or emergency services intervention, the Library Director or the most senior staff person at the Library at the time of the incident shall call 911, if possible. The person shall then inform the Library Board President. Depending upon the situation and acting in compliance with the Open Meetings Act, the Library Board of Trustees shall be contacted if necessary and as timely as the situation will allow. If an emergency Library Board meeting is required, the Library shall convene such a meeting in compliance with the Open Meetings Act.

IV. Photography

A. Photography -- Other than Library Staff, Employees, Board Members or Agents.

1. Casual Photography

The Library will not regulate visitors and patrons who engage in casual filming and photography while present in public areas of the Library building and grounds, subject to the provisions of this policy.

For purposes of the photography policy, “public areas” are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other patrons. These areas can include, but may not be limited to, lobbies, vestibules, or meeting rooms. Areas in the library where there is a reasonable expectation of privacy for individuals include, restrooms, private offices, staff areas not in view of the public, reading rooms, stacks, exhibition areas, or other areas and/or event areas where photography is prohibited by signage. For all other areas, other than “public areas,” the person must obtain permission from the Library Director or the Director’s designee to photograph or video.

Only handheld cameras may be used. Because of safety, liability and other concerns, the

use of additional equipment, such as tripods or lighting, is not permitted.

2. Commercial Photography

The Library permits commercial photography on or in its buildings and grounds if a written request is submitted and approved by the Library's Director or the Director's designee. Commercial use includes taking portraits, filming, movie-making, and similar activities for profit.

3. Liability

Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits, or other claims that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal, or other violations of law.

4. No Endorsement

The Library does not endorse any content of photographs or videos taken in the Library or on Library property.

5. Violations and Appeal

Library staff members shall enforce any violations of Library policy, including the Patron Behavior Policy. Library staff members will intervene if filming or photography appears to potentially compromise public safety or security. This Policy does not give photographers the right to violate Library policy, including the harassment provisions contained more fully in the Patron Behavior Policy.

If a person has violated Library policy, the appeal provisions in the policy that was violated shall govern any appeals. Any person denied the right to take pictures, videos or capture images in the Library not as a result of policy violations, may appeal that decision within ten (10) days of receiving such denial to the Library Board. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

B. Photography – By Library Staff, Employees, Board Members or Agents.

If Library employees or personnel, take videos or obtain images and such videos or images contain pictures or videos of visitors to or patrons of the Library, Library must obtain prior

written permission and release for use of the photo or video by the proposed subject of the photo or video. This includes photos taken and/or used by the Library. Copies of these permission slips and releases are to be provided to the Library. Requests for permission to photograph or video minors under the age of eighteen (18) must be signed by the minor's parent or legal guardian.

C. Open Meetings Act Exception

This Policy does not apply to recording or taking pictures during any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

Patron Policies:

Confidentiality Policy: Disclosure of Library Records

I. Policy; Library Records

It is the policy of the Patmos Library (“Library”) to preserve the confidentiality and privacy of Library Records (“Library Records” or “Library Record”) to the fullest extent permitted by law.

II. Definitions of Library Record

- A. *Agent or Employee.* An agent or employee includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.
- B. *Crime.* A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5
- C. *Law Enforcement Officer.* A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.
- D. *Library Record.*
1. Definition. As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

“a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.”

For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition. The following are specifically excluded from the definition of Library Record.
 - a. Non-Identifying Material. Library Record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.
 - b. Certain Video Surveillance. A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.
3. Library Director Determination of “Library Record.” The Library Director, or his/her designee, shall be responsible for determining whether a particular document meets the definition of Library Record or whether the video surveillance footage contains any images that would require it to be considered a

“library record.”

III. Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron’s privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

- A. *Freedom of Information Act Requests.* All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act (“FOIA”) and the Library’s FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.

- B. *Subpoenas, Court Orders or other Legal Process.* Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director, or his/her designee. If neither is available, the Library Board President shall be contacted.
 - 1. Consultation with Attorney. The Library Director, his/her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
 - 2. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director, his/her designee, or the Board President shall take appropriate action to respond.
 - 3. Opportunity to be Heard. Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.
 - 4. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his/her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

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

behalf of the minor.

D. *Voluntary Disclosure without Court Order and Consent.* A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency. The Library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
2. Interlibrary Loan. The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

IV. **Disclosures Regarding Alleged Crimes in this Library.** The Library Privacy Act does not prohibit an employee or agent of the Library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

Patron Policies: FOIA

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.

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.

The Library Director or the Director's designee may restrict access to internet use and Library facilities pursuant to the terms of the Library Violations Enforcement Policy.

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: Bulletin Board Policy

The Patmos Library (“Library”) provides space for exhibits, displays and postings of a civic, charitable, educational, cultural, governmental, or recreational nature. Bulletin Boards may also be used for Library purposes such as to publicize Library services, collections, or activities. Thus, this Bulletin Board Policy (“Policy”) does not apply to the Library’s use or co-sponsored use and the Library’s use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits, displays and postings pursuant to this Policy.

I. Bulletin Board Space:

- A. Bulletin Boards. Bulletin Board space is also limited to the following areas (“Bulletin Boards”):
 - 1. Depot Room Hallway
 - 2. Other areas as designated by Library Director or Library Board.
- B. Accessible to All Patrons. All pre-approved Bulletin Boards within the Library are open to adults and children of all ages and sensibilities.
- C. Availability. Bulletin Boards are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. However, no person or organization may use the bulletin board space for more than 4 weeks any calendar year.

II. Bulletin Board Space.

- A. *Approval.* All notices for the Bulletin Board are to be given to the Library Director and/or Library Board President for approval and posting pursuant to this Policy.
- B. *Time Limit.* Materials shall be posted for no more than two (2) weeks after receipt. Time sensitive material shall also be removed the day following the announced event or final date listed on the document.
- C. *Nature of Materials.* Materials posted are limited to postings that are educational, cultural, intellectual, charitable, or recreational in nature. Commercial notices or personal notices, including anything for sale, will not be posted.
- D. *Limit on Notices.* There is a limit of one posting per sponsor at a time in any Bulletin Board. On the Bulletin Board, items must contain the name of the sponsor of that item and may not be larger than 8 ½ x 11. Further, multiple copies may not be posted. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the Bulletin Board.
- E. *No Violations of Law.* Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.
- F. *No Endorsement.* All postings must clearly identify the name of the person or organization that posted the material. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the postings.

IV. Right of Appeal

Any person or organization aggrieved by the Director, Library Board President, or designee’s decision regarding the use of the Bulletin Board or Display Spaces may appeal that decision to the Patmos Library Board (“Library Board”). Such appeal shall be made within 10 business days

of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director and Library Board President. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.

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

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

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. Only **one** reservation per 24 hour period is allowed. A key will be provided no more than **three (3) days** in advance.

Patmos Public 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. Audio visual equipment may be available 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, restrooms, and removal of trash.
- Deposit must be collected by **RESPONSIBLE PERSON** within two weeks of Depot Room reservation or **RESPONSIBLE PERSON** forfeits \$100.00 deposit.
- We ask that reservations be made at least two weeks in advance.
- We ask that any cancellations be made at least 24-hours in advance. Failure to do so will result in the forfeit of deposit.

Rental Fee:

- A \$100.00 room fee is due per 6 hour time period requested. For any time(s) requested over 6 hours, a room fee of \$175.00 will be due. Jamestown Township residents receive a 20% discount on room fee rates.

Payment:

- **RESPONSIBLE PERSON** must submit two separate forms of payment at time of application. A \$100.00 deposit is required and a separate room fee is required per 6 hour time period reserved.
- Patmos Library accepts cash or check only. Checks may be made out to Patmos Library.

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

Room Capacity: 100 (with seating for 50)

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.

Teachers:

- Teachers may reserve the Depot Room free of charge to facilitate working with a class on a project that would require research at the library. Advance reservation is recommended. No deposit or room fee is required.

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. Reservations will be accepted no more than twelve months in advance.
5. With the exception of the Depot Room during the time of the rental, renters are not to show or distribute materials on library premises. The Director has the right to preview, restrict, or prohibit any materials to be viewed, shown, or distributed on library premises.
6. Audio visual equipment may be available upon request.
7. 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.***
8. The Depot Room will not be available for commercial purposes. Fundraising by 501(c)(3) organizations is allowed within the Depot Room.
9. Groups using the library room may not charge admission or charge for material(s) that are distributed at meetings or workshops.
10. Smoking and/or vaping on the premises or in library facilities is prohibited. Smoking is prohibited by the law in all meeting rooms.
11. 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.
12. No alcoholic beverages will be allowed on the library premises.
13. 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.
14. Signs or decorations are not permitted outside the library or in the library garden.
15. Fire exits and hallways must remain clear at all times. No open flames inside building, as per state fire regulations (i.e. candles, etc.)
16. 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.
17. 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 from Library property**. Failure results in loss of deposit. If library cleaning costs exceed deposit, the **RESPONSIBLE PERSON** is responsible for all cost incurred.
18. 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.
19. Library entry doors and Depot Room doors must remain closed at all times. Failure to do so will result in **forfeit of deposit**.
20. The library will not be responsible for accidents of any kind.
21. The library will not be liable for theft, vandalism or damage to any personal property while on the library premises.
22. The library is not responsible for damages incurred from the use of library equipment, furnishings, etc.
23. All renters must vacate the building **no later** than 8:00 p.m.
24. Do not leave the Depot Room unlocked without supervision.
25. Do not set ANY exterior doors ajar.
26. Renters must abide by community noise ordinances.

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations Enforcement Policy.

RESPONSIBLE PERSON agrees to comply with all policies listed above.

Name (Printed): _____ Signature: _____ Date: ____ / ____ / ____

PATMOS
LIBRARY
DEPOT ROOM LOCK-UP PROCEDURES
Leave the room as you found it.

- Take down tables & chairs; place against walls after use.
- All trash accumulated by **RESPONSIBLE PERSON/ORGANIZATION** must be removed from Library property by **RESPONSIBLE PERSON/ORGANIZATION**.
- Vacuum, wipe down tables and kitchenette after use.
- If you used the restrooms, leave it in the state that you found it.
- Turn off all lights as directed.
- Close and 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 envelope 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 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): _____

Nature/Purpose of Meeting: _____

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?

What type of literature will be available and/or distributed? 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**

Payment of Room Fee

Form of Payment: CHECK CASH

DEPOSIT CHECK # _____ AMOUNT: _____

Room Fee: _____

Total Amount Received: _____

Payment of Deposit

Form of Payment: CHECK CASH

DEPOSIT CHECK # _____ AMOUNT: _____

Deposit Amount: _____

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: _____

Date Deposit Returned: _____

Key Returned: YES NO

Adopted by the Library Board March 2023

Supersedes all previous policy

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. **Taking cash or check only.** Insert 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 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 forfeited 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 and the Library Board. The Library Director, in turn, shall be responsible to Library Board.

Hiring Process

The Library Director will inform the Library Board of the need for new staff. If the position needed is for a Youth Services Director or Adult Librarian the Director along with the Personnel Committee of the Library Board will begin the hiring process. Qualified candidates will be brought to the full Library Board for consideration. In the event that the Director position needs to be filled, the Personnel Committee will begin the hiring process and will bring qualified candidates to the full Library Board for consideration. The Director and Library Board are responsible for hiring, supervision of, and termination of, all other library employees.

For further explanations of personnel policies and procedures refer to the Patmos Library Employment Handbook.

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.

Holiday Pay

Patmos Library will pay staff for the following federally recognized holidays:

- * New Year's Day
- * Memorial Day
- * Independence Day
- * Labor Day
- * Thanksgiving Day
- * Christmas Eve Day
- * Christmas Day

Who is Eligible?

Staff members who have successfully completed their 90 day probationary period and are in good standing (ie. not currently facing any disciplinary action or on a PIP) are eligible to receive holiday pay.

Rate of Holiday Pay

Patmos Library will pay each employee a set number of hours per holiday based on the average number of hours that employee works per week.

If the employee works 0-10 hours per week, they will receive 2 hours holiday pay.

If the employee works 11-20 hours per week, they will receive 4 hours holiday pay.

If the employee works 20+ hours per week, they will receive 6 hours holiday.

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.

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 FirePane

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 carkeys
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

Appendix A

Harmful to Minors – Sexually Explicit Material

“Harmful to minors” means sexually explicit material, exhibition, presentation, or representation that meets all of the following criteria:

1. Considered as a whole, it appeals to the prurient interest of minors as determined by contemporary local community standards.
2. It is patently offensive to contemporary local community standards of adults as to what is suitable for minors.
3. Considered as a whole, it lacks serious literary, artistic, political, educational, and scientific value for minors.

“Prurient interest” means a lustful interest in sexual stimulation or gratification. In determining whether sexually explicit matter appeals to the prurient interest, the matter shall be judged with reference to average 17-year-old minors. If it appears from the character of the matter that it is designed to appeal to the prurient interest of a particular group of persons, then the matter shall be judged with reference to the average 17-year-old minors within the particular group for which it appears to be designed.

“Local community” means the county in which the matter was disseminated. “Minor” means a person less than 18 years of age.

Harmful to Minors – Graphic Violent Material

“Harmful to minors” means any material, exhibition, presentation, or representation of violence having all of the following characteristics:

1. Considered as a whole, depicts extreme and loathsome violence or appeals to the morbid interest in asocial, aggressive behavior of minors as determined by contemporary local community standards.
2. Is patently offensive to contemporary local community standards of adults as to what is suitable for minors.
3. Considered as a whole, lacks serious literary, artistic, political, educational, or scientific value for minors.

“Extreme and loathsome violence” means graphic depictions of physical injuries or physical violence, including actions caused by death, inflicting cruelty, dismemberment, decapitation, maiming, disfigurement, or other mutilation of body parts, murder, criminal sexual conduct, or torture.

“Morbid interest in asocial, aggressive behavior” means a morbid interest in committing uncontrolled aggression against an individual. In determining whether violent material appeals to this interest, the material shall be judged with reference to average 17-year-old minors. If it appears from the character of the material that it is designed to appeal to this interest of a particular group of persons, then the material shall be judged with reference to average 17-year-old minors within the particular group for which it appears to be designed.

“Local community” means the county in which the matter was disseminated.

“Minor” means a person less than 18 years of age.

Appendix B

Consent Forms

PATMOS LIBRARY
CONSENT TO PHOTOGRAPH AND USE PHOTOGRAPHS

I consent to allow the Patmos Library (“Library”) to use any photographs, audiovisual materials or other images of me and minor child(ren) (for which I am a parent or legal guardian) for Library publications or other purposes. I understand that the Library has the right to use, reproduce or publish these images or materials without payment or other consideration. By signing this consent, I understand that the Library may publish such images, which may include my name or the minor child’s name, in any format, including publicity material or on a website. I further understand that I am waiving any rights to bring a civil action against the Library, its agents or employee for the release of any photograph, audiovisual materials or other images of me and any minor children.

I have read and understand the above:

Signature _____

Date: _____

Printed name _____

Address _____

I am also signing on behalf of the following children under the age of eighteen. I further represent that I am the parent or legal guardian and have authority to sign this consent on their behalf:

1. _____

2. _____

3. _____

Consent to Disclosure of Library Records

I authorize the Patmos Library to share my library records, as defined by the Michigan Library Privacy Act, MCL 397.603(2) (“LPA”), with the following named individuals:

1. _____
2. _____

In doing so, I specifically give my consent under the LPA for the Patmos Library to disclose any library record, which would include by is not limited to any record that personally identifies me as a library patron, including my name, address, or telephone number, or that identifies that I have requested or obtained specific materials from the Library.

I understand that I may withdraw my consent at any time by delivering a written cancellation of this consent to the Patmos Library.

Printed Name (Parent/Guardian): _____
Signed Name (Parent/Guardian): _____
Date: _____

Consent to Disclosure of Library Records

I am the parent or guardians of the following minor children (“my child(ren)”):

1. _____
2. _____
3. _____
4. _____

I agree to be liable for payment for or return of the materials identified in library record of my child(ren). In doing so, I specifically give my consent under the Michigan Library Privacy Act, MCL 397.603(2), for the Patmos Library to disclose to me any library record, which would include by is not limited to any record that personally identifies my child(ren) as a library patron, including my name, address, or telephone number, or that identifies that I have requested or obtained specific materials from the Library.

I understand that I may withdraw my consent at any time by delivering a written cancellation of this consent to the Patmos Library.

Printed Name (Parent/Guardian): _____
Signed Name (Parent/Guardian): _____
Date: _____