

PAW PAW DISTRICT LIBRARY POLICY MANUAL

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ADMINISTRATION

BYLAWS

ARTICLE I. NAME AND PURPOSE

- Section 1. The library shall be known as the "Paw Paw District Library."
- Section 2. The purpose of this organization shall be to establish, maintain, and operate a public library for the district bounded by the limits of the Paw Paw School District, which includes the Village of Paw Paw as well as portions of the townships of Paw Paw, Almena, Antwerp, Waverly, and Lawrence.
- Section 3. The activities of this organization shall be limited to those as set forth for tax-exempt institutions under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law and as defined in District Library Establishment Act, Section 10 (7), 1989 Public Act 24, Michigan Compiled Laws §397.171 – 397.196

ARTICLE II. MEMBERSHIP OF THE BOARD

- Section 1. Membership on the Paw Paw District Library Board shall be governed by applicable State law.
- Section 2: The Board shall consist of seven members elected at large from the district. Members shall be elected every other year at the regular school election for a term of four years, commencing in 2014 when four are elected and continuing in 2016 when three are elected with the Board member terms to begin on January 1 immediately following the election.
- Section 3. A vacancy on the Board shall be filled pursuant to the requirements set forth in the District Library Establishment Act, Section 10 (7), 1989 Public Act 24, Michigan Compiled Laws §397.181.

ARTICLE III. OFFICERS

- Section 1. The officers of the Board shall be a President, Vice-President, Secretary, and Treasurer.

- Section 2. The officers shall be elected at the annual organizational meeting for a term of one year. Vacancies shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.
- Section 3. The duties of the officers shall be those which are required by law or by this Board. If not otherwise specified, they shall be the same as those usually assigned to their respective offices.

ARTICLE IV. MEETINGS

- Section 1. The regular meeting of the Board shall be the third Monday of the month at 7:00 P.M. at the library. The January meeting shall be the annual organizational meeting.
- Section 2. Special meetings may be called by the President, or upon written notice of four members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 24 hours in advance of such meeting.
- Section 3. A quorum for transaction of business shall consist of four members.
- Section 4. The order of business at regular meetings shall be defined by the president at the annual organizational meeting.
- Section 5. Robert's Rules of Order Newly Revised, latest edition, shall govern the parliamentary procedure of the Board.
- Section 6. Library Board meetings shall be open to the public. Any person who wishes to speak may do so during the "Public Comments" time. The Board will establish rules for public comment.

ARTICLE V. COMMITTEES

- Section 1. Standing committees, of such kind as the Board may deem desirable, shall be appointed by the President at the annual meeting.
- Section 2. Standing committees shall consist of two or three members of the elected Library Board. Their term of office shall be one year. The President of the Board shall be an ex-officio member of all committees.
- Section 3. Special committees may be appointed by the President for the study of special problems, to serve until the final report of the work for which they were appointed has been made, or the committee discharged
- Section 4. No committee shall have the power to make any commitments binding upon the Board unless specifically authorized by the Board to do so, in which case such authority shall be made a part of the minutes of the meeting of the Board.

ARTICLE VI. EMPLOYEES

- Section 1. The Board shall have the power to appoint and employ a suitable library director and necessary assistants or other employees, and fix their compensation, and shall have the power to remove such appointees or employees at any time.

- Section 2. The library director shall attend all Board meetings.
- Section 3. The library director shall enforce and observe such policies for the governing of the library as may be established by the Board. He/she shall be responsible for the direction and governing of the library staff, within guidelines as adopted by the Board.

ARTICLE VII. ANNUAL REPORTS & BUDGET

- Section 1. The President of the Board or designee, shall make such reports to the State of Michigan as may be required from time to time by State law, rules, or regulations.
- Section 2. On or before the third Monday of February each year, the President or designee shall make a report to the library district covering the preceding calendar year, which report shall encompass the following items:
- a. The condition of the library fund at the end of the calendar year.
 - b. The amount of money received from various sources during the year, and how such monies have been expended and for what purposes.
 - c. The number of books and periodicals on hand.
 - d. The number added by purchase, gift, or otherwise during the year.
 - e. The number lost or missing or damaged beyond repair.
 - f. The number of persons utilizing the library facilities during the year.
 - g. The number of books and periodicals on hand.
 - h. Such other statistics or information as the board may deem of general interest.
- Section 3. The President or designee shall, on or before the third Monday of November, prepare a budget containing an estimate of the amount of money necessary for the support and maintenance of the library for the ensuing fiscal year.

ARTICLE VIII. FUNDING

- Section 1. The fiscal year shall be from January 1 to December 31.
- Section 2. Each bill, claim, or statement of expense (except regular employees' salaries) to be paid by library funds shall be approved by the Board at a regular meeting before such claims may be paid. Such claims shall become a part of the minutes of each meeting.
- Section 3. The library shall indemnify any and all of its Board members against expenses actually and necessarily incurred by them in connection with the prosecution of any action in which they are a party by reason of being or having been a Board member, except in relation to matters as to which such Board member shall be determined to be guilty of intentional misconduct or gross negligence.
- Section 4. Upon the dissolution of the library, the Library Board shall pay or make

provisions for the payment of all of the liabilities of the library. The remainder of the library's assets shall be distributed in accordance with the rules and regulations of the Internal Revenue Service and State of Michigan.

ARTICLE IX. AMENDMENTS

- Section 1. Each Board member shall be notified of any proposed amendment to these By-laws at least two weeks before any meeting at which such proposed amendment is to be voted upon.
- Section 2. The By-laws may be amended at any regular meeting or special meeting properly called, provided the requirements of Section 1 are met, by vote of at least four members of the Board.

Adopted October 12, 1987; revised December 12, 1988, July 9, 1990, May 13, 1996, August 21, 1996, April 14, 1997, March 20, 2002, February 20, 2012, April 15, 2019, April 17, 2023.

MISSION STATEMENT

We are dedicated to strengthening community by providing access to quality resources, and inspiring lifelong learning in a welcoming environment.

Adopted July 10, 1972; amended June 28, 1976; October 12, 1987; December 14, 1987; December 12, 1988; October 9, 1989, April 18, 2016, November 21, 2022

VISION STATEMENT

Your place to learn and connect.

Adopted November 21, 2022

EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYMENT AND HARASSMENT

Equal Employment Opportunity

The Paw Paw District Library (PPDL) is an equal opportunity employer. It is the policy of PPDL to prohibit unlawful discrimination in its hiring and personnel practices. This policy requires that all decisions involving hiring, promotion, transfer, compensation, benefits, training, discipline, and all other personnel practices and terms or conditions of employment will be made without regard to race, color, sex, sexual orientation, gender identity or expression, age, national origin, disability, height, weight, marital status, veteran status, genetic information, misdemeanor arrest record or any other characteristic protected under state, federal or local law. PPDL also prohibits retaliation against any employee because the employee has engaged in an activity that is protected under state, federal, or local law, including reporting unlawful discrimination

or harassment. Anyone found by PPDL to have engaged in discrimination, harassment or retaliation may be subject to disciplinary action, up to and including immediate termination of employment.

Harassment

Harassment is a form of discrimination in the workplace. Every employee has the right to work in an environment that is free from harassment and discrimination in any form and from any source, including unlawful harassment and discrimination. Therefore, PPDL expects all of its employees to conduct themselves with dignity and respect for fellow employees, vendors, suppliers, customers consistent with this policy.

Unlawful harassment is serious or pervasive unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, height, weight, marital status, veteran status, disability, genetic information or any other classification or characteristic protected by law.

Harassment includes:

1. Sexual Harassment - Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature an express or implied condition of any person's continued employment or association with PPDL. It also includes making express or implied submission to, or rejection of, such conduct the basis for employment decisions affecting any person.
2. Other Unlawful Harassment - Unwelcome verbal or other conduct that creates an intimidating, hostile or offensive working environment based on protected characteristics or cultural differences. Such conduct includes, but is not limited to, graphic, suggestive or derogatory comments, negative stereotyping, jokes, gestures, slurs, epithets, graffiti, posted, shared or circulated materials, improper use of e-mail and the Internet, threats, intimidation or physical acts.

PPDL does not permit harassment whether engaged in by fellow employees, supervisors, managers, individuals served by the library, vendors or other non-employees of PPDL. Any employee who violates this policy will be subject to discipline, up to and including immediate termination of employment.

PPDL encourages individuals who believe they are being harassed or have experienced discrimination to promptly advise the offender that their behavior is unwelcome. However, PPDL recognizes that an individual may prefer to pursue the matter through a complaint procedure. Finally, nothing in this policy should be construed or interpreted to interfere with any employee's exercise of their rights.

Complaint Procedure and Investigation

PPDL can only address violations of this policy if it is aware of them, and employees should not assume that someone else has, or will, report an incident. Therefore, individuals who believe

they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should report concerns to the Library Director immediately. If an individual's concern involves the Library Director, or if the individual is uncomfortable bringing a concern to the Library Director, the individual should report their concerns to the Library Board President immediately. Reports to the Library Board President should be made in writing whenever possible.

Each report will be given serious consideration and investigated thoroughly, immediately and as confidentially as practicable. Prompt and appropriate remedial action will be taken to eliminate harassment, discrimination, and retaliation from the workplace.

No employee will be retaliated against for making complaints in good faith, regardless of the outcome of any investigation. However, complaints that are knowingly false or made in bad faith may lead to disciplinary action, up to and including termination of employment.

Appeal

Any individual who is identified as a victim of a violation of this policy and any individual who is accused of violating this policy will be notified of the remedial action taken upon completion of the investigation. If either party is dissatisfied with the action taken, they may appeal the decision to the Library Board President in writing. Appeals should be made as soon as practicable after the parties are informed of the action taken.

Individuals may also make a formal complaint to the Equal Employment Opportunity Commission.

Adopted February 15, 2021

FAMILY MEDICAL LEAVE ACT

Paw Paw District Library (the "Library") provides eligible employees with unpaid leave for covered family and medical reasons, in compliance with the Family and Medical Leave Act (FMLA).

Eligibility: Employees are eligible for FMLA leave only if they have been employed for at least one year and have worked at least 1,250 hours over the previous 12 months.

Basic Leave Entitlement: Eligible employees may take up to a total of 12 workweeks of leave in any 12-month period for the following reasons:

- For the employee's own serious health condition (defined below) that makes him or her unable to perform the essential functions of the employee's job.
- To care for the employee's spouse, child, or parent with a serious health condition.
- For incapacity due to pregnancy, prenatal medical care or child birth.
- To care for the employee's child after birth, placement for adoption, or foster care placement.
- For an employee's "qualifying exigency" resulting from the fact that the employee's

spouse, parent, son or daughter (1) is a member of a regular component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country; or (2) is a member of a reserve component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country under a call or order to active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment and reintegration briefings.

The amount of FMLA leave time an employee has available (for the above reasons) on any given date is equal to 12 weeks minus the amount the employee has used in the preceding 12 months.

Servicemember Family Leave: An eligible employee may request up to 26 weeks of FMLA leave in a single FMLA year to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered servicemember. A covered servicemember is either:

(1) a current member of the Armed Forces who

- incurred or aggravated a serious illness or injury in line of duty on active duty;
- may be medically unfit to perform the duties of his office, grade, rank or rating because of the serious illness or injury; and
- is undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness;

or

(2) a veteran of the Armed Forces who

- incurred or aggravated a qualifying injury or illness in line of duty on active duty;
- is undergoing medical treatment, recuperation or therapy for a serious injury or illness; and
- was a member of the Armed Forces at any time during the 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

In a year in which an employee uses leave to care for a covered servicemember, 26 weeks is the maximum amount of FMLA leave that the employee may use in total for all types of FMLA leave.

Definition of a Serious Health Condition: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either:

(1) an overnight inpatient stay in a medical care facility, or

(2) continuing treatment by a health care provider for a condition that either prevents the employee from performing the essential functions of the employee's job, or prevents the qualified family member from participating in work, school, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:

- A period of incapacity of more than 3 consecutive full calendar days combined with either (a) at least 2 visits to a health care provider within certain time frames, or (b) one visit to a health care provider within a certain time frame and a regimen of continuing treatment;
- Incapacity due to pregnancy or prenatal care;
- Incapacity due to a chronic condition that continues for an extended period and requires at least two visits to a health care provider per year for treatment; or
- Permanent or long-term incapacity, or conditions requiring multiple treatments.

Use of Leave: When medically necessary, leave may be taken on an intermittent basis or by arranging a reduced work schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the library's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employee's Responsibility to Give Notice of the Need for Leave: Employees must notify their supervisor and the Library Director of any need to take FMLA leave (including any absence, late arrival, or early leaving related to FMLA leave). Employees must give this notice at least 30 days in advance of a foreseeable need for FMLA leave. If it is impossible to give 30 days advance notice, employees must notify their supervisor and the Library Director as soon as practicable. *Employees must follow all Library rules for calling in to report absence, tardiness, or early leaving.*

Whenever requesting FMLA leave, employees must provide sufficient information for the library to determine whether the leave qualifies as FMLA leave and the anticipated timing and duration of the leave. Employees must also inform their supervisor and the Library Director if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Once an employee has requested FMLA leave, the library will inform the employee whether he or she is eligible to take FMLA leave and explain the employee's rights and responsibilities under FMLA. After the employee returns all required forms, the library will inform the employee whether or not the leave will be designated as FMLA leave.

Medical Certification: When the Library requests it, an employee must provide complete and sufficient certification from a health care provider verifying the need for leave (at the employee's expense). The library will provide a form for this purpose. The employee must return the completed certification form to the Library Director within 15 days. Failure to do so may result in the delay and/or denial of FMLA leave. The library may require subsequent

opinions from a different health care provider (at the library's expense). The library may also require periodic re-certifications of the need for leave.

Communication With the Employee: The Library may send notices and forms to the employee via e-mail. Once the library receives notice that the e-mail has been "read," the employee will be considered to have received the information.

Wages and Insurance Benefits During FMLA Leave: Wages are not paid during FMLA leave. The library will maintain the employee's health coverage under any group health plan for covered FMLA leave as long as the employee maintains his or her contributions during the leave.

Using Paid Leave Time During FMLA Leave: An employee taking FMLA leave may elect to use paid leave (*e.g.* vacation, sick leave, personal leave, or paid time off) that the employee has available under Library policies. In order to use paid leave during FMLA leave, the employee must comply with the library's policies concerning paid leave. The library may require that the employee use available paid leave. Whether or not paid leave is available, all time off which is covered by FMLA will be charged against the employee's yearly FMLA allowance.

Contact With the Library During the Leave: While on FMLA leave, employees are required to report to the Library Director regarding their status and intention to return to work. Likewise, it may be necessary for the library to contact an employee for those reasons. If the employee cannot be reached at the phone number on file with the library and the leave is in excess of 5 working days, the employee must provide a telephone number and address at which they can be contacted.

Returning to Work: Before returning to work from a leave due to the employee's own serious health condition, the employee must provide medical verification of his or her fitness for duty. The library will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, the library may require a certification of fitness to return to duty under certain circumstances.

Upon return from FMLA leave, most employees will be returned to their original position or an equivalent one, with equivalent pay, benefits and other employment terms. Use of FMLA leave will not result in the loss of any benefit that accrued prior to the start of the leave. Employees will not continue to accrue benefits while taking FMLA leave.

Termination of FMLA Leave: An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

- The employment relationship would have terminated if the employee had not taken FMLA leave;
- The employee informs the library of his or her intent not to return from leave;

- The employee fails to return a medical certification as required;
- The employee fails to return to work at the end of an approved FMLA leave and is not approved for additional leave;
- The employee continues on unapproved leave after exhausting his or her FMLA leave entitlement;
- The library honestly believes that the employee fraudulently obtains FMLA leave or misuses FMLA leave;
- While on FMLA leave, the employee engages in conduct that is inconsistent with the need for leave; or
- The employee engages in employment with another employer or in self-employment without the library's approval during FMLA leave.

Enforcement: Any employee who believes that his or her rights under the FMLA have been violated is to report this immediately to the Library Director. Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint. The FMLA also states that employees can file a complaint with the U.S. Department of Labor or in an appropriate court.

Additional Time Off After Exhaustion of FMLA Leave: An employee who exhausts his or her FMLA entitlement and cannot return to work due to the employee's own medical condition may request additional non-FMLA leave. Such a request must be made at least 14 days prior to the start of the non-FMLA leave. Upon receiving such a request, the library will work with the employee to determine whether the employee's request is reasonable. That determination will be made on a case-by-case basis and will involve factors such as the length of the non-FMLA leave, the clarity of the employee's return date, and the operational needs of the library.

Adopted February 5, 2021

TUITION REIMBURSEMENT

The Paw Paw District Library Board considers investing in employees part of The Library's mission of striving for excellence in providing library services to The District. The Board can from time to time be financially supportive of the continuing college education of its full-time employees as part of that promotion of excellence. The library will, when possible, maintain an annual budgeted amount for a Tuition Reimbursement Program. This program applies to all full-time employees of record at the beginning of the course who have passed their probationary period. The benefit of tuition assistance is intended to be distributed broadly, so the board reserves the right to prioritize an employee who has not already received such a benefit over one who had. All courses must be taken through an accredited institution and passed with a grade of C or better.

Tuition reimbursement requires a pre-approval process which begins with the full-time employee composing a short formal written request expressing what value the training

in the subject the college class teaches can bring to The Library; how it could benefit The Library's mission. The pre-approval petition shall include a class description, the essay on the class's value-to-the-library, and the cost. The pre-approval petition goes through the library director for comments and on to The Board.

There will be no carryover of any unused fund balance from library fiscal budget year to year. The amount may not be sufficient to fund all requests so it will be on a first-come-first-served basis with a limit of one course per person per library fiscal budget year unless there are still funds remaining. Once the year's budgeted amount is depleted, requests will no longer be funded until the next budget takes effect with the new fiscal/calendar year.

All courses and reimbursements will be approved at the discretion of the library director. Time off from regular working hours to attend classes must be approved in advance by the library director.

Reimbursement Process:

1. Fill out and submit the Tuition Reimbursement Form including a class description, your official grade report, and tuition receipt and/or itemized statement of tuition paid; submitted to your director.
2. Your director will submit approved request to the business manager to finalize the reimbursement.

Adopted June 17, 2019

FINANCIAL

ACH AND ELECTRONIC TRANSACTION

The following policy shall govern the use of electronic transactions and ACH (Automatic Clearing House) arrangements for the Paw Paw District Library adopted pursuant to MCL 124.301.

1. Authority to Enter into ACH (Automatic Clearing House) Agreements and Electronic Transfer of Public Funds

The Library ETO (Electronic Transactions Officer) may enter into an ACH agreement as provided by Public Act 738 of 2002 with financial institutions previously approved by the Treasurer and the Library Board. Applicable definitions in the act shall apply.

The ETO shall be the Library Director in consultation with the bookkeeper or chief financial officer for the Paw Paw District Library.

An ACH arrangement under the PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the library.

2. Responsibility for ACH Agreements

The Library Board Treasurer delegates all responsibility for overseeing all electronic transfer agreements and compliance with this ACH Policy to the Library Director/ETO. The ETO shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. All electronic payments must be reported in the monthly financial reports indicating service received, payment date, payee(s), and amount. All electronic transfer of funds must also be detailed indicating amount transferred, date, purpose, and Paw Paw District Library account(s) affected.

3. Internal Accounting Controls to Monitor Use of ACH Transactions

- A. The ETO shall notify the Library Board of those accounts to be paid by ACH or electronic transfers.
- B. Upon receipt of an invoice for payment for accounts paid by ACH, the ETO shall approve payment and report to the Library Board as provided in this policy. Electronic transfer transactions shall be used to transfer payment of salaries, benefits, or employee deductions or reimbursements; for the payment of Paw Paw District Library bond principal and interest; or for the purpose of transferring funds between Paw Paw District Library owned checking or investment accounts. No other ACH or electronic transfer of funds are authorized without the express written approval of the Library Board except that other invoices approved by the Library Director and payable by ACH may be paid in that manner if deemed in the best interest of the Paw Paw District Library to avoid a late fee.
- C. For payment of State and Federal payroll taxes, the ETO shall initiate payment to the proper authority upon receipt of the information from the bookkeeper or finance officer using the established EFTPS and state program.
- D. For deposits from State, County, and/or Federal Authorities, and from third-party payment processors, the ETO shall obtain the amount of the deposit and send an advisory to the bookkeeper or finance officer or other person responsible for accounting records.
- E. Records of all ACH transactions shall be held by the ETO, bookkeeper or finance officer for the Paw Paw District Library.

Adopted May 16, 2016

CREDIT CARD USE

The Board is responsible for opening credit card accounts, setting their credit limits, and determining the policy for credit card use.

The Director and Business Manager are responsible for issuing, retrieving, monitoring, accounting, and overseeing compliance with the credit card policy.

The Director will maintain custody of the credit card issued in their name.

The Business Manager will maintain custody of the credit card issued in the library's name.

Library personnel and trustees must sign the library credit card in and out on the credit card use log in the Business Manager's office. Credit cards may only be used to purchase goods and services for the official business of the library. No personal use of the library's credit cards is permitted.

Credit card users must submit receipts for all purchases made to the Business Manager as soon as possible. If no receipt was issued or a receipt was lost, the user shall submit a signed voucher with the transaction date, amount, merchant's name, and the reason for the purchase.

Library personnel and trustees who are issued a credit card are responsible for its protection and custody. If a credit card is lost or stolen, it should be reported to the library immediately. The Business Manager is responsible for canceling the card with the issuing bank.

The Business Manager will reconcile the credit card statements and investigate transactions that do not match submitted receipts. The Business Manager will create a monthly report of credit card activity for the Board. All transactions must be documented before payment is authorized.

Credit card invoices will be paid within 60 days of the initial statement.

Persons in possession of a library credit card must return it upon the termination of employment.

The library will use disciplinary measures consistent with current law for unauthorized use.

Revised February 21, 2022

CREDIT CARD/DEBIT ACCEPTANCE

To facilitate prompt payment and for the convenience of Library patrons, the Paw Paw District Library accepts credit/debit card payments from patrons age 16 and older in amounts of \$2.00 or more. The library uses third-party vendors to process credit/debit card payments made in-person and online via the library's website.

Eligible Fees

- Lost or damaged material (PPDL items only)
- Donations
- Replacement cards
- Copies, prints, and faxes
- Other library programs or services

Security

The library reserves the right to refuse service or cancel transactions at any time if fraud or an unauthorized or illegal transaction is suspected. Library staff may ask for a government-issued identification to verify the cardholder. Completion of a payment transaction is contingent upon both the authorization of payment by the applicable credit card company or financial institution and acceptance of payment by the library. If a credit card payment cannot be processed, the patron will be responsible for providing payment via cash or check for the amount due.

Receipts

Patrons who make payments in person will receive a paper receipt. Patrons who make payments online will receive a receipt by email.

Prohibited Activities

The Paw Paw District Library will not:

- Accept credit/debit card transactions via telephone, fax, or email
- Accept payment for cash advances or cash back
- Make refunds in excess of the original amount paid
- Accept split-tender transactions

Chargebacks

The Business Manager will investigate all disputed transactions and chargebacks and respond as necessary.

Privacy

The Paw Paw District Library respects patrons' privacy. At no time will the Library store credit card information. This information will only be made accessible to authorized credit card vendors and financial institutions to complete a patron's transaction.

Adopted November 15, 2021

GIFT AND DONATION

The Paw Paw District Library welcomes gifts and donations consistent with the library's mission, policies, and goals. The library reserves the right to refuse any gift that the Library Board deems not in the best interests of the library. If the library accepts a gift, the gift shall be final. No restriction on the library's ownership, possession, use, or disposition of the gift shall be effective other than those approved by the express vote of the Library Board.

Collection Materials

Books and other collection materials are accepted with the understanding that they may be added to the collection if they comply with the library's Collection Development Policy or Local

History Room Policy. Materials that do not meet the library's criteria for selection will be given to the Friends of the Library, sold, or recycled. Unused donations cannot be returned to the donor.

Personal Property

Gifts of personal property, including but not limited to artwork, equipment, or furniture, will be considered in terms of need, space, expense, impact on staff time, and ongoing maintenance cost. The Director will consult the Library Board on donations valued over \$500.

Real Estate or Securities

Gifts of real estate or securities can only be accepted by a vote of the Library Board.

Monetary Donations

Monetary donations are always welcome. The library uses them to enhance services beyond the limits of the budget. The library is pleased to direct a donor's gift to where it will do the most good, or the donor may choose one of the following options:

Tribute Books: A gift of \$25 or more may be made to purchase a book in honor of a loved one. Donors should complete the Tribute Book Donation Form. Library staff will choose a book on a subject the donor selects and add a bookplate with the named individual to the book. An acknowledgment will be sent to the donor and the person honored or their family.

Program Sponsorship: The library welcomes sponsorship of programs by individuals, families, organizations, and businesses. The library reserves the right to determine the program's design and how to use donated resources. Sponsors will be recognized in the program publicity.

Brick Program: Donors may purchase an engraved brick paver for the library's entryway. The bricks are available in three sizes for \$100, \$250, and \$500, respectively. Donors who wish to support the library in this way should complete a Brick Program Form.

Capital Improvements: The library appreciates donations to support the long-term care of and improvements to our library facilities and grounds. The library reserves the right to direct funds to current projects.

Wish List: The library maintains a list of items it would like to have on its website. Donors may purchase items from the library's Amazon wish list. To ensure their gift is appropriately recognized, donors are asked to put their contact information in the "gift note" at checkout.

Gifts To Library Staff

Library staff cannot accept valuable gifts or any form of currency for the services they provide in their jobs. Appreciative patrons are encouraged to contribute to the library as a whole or provide a gift that all staff can enjoy equally.

Receipts and Recognition

The library will provide an acknowledgment for gifts and donations upon request, either through receipt or letter. Acknowledgments of monetary gifts will list the exact amount of the contribution. The library cannot assign a value to a non-monetary gift. Donations to the library qualify for a tax deduction, and donors are encouraged to consult with their tax advisor for information on their specific benefit.

Unless donors indicate their gift should remain anonymous, all gifts other than those to the collection will be acknowledged publicly. To show appreciation and encourage greater support in the community, the library may publish donors' names in an annual report, newsletter, or other library publicity. Major gifts of \$5,000 or more may be acknowledged with a plaque in the library in a manner and for a time determined by the Library Board.

Adopted December 15, 2022

INVESTMENT

Statement of Purpose

It is the policy of the Paw Paw District Library to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the library, and complying with all state statutes governing the investment of public funds.

Scope of Policy

This investment policy applies to all financial assets of the Paw Paw District Library. These assets are accounted for in the various funds of the library and include the general fund, and such other service, project, or agency funds that may exist or are established by the library.

Investment Objectives

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

Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Diversification: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority to Make Investments

Authority to manage the investment program is derived from the District Library Establishment Act, PA 24 of 1989 (MCL 397.182) and the selection of financial institutions approved by the Library Board from time to time. Management responsibility for the investment program is hereby delegated to the Library Director as the delegate for the Library Treasurer, who shall establish written procedures and internal controls for operating the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, e-purchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Library Director. The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Authorized Investment Instruments

Mutual funds are limited to securities whose intention is to maintain a net asset value of \$1.00 per share or, if approved by the Library Board, such other securities whose net asset value per share may fluctuate on a periodic basis.

The library is limited to investments authorized by PA 20 of 1943, as amended, and may invest in the following:

Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution. The financial institution must be a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank or credit union whose deposits are insured by an agency of the United States government, and maintain a principal office or branch office located in the State of Michigan under the laws of this state or the United States.

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

Commercial paper rated at the time of purchase within the two highest classifications by at least two rating services and that matures not more than 270 days after the date of purchase.

Repurchase agreements of the United States or an agency or instrumentality of the United States.

Bankers' acceptances of United States banks.

Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one rating service.

Mutual funds registered under the federal Investment Company Act of 1940, composed solely of the investment vehicles described above.

Obligations described above if purchased through an interlocal agreement under the Urban Cooperation Act of 1967 (e.g. the MBIA Michigan CLASS program).

Investment pools organized under the Surplus Funds Investment Pool Act (Public Act 367 of 1982) (e.g. bank pools).

Investment pools organized under the Local Government Investment Pool Act (Public Act 121 of 1985).

Provisions for Investments in Stocks or Stock Funds.

Library funds may not be invested in stocks with the following exception: Any stocks or stock funds received as donations to the library may remain as stock/stock fund investments. Earnings from said stock/stock funds may be reinvested in the same stock/stock fund. At any time that said stock/stock fund investments are liquidated, the liquidated proceeds may only be invested in authorized investments as described above.

Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Paw Paw District Library shall be on a cash basis. Securities may be held by a third party custodian designated by the Library Director and evidenced by safekeeping receipts as determined by the Board.

Standard of Prudence

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

Controls

No investment contract may be signed without a majority vote of the full board in an open meeting.

The Board President and at least one other board officer must sign any and all investment contracts.

A report, including a copy of the original monthly or quarterly statement, on each investment shall be presented to the full board by the library director at the regular monthly meeting following the receipt of the statement.

Adopted May 16, 2016

MINIMUM FUND BALANCE

The library will strive to maintain a fund balance (cash in the Bank) of no less than 15 percentage of budgeted expenditures, except in case of emergency or financial distress. Circumstances of emergency or distress shall be reported to the Library Board at the earliest practical time.

Upon such reports the board may direct that additional action be taken to preserve the minimum fund balance.

Adopted April 25, 2016

OPERATIONS

ACCIDENT/INCIDENT REPORTING

If an incident/accident to a patron or staff member takes place on library property, an Incident/Accident Report must be filled out as soon as possible, preferably on the same day on the form approved by the Board. The Director or the supervising staff member, if the Library Director is not available, should be notified immediately. If an accident or medical emergency occurs and the patron refuses medical assistance, he/she should sign the form indicating that medical assistance was declined or it should be noted that the person refused to sign. An incident may include, but is not limited to, sexual harassment, problem patrons, or conduct that violates the Library Policies or Rules of Conduct as adopted by the Board from time to time.

Adopted 2014

BULLETIN BOARD

The Paw Paw District Library recognizes its role as a source of community information. The library has a bulletin board and a brochure holder to publicize local educational, civic, charitable, recreational activities, and community services to support that role.

Guidelines:

1. Materials must be presented to the Director or supervisor-in-charge for approval and posting. Items posted without permission will be removed.
2. Items should be of a reasonable size and no larger than 11" x 17".
3. Groups are limited to one posting or brochure at a time.
4. Items will be dated and removed after thirty days or when no longer timely.

Exclusions:

1. Items promoting partisan politics or advocating for or against a candidate or a ballot issue are not permitted.
2. Commercial advertisements, solicitations, or job postings are not permitted.
3. Personal notices of items for sale or lost items are not permitted.
4. Items that proselytize for a specific religion or affiliation are not be permitted.
5. Items that contain content that could be considered discriminatory or harassing based on a group or individual's protected status are not permitted.

The library reserves the right to remove or deny postings that do not comply with these guidelines. Permission to post does not constitute a Library endorsement of an individual, group, or organization.

Adopted May 11, 1992; revised 2013, July 19, 2021

CIRCULATION

Library Cards

All residents, property owners, and business owners within the library district boundaries are eligible for a Paw Paw District Library card. The library district has the same boundaries as the Paw Paw School District. When borrowing, a patron must present a valid Paw Paw District Library (PPDL) card or photo identification.

Application for a library card, except a Virtual Card, must be made in person with proof of identity and residency. Acceptable forms of proof include a driver's license, government or school issued I.D., tax receipt or bill, voter registration, current utility bill, property deed, or lease agreement. Persons under 16 must have a parent or guardian sign the card application and show proof of residency. With their signature, the parent or guardian assumes responsibility for the youth's choice of material and financial responsibility for materials checked out on the youth's library card.

District Cards – Residents, property owners, and business owners will be issued a District Card, which allows access to all library services and is valid for three years.

Reciprocal Cards – Patrons from libraries that share reciprocity with PPDL may apply for a Reciprocal Card. PPDL has reciprocity agreements with Kalamazoo

Public Library, Lawton Public Library, Portage District Library, and Van Buren District Library. Applicants must show their home library card at the time of application. Reciprocal cards are valid for three years and allow access to all library services except digital services and interlibrary loan.

Educator Cards – Educators working in schools in the library's service area may apply for an Educator Card. Educators must show proof of identity, residency, and employment at the time of application. Educator cards are valid for three years and allow access to all services except digital services and interlibrary loan.

Fee Cards – Nonresidents and persons not served by a library with which PPDL has reciprocity may apply for a fee card. A fee of \$50 must be paid at the time of application and annually at renewal. Fee cards allow access to all library services except interlibrary loan.

Organization Cards – Organizations, schools, businesses, and nonprofits within the PPDL service area may apply for an organization card. Organizations outside the library's service area must apply for a fee card. To apply, an organization must send a request on letterhead with the organization's address, phone, email, and date. The letter should include an acknowledgment of financial responsibility for the account and be signed by the owner or managing director. The organization and not the library will monitor who may use the card. Organization cards are valid for three years, are subject to the same checkout limits as an individual card, and allow access to all library services except digital services and interlibrary loan.

Virtual Cards -- District residents may apply for a virtual card on the library's website. Virtual Cards are good for one year and provide access to the library's digital services. The Virtual Card will be converted to a District Card when a patron shows proof of identity and residency.

Responsibility

The person who signs the responsibility statement on the card application or the organization request letter is financially responsible for all material borrowed on the account. That person is responsible even if the card is lost or loaned to someone else. Parents or guardians who sign a youth card application are also responsible for the youth's choice of material. Lost cards should be reported immediately to the library. Replacement cards can be purchased for \$2.00.

Loan Periods and Fees

To make material available to patrons on an equal basis, Paw Paw District Library sets limits on loan periods, renewals, and the number of items that can be borrowed at one time.

ITEMS	LOAN PERIOD	RENEWALS	LIMITS (25 total items per card)
Books	2 weeks	2 renewals if no reserves	25

Vox Books	2 weeks	no renewals	2
Magazines	2 weeks	2 renewals if no reserves	6
Audio Books	2 weeks	2 renewals if no reserves	6
Music CDs	2 weeks	2 renewals if no reserves	6
Videos	1 week	no renewals	3
Beyond Books	2 weeks	no renewals	varies by type
Downloadables	varies by vendor		

To promote free and equal access to the library for all, the Paw Paw District Library does not assess daily overdue fines. Patrons are still responsible for returning items on or before the due date. The library will notify patrons of overdue materials to assist in the timely return of its materials.

Materials overdue for 30 days or more will be considered lost, and the cost of the item and a reprocessing fee will be charged to the patron's account. A replacement copy may be accepted at the library's discretion. Once an item is paid, no refund will be given. Items will be replaced at the library's discretion.

Reserves

A patron may reserve an item in person, by phone, or through their account online. The library will contact a patron when the item becomes available. If a reserve is not picked up in five days, it will be returned to circulation. High-demand items may have shorter reserve periods.

Interlibrary Loan

District cardholders may request items unavailable at the library from the MelCat interlibrary loan system. Requests may be placed in person, by phone, or online at www.mel.org. A patron will be notified when a requested item arrives at the library. The item due date will be affixed to the item. Items borrowed through interlibrary loan must be returned to PPD. Policies governing the use of the interlibrary loan system are set by MelCat and can be found at www.mcls.org/mel/melcat.

Blocked or Suspended Accounts

Patrons who owe \$10.00 or more will lose access to all library services until the charges have been paid or the items returned.

Privacy

It is the policy of the Paw Paw District Library to preserve the confidentiality and privacy of its patrons' registration and circulation records to the fullest extent permitted by law. Patron records will only be released or disclosed upon court order or with the written consent of the person financially responsible for material borrowed on the account. Patron records are not subject to disclosure under the *Freedom of Information Act*.

A patron may request information about their library card record over the telephone if they provide their card number or identifying information. Access by other individuals is allowed with the cardholder's permission or possession of their card or I.D. Reserve items will be checked out to the requesting patron's account. Devices may only be borrowed in person by the person who signed the agreement.

This policy supersedes all previous Paw Paw District Library circulation policies.

Adopted November 18, 2019, Effective December 1, 2019, revised October 17, 2022, revised December 18, 2023.

COLLECTION DEVELOPMENT

Purpose

The Collection Development Policy guides library staff and informs the public about the principles upon which collection development decisions are based. Basic to this policy are the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements, as affirmed by the Paw Paw District Library Board of Trustees.

Philosophy

Paw Paw District Library strives to select, organize, and provide access to a collection of materials to support the informational, educational, cultural, and recreational needs of all people in the community it serves. Following the principles of the *Library Bill of Rights*, the Library will select materials reflecting a variety of interests, viewpoints, ages, educational and reading levels, and cultural backgrounds of all patrons, including minority populations. Selection will not be restricted because a work may be controversial, unorthodox, or unacceptable to others. Paw Paw District Library and its Board are committed to upholding patrons' right to privacy, freedom to read and access information. The Library will not ban or censor any material.

Responsibility

The Library Board has the authority to select materials and to delegate that authority to the Library Director. The Library Board has delegated that authority to the Library Director and the Director's designated staff. Any library materials selection should be treated as if they were selected by the Library Board.

Access to Materials

The Library provides equal access to all library materials for all library users. Access to materials will not be restricted based on patron age. Parents or legal guardians have the right and responsibility to determine what is appropriate for their own children. 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 their children select must accompany those children when they use the

collection to impose those restrictions. The Library will not use rating systems to inhibit a minor's access to materials.

General Principles for Selection

Because of budget and space limits, the Library cannot acquire all the materials that the community would need or want. The Library's goal in selection is to develop a well-balanced, up-to-date collection representing general interest and broad areas of knowledge to cultivate the greatest use of Library resources. The following criteria will be used to evaluate potential purchases or donations:

- Current and anticipated demand
- Review from a professional publication such as *Book Page*, *Booklist*, *Horn Book*, *Kirkus*, *Library Journal*, *School Library Journal*, *New York Times Book Review*, and *Publishers Weekly*.
- Creative, literary, or technical merit
- Accurate, up-to-date, and impartial content or content where the bias is clearly stated
- Authority and reputation of the author, creator, or publisher
- Suitability for the intended audience
- Suitability of physical form for library use
- Cost and availability
- Relation to items already in the collection
- Local or regional interest or significance
- Availability of similar items from other libraries

Additionally:

- Not all selection criteria may apply equally to all content and formats.
- Materials will be judged in their entirety and not by selected passages or scenes.
- Selection will not be restricted because of a creator's origin, race, religion, age, background, sex, sexual orientation, gender identity, or views.
- The Library will not purchase textbooks or school curricula.
- Material by local authors must meet the criteria for selection.

Selection Process

Library staff uses professional training, experience, data, reviews, award and bestseller lists, publisher catalogs, media promotions, and patron requests and recommendations to aid selection.

Suggestions for Purchase

The Library welcomes patrons' suggestions for new purchases and provides a form for this purpose at the Circulation Desk. All suggestions for purchase are subject to the same selection criteria as other materials. Materials that are purchased will be placed on reserve for the

requesting patron. If the Library cannot purchase a requested item, an effort will be made to borrow the item through interlibrary loan for the patron.

Controversial Materials

Paw Paw District Library has a responsibility to serve the entire community. The Library recognizes that because its collection reflects the wide-ranging interests, perspectives, and values present in the community, it contains material that some may find offensive or controversial. The presence of an item in the collection does not indicate an endorsement of its content by the Paw Paw District Library. Selections will be made solely on the merits of the work in relation to the selection criteria and not on the basis of any anticipated approval or disapproval by individuals or groups.

The Library distinguishes between materials that are controversial and those that may be illegal, such as materials that are obscene. The Constitutions of the United States and the State of Michigan, the laws of the United States, the State of Michigan, and the community which the Library serves will also guide staff in the selection of all materials.

Gifts and Donations

The Library encourages gifts and donations. Donated material becomes the sole property of the Library. The Library will not accept any material on the condition that it be returned to the donor if not added to the collection. Donated materials that do not meet the criteria for selection are given to the Friends of the Paw Paw District Library, donated to other organizations, or recycled. The Library does not evaluate or appraise gift materials for tax purposes.

Special Collections

Beyond Books Collection

The Library maintains a collection of circulating, non-traditional objects to provide patrons with diverse opportunities for learning and engagement. In addition to the standard selection criteria, special criteria for the Beyond Books Collection will include trends, accessibility, safety, and relation to library programming.

Digital Resources Collection

The Library provides some digital resources through its website. In addition to the standard selection criteria, special selection criteria for digital resources include ease of use, uniqueness of content, technology requirements, vendor reputation and customer service.

Local History Collection

The Library maintains a collection of non-circulating material related to the history of the Paw Paw community. The guidelines for this collection are outlined in the Local History Collection Policy.

Maintenance

The Library continuously evaluates the collection to ensure its usefulness and relevance to the community. Materials may be removed due to poor condition, lack of circulation, space limitations, or when they no longer meet the selection criteria. Material that is removed from the collection will be given to the Friends of the Paw Paw District Library, donated to other organizations, or recycled.

Reconsideration of Library Materials

The Library will reconsider any material in its collection through the following procedure:

- A patron who wants the library to reconsider an item in its collection will be given a copy of PPDL's Request for Reconsideration of Library Materials form, Collection Development Policy, and *Library Bill of Rights, Freedom to Read, and Freedom to View statements*.
- A patron should submit the completed Request for Reconsideration of Library Materials form to the Library Director. A separate form must be used for each item of concern.
- The Library Director and staff will review the patron's concerns and consider the patron's request.
- The Library Director will reach a decision and notify the patron within 90 days of receipt of the form.
- If the patron is unsatisfied with the Library Director's decision, they may appeal to the Paw Paw District Library Board of Trustees in writing.
- The material in question will remain in the collection until a final determination is made.
- The Board of Trustees will discuss the request at their next regular meeting. If the patron who made the request is not in attendance, the Board President will notify the patron in writing of the Board's decision.
- The decision of the Paw Paw District Board of Trustees is final.

Adopted November 15, 2021, revised January 15, 2024

COMPUTER AND INTERNET USE

The Paw Paw District Library (PPDL) provides access to computers and the Internet to support its mission to serve the community's informational needs. The purpose of the Computer and Internet Use Policy is to provide fair, equitable access to computers and the Internet to patrons of all ages.

General Guidelines

Library computers with Internet access are available on a first-come, first-served basis. Patrons can access library computers by logging on with their PPDL library card or applying for a one-day guest pass with valid identification at the circulation desk. Patrons may use a library workstation for one hour, with additional time, a maximum of two hours, given if no other patrons are waiting. The library's Wi-Fi is accessible inside and outside the building without a PPDL card or valid identification.

Library laptop computers and hotspots are available for check out by patrons 18 years or older who possess a PPDL library card.

All use of library computers and Internet access must comply with the Computer & Internet Use Policy. Patrons checking out a laptop or hotspot must also sign a usage agreement. The library reserves the right to monitor computer and Internet usage to ensure compliance with this policy. Failure to comply with this policy or staff directions may result in loss of privileges.

Disclaimer

The Internet offers access to many valuable sources of information. Not all sites provide information that is accurate, complete or current, and some sites may carry information that is controversial, sexually explicit or offensive. The Paw Paw District Library does not endorse or sanction the content or point of view of any of the information that may be found on the Internet. Because the Internet is vast and unregulated, the library cannot protect patrons from content they may find offensive. Patrons use the Internet at their own risk. Paw Paw District Library assumes no responsibility for any damages, direct or indirect, arising from the use of its computers or its connection to the Internet, including any loss of data, privacy, or any harm or damage to any personal software, equipment, or information.

Filters

To comply with the requirements of the Children Internet Protection Act and the Michigan Public Act, 212 of 2000, the library uses filtering software on its computers and Internet connections. The filters are designed to block obscene or sexually explicit material deemed harmful to minors and other material prohibited by law. Patrons 18 years of age or older may request to have the filters completely disabled for research. The library's Wi-Fi cannot be disabled, so any patron who wants to have filters disabled must access the Internet through a library computer. Patrons 18 years of age or older who believe library filters have improperly

blocked an Internet site can request that the site be unblocked. The director or his or her designee will decide if a site will be unblocked. As with other materials in the library's collection, it is the library's policy that parents or guardians are responsible for their children's use of the library's computer and Internet connection.

Acceptable Use

Because the library is used by people of all ages, backgrounds, and sensibilities, patrons are asked to be sensitive to others when accessing potentially controversial information and images while using the library's computers. The library staff reserves the right to ask individuals to discontinue the display of information and image that cause a disruption.

While using the library's computers and Internet connection, patrons may not:

- Violate local, state, or federal law.
- Violate the library's Rules of Conduct or any other library policy.
- Install any software or save documents. Patrons must save their work on their own portable storage devices.
- Damage or modify library hardware or software, operation systems, network configuration, or security.
- Use another person's password or identity without their authorization.
- Use a computer terminal with another person without staff authorization.

Staff Assistance

Library staff may assist users in getting started with computing resources. However, the library cannot guarantee that staff fully trained in all aspects of software, Internet resources, or other technology will be available to assist patrons at all times the library is open. Patrons who need further assistance should request an appointment for one-on-one training.

Adopted July 18, 2022

DEVICE POLICY AND AGREEMENT

The Paw Paw District Library is pleased to provide electronic devices for patron checkout. First-time borrowers must sign and complete this form before they can borrow a device.

Rules for Use

1. Borrowers must be 18 years of age or older and have a card in good standing with no fees or overdue items. Reciprocal patrons may borrow hotspots. All other devices are reserved for district patrons.
2. Borrowers agree to abide by the Paw Paw District Library's *Circulation Policy* and *Computer and Internet Policy*.

3. Devices may be borrowed for 14 days with no renewals.
4. A household (address) may only borrow one device at a time, except hotspots and laptop computers, which may be borrowed together.
5. Borrowers belonging to the same household must wait 24 hours after returning a device before borrowing another.
6. Borrowers are responsible for the costs associated with loss or damage to the devices and peripherals. Library staff will determine replacement needs. Fees are as follows:
 - \$500 laptop computer
 - \$300 GoPro camera
 - \$300 projector
 - \$200 scanner
 - \$140 hotspot
 - \$15 HDMI cord/bag
 - \$10 for a charging cord/case

Acknowledgments

I understand that if a hotspot device is not returned on time, service will be deactivated within 24 hours and the device cost and a \$10.00 reactivation fee will be charged to my account.

_____ (initial)

I understand that library laptop computers and hotspots have content filtering and anti-virus software, that work cannot be saved to the laptop computers, and that changing a device's configuration is prohibited. _____ (initial)

I understand that repeated violations of the terms of the Device Policy & Agreement may result in permanent loss of device borrowing privileges _____ (initial)

Name _____ Phone _____

Signature _____ Date _____

Adopted October 17, 2022, December 18, 2023

DISPLAY CASE

As part of its commitment to connecting the community, the Paw Paw District Library allows the public to use its display cases to share collections and information. Locked display space is available on a first-come basis to any individual or organization wishing to display a special collection of items or information

The lockable glass display cases are located in the library foyer. Each case has a display area of 37" x 27" with one adjustable glass shelf. The display cases are available under the following conditions:

- Library use takes priority over all others. When not required for library use, the display cases are available to members of the public on a first-come, first-served basis.
- Requests to use the display cases are made by completing a Display Case Application. Final authority for all exhibits rests with the library director or designated staff.
- The library reserves the right to decide the appropriateness of exhibit material to the public library setting.
- Displays are exhibited for a minimum of 30 days, including set-up and removal.
- Exhibitors are responsible for delivering, arranging, and removing all items displayed in a timely manner.
- Commercial use of the cases is prohibited. Displays may not solicit donations or contain price lists but may acknowledge the exhibitor on a sign no larger than 3" x 5."
- All displays must conform to the space restriction of the cases. Items should not be left outside the cases.
- The library assumes no liability in the event of damage or loss of display items. All items placed in the library are done so at the exhibitor's sole risk.
- Although space is provided for a display, the Paw Paw District Library neither advocates nor endorses the viewpoints of any display.

Adopted October 17, 2022

DRUG AND SMOKE FREE WORKPLACE

The Paw Paw District Library Board recognizes the importance of providing all employees, patrons and visitors with a drug and smoke-free library. Therefore, it is Board policy that the intoxication by, or use, distribution, dispensation of controlled substances, marijuana, tobacco and/or alcohol (as defined by local, state, and federal law), by library employees, patrons and visitors on any library grounds or in the library building, and/or in connection with any library activity, is prohibited.

The Paw Paw District Library also recognizes that the appearance of marijuana, tobacco, drug or alcohol use should be banned on the library grounds or in the library building and therefore, any simulated use e.g. use of electronic cigarettes, chewing tobacco, non-alcoholic beers, and the simulated use of any drug paraphernalia, is prohibited.

Any employee who violates this policy shall be subject to immediate suspension and/or termination of employment. Any patron or visitor who violates this policy shall be subject to eviction from the premises. The Board requires that the Library Director

distribute a copy of this policy to each employee and post the policy on the premises accordingly.

Adopted June 8, 1992; revised July 15, 2013, August 19, 2019

LOCAL HISTORY ROOM

The Paw Paw District Library Local History Room houses a collection of non-circulating materials on the history of Paw Paw. The library collects, organizes, preserves, and provides access to these materials to patrons who seek a greater understanding of Paw Paw's past.

Access and Service

The Local History Room is open to the public during library hours. Access to the collection is limited to protect unique and fragile items. Materials must be accessed with the assistance of a library staff member and used in the library. Some materials have been digitized and can be accessed anytime through the library's website. Visitors to the Local History Room will sign in to help track use. Patrons may request research assistance from the Local History Librarian by completing a Local History Reference Form in person or online.

Scope

The collection's focus is materials documenting the social, educational, economic, or political development of the Paw Paw District Library service area. Materials about Van Buren County and Southwest Michigan may be included if they help set Paw Paw within a historical context. Materials collected will be of interest to the broader community. Family genealogies might be collected on a limited basis if the person or family were integral to the development of Paw Paw. The library will work cooperatively with other libraries and historical institutions to preserve area history without duplication or competition.

The collection includes books, newspapers, yearbooks, cemetery records, obituaries, letters, maps, pamphlets, photographs, audiovisual recordings, and digital files. Digital copies will only be added if the originals are confirmed out of copyright or the copyright owner grants the library permission. Because of space and budget limitations, the library does not collect three-dimensional artifacts, government or organizational records, personal papers, or scrapbooks.

Selection

The following criteria are used to select material for the local history collection:

- Relevance to Paw Paw history
- Availability in other collections
- Condition and size of physical form
- Cost to preserve, store and process
- Size or other physical restrictions
- Restrictions by the donor

- Signed deed of gift

Purchases, Gifts, and Loans

Material may be added by gift, purchase, or any other transaction by which title pass to the Paw Paw District Library. Donors must sign a Deed of Gift to legally transfer ownership and copyright to the Paw Paw District Library. Items will not be accepted on condition or temporary loan except when included in a library exhibit. Once a donation is made, the library reserves the right to decide how the item will be displayed, stored, and retained. Under special circumstances, items from the Paw Paw District Library will be loaned to other institutions for exhibition.

Preservation

Materials in the Local History Collection will be preserved according to standard archival procedures and practices whenever possible. To support access, library staff will prepare finding aids for each collection and work through unprocessed materials as time allows. The library will keep records of purchases, gifts, and withdrawals.

The Paw Paw District Library is committed to developing a digital preservation program to make Paw Paw history available to researchers and future generations.

Discarding Materials

The Paw Paw District Library reserves the right to withdraw materials. Withdrawn items may be returned to donors, offered to other institutions, sold, or discarded.

Room Use

The Local History Room may be used for library programs or small meetings with the prior permission of the Library Director. Irreplaceable items will be kept in locked storage to protect them from loss or damage.

Exceptions

The Director may make exceptions to this policy where it benefits the library and supports its mission and goals.

Adopted December 15, 2022

PATRON BEHAVIOR

I. Introduction.

The Paw Paw District 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 (interior and exterior), all grounds controlled and operated by the Library ("Library Property"), and to all persons entering in or on to Library Property, 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; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. 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.
 - 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 may be required to leave the Library and shall not remain 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 or other inappropriate use of 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 Circulation 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. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons.
- P. Library Policies. Patrons must adhere to all Library Policies.

- 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 or smoking 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.

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 Computer & Internet 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 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.

Patrons may appeal a decision to limit or revoke privileges by sending a written appeal to the Library Board within 10 working 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 PRIVACY

The Paw Paw District Library (PPDL) is compelled by the Michigan Library Privacy Act 2020 PA 315 to protect patron privacy and library records.

Library records

A library record, as defined in the Library Privacy Act 2020 PA 315, is "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." A library record does not include nonidentifying information collected to monitor or evaluate library services, such as surveillance video and statistics.

Disclosure of library records

Under the Library Privacy Act 2020 PA 315, library records may only be disclosed:

1. To library employees or a contracted agent of the library to perform their duties to deliver library service
2. With the written consent of the person identified in the record as liable for payment or return of materials; a patron may update their library record at any time
3. Upon court order

Library records are not subject to disclosure under the Freedom of Information Act.

Improper disclosure of a library record can result in fines or a lawsuit against the library or its employees.

Handling of library records

The library strives to collect the least amount of personally identifiable information from patrons. When a library record has served its administrative purpose, library staff will destroy the record or convert it to an anonymous form to protect its unauthorized use. All library employees are responsible for the protection of patron privacy and library records.

Requests for library records

An employee who receives a request or court order to disclose a library record will promptly notify the Library Director, or if unavailable, the Library Board President. The Library Director will confer with the library's attorney before determining the proper response to any request.

If a crime is committed in the library, the library is allowed to share limited information with law enforcement without a court order. That information includes employees' personal recollections of the event and surveillance videos that do not contain library records.

Computer, website, and email privacy

The Paw Paw District Library respects patrons' online privacy. The library does not monitor or track which websites patrons access through the library's computers or networks.

The library uses encryption on its website to protect patron logins. Only aggregated and anonymous statistical information is collected when a patron visits the PPDL website.

The library uses email to contact patrons about their library account and events and services. A patron may opt out of communications by following the unsubscribe process described in the email communication or directly contacting the library.

Third-party vendors

The Paw Paw District Library contracts with third-party vendors to provide digital services and online communications. Some of these vendors may collect and share the information a patron provides at registration. The library encourages patrons to review vendor privacy policies before registering. A patron's use of a third-party service is voluntary.

Adopted May 17, 2021

PHOTOCOPY

The Paw Paw District Library provides a photocopy machine for public use. The copying rates are set by the Library Board.

Black & White letter size - \$.20

Black & White legal size - \$.30

Color letter size - \$.50

Color legal size - \$.75

Copy machine users are advised that there are restrictions on copyright materials which permit, in general, no more than one copy of a page for personal use. Violations of copyright are the responsibility of the copy machine user.

The library attempts to maintain its copy machine in good working order, but the library is not a retail print or copy shop. Patrons seeking high-quality printing or needing to use different paper are directed to local printing businesses. The library is not responsible for the quality of copies and will refund money only in the event of severe machine malfunction.

Adopted May 11, 1992; revised February 21, 2022

PROGRAM ROOM

The Paw Paw District Library provides a program room in order to promote its mission of service to the community. The Library Board recognizes that the library facility belongs to the community and therefore permits the use of its program room by local individuals, groups and organizations. The policy for the use of the facility is established by the Library Board and is subject to change at any time. This policy may be applicable to any meeting space or program space at the Paw Paw District Library.

1. **Availability**

- A. Library programs and library-related programs have priority in the use of the facility. The library cannot guarantee that an individual or group can reserve or use the program room or any meeting space on a regular, consistent basis.
- B. The fact that a group or individual is allowed to meet in the program room does not in any way constitute endorsement of the groups' or individual's policies or beliefs by the Paw Paw District Library.
- C. Fees may apply to use the program room (see Section 4 Fee Schedule Policies)
- D. All groups using the program room must be under adequate adult supervision, with an adult in attendance at all times. The supervising adult must accept responsibility for the repair or replacement of damaged facilities or equipment.
- E. The library shall not be held liable for any injury sustained or damage done related to the use/misuse of equipment and or facilities. The applicant or its written designee is responsible for communicating all program room policies to users of the facility.
- F. Meetings that may disturb regular library functions are not permitted. What constitutes a disturbance to the library shall be at the discretion of the library.

2. **Scheduling**

- A. The program room may be scheduled during normal library hours or at the discretion of the Library Director or designee.
- B. Procedures to apply for use of the program room:

1. The applicant will submit a completed Program Room Application Form (available at the checkout desk, and on the library website). Application forms will be reviewed by the library and approved on a case-by-case basis.
 2. The applicant may submit a Program Room Application Form up to 3 months prior to the requested use date.
 3. An applicant must be 18 years of age or older.
 4. The library may consider a pattern of cancellation or prior violations by the applicant in scheduling room use.
 5. The library reserves the right to reschedule an event for library related programs. The library will make every effort to keep conflicts to a minimum, but in the event of a conflict, the library will notify the applicant as soon as possible.
- C. Hours of scheduling shall include the total time involved in the meeting, including the time the applicant requires the room for assembling or other programs, to the time the room is vacated.
- D. The applicant will be responsible for setup and takedown of tables and chairs, under staff direction and or supervision.
- E. Any previously granted use may be withdrawn at the discretion of the library.

3. General Regulations

- A. The library and all library grounds are smoke free environments, which includes smokeless tobacco use.
- B. The room has a catering kitchen and food and beverages consistent with pre-prepared fare are permitted. The group is responsible for cleanup and bringing their own supplies, i.e. table settings, napkins, etc.
- C. No alcoholic beverages are permitted in or on library property.
- D. No hazardous materials are to be brought onto the library grounds. No open flames are permitted inside or outside the library without special permission by the library.
- E. No animals are permitted, with the exception of service animals or animals brought in for library organized programming.
- F. The facility must be left in the same condition it was prior to the meeting. Attendant library staff will verify this prior to departure.

- G. Nothing shall be attached permanently or temporarily to any surface including walls, ceiling, fixtures, tables, chairs, windows, or floors.
- H. Audio-visual and other equipment needed for a program is the sole responsibility of the sponsoring group or individual.
- I. The registering of participants will be the responsibility of the applicant, not the library staff.
- J. All users of the library's facilities agree to comply with all applicable laws and local ordinances.
- K. Weapons are not allowed in the library unless carried by a peace officer, or as allowed by state or federal law.
- L. The booking of the program room, or portion thereof, does not entitle the user to the use of any other rooms in the library. Restrooms are accessible from the program room during scheduled use.

4. Fee Schedule Policies

- A. No usage fees will be assessed for use of the program room for free educational, cultural or civic events or business meetings that serve that PPDL community. Such events that charge a participation fee are at the discretion of the library as some fees may be assessed.
- B. Damage deposits will be assessed for all events where food or beverages are permitted.
- C. Social and for profit "use" of the program room (by any non-profit or for profit organization) is allowed at an hourly rate established by the fee schedule.
- D. All fees will be paid at the time of the application and will be refunded if the application is cancelled within 24 hours of scheduled use. Eligible damage deposit refunds will be returned within 14 days.

Adopted at Aug, 20, 2018; revised July, 19, 2021

PUBLIC RELATIONS/MEDIA/PHOTOGRAPHY

With the following Public Relations/Media/Photography Policy ("Policy"), the Paw Paw District 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 White Lake Township Library Board ("Library Board") should (1) refer all requests for information about the Library, its policies and operations to the Board President or Library Director and (2) may not speak or represent they are speaking (either verbally or in writing) on behalf of the Library unless otherwise authorized.

II. Press Releases, Promotional Materials and Media Appearances

The Library Director approves 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 Library Director 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 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 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. 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 any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

Adopted August 18, 2025

SOCIAL MEDIA

I. Purpose.

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Paw Paw District Library ("Library") services, resources, and events, on social media. The purpose of the social media accounts is to promote 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 Director has the authority to determine whether a particular social media site or network 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/or its programs and recognizes and respects differences in opinion, Library social media accounts and any interactive sections contained therein are limited public forums and are subject to review by Library staff members. At the Library's sole discretion, the Library may turn off or limit any features that allow comments about or reactions to the Library's social media accounts.

If comments, posts and messages are permitted, 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 as much as practicable.
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 speech or nudity (in comment or 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.

- 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.
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, 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 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.

STUDY ROOM

1. Study Rooms are generally intended for use by up to 4 individuals at a time, high school age and older, for the purpose of quiet study and discussion. Other use arrangements may be made with the Library Director or designee.
2. Use of a Study Room may be arranged at the library's circulation desk on a first come, first served basis.
3. Study Rooms may be used for a maximum of 2 hours with additional time allowed depending upon room availability.
4. No eating or drinking is allowed in a Study Room.
5. The library is not responsible for personal belongings left unattended in a Study Room.
6. Library staff should be notified upon finishing use of a Study Room.
7. Study Rooms must be vacated 15 minutes prior to the scheduled closing of the library.

Adopted August 20, 2012; revised February 21, 2022

UNATTENDED CHILDREN AND VULNERABLE ADULTS

The Paw Paw District Library strives to provide a safe and welcoming space for patrons of all ages. However, the library is a public building and should not be considered a safe place to leave a child or vulnerable adult unattended. Library staff cannot provide supervision for patrons. Parents and caregivers are solely responsible for children and vulnerable adults while on library property, regardless of whether the parent or caregiver is in the library. The Unattended Children and Vulnerable Adults Policy sets guidelines to assure that the library experience is safe and positive for all.

Definitions

A child means a person under the age of 18.

A vulnerable adult means a person age 18 or older who requires supervision or personal care because of developmental disability, mental illness, physical disability, or other similar reasons.

A responsible caregiver is a person who is at least 13 years old and is responsible for monitoring or caring for a child or vulnerable adult.

Children

Children 10 years old and older who can use the library independently and follow the library's Rules of Conduct are allowed to be unattended in the library.

Children 6-9 years old must be under the supervision of an accompanying responsible caregiver while in the library.

Children 5 years old and under must be within sight of the accompanying responsible caregiver while in the library.

Vulnerable adults

Vulnerable adults who can care for themselves, use the library independently, and follow the library's *Rules of Conduct* are allowed to be unattended in the library.

Vulnerable adults who are unable to care for themselves or cannot use the library independently must be accompanied and supervised by a responsible caregiver while in the library.

Staff action

If a child 9 years old and under or a vulnerable adult is left unattended in the library, library staff will attempt to contact a parent or caregiver. If a parent or caregiver cannot be successfully contacted, library staff will contact the police for assistance. In cases of immediate safety concern, library staff will contact 911.

If a child or vulnerable adult needs assistance finding transportation at closing, library staff will help them to contact a parent or caregiver. Two staff members will wait with the patron for the parent or caregiver to arrive. If no one arrives or is on their way by 15 minutes past closing, library staff will call the police for assistance.

All patrons, regardless of age, are required to follow the library's Rules of Conduct. Library staff will use the Compliance Guide to respond to violations. Some violations may result in a patron being asked to leave library property. If a child or vulnerable adult needs assistance finding transportation, library staff will contact a caregiver or, if one cannot be successfully contacted, the police for assistance.

Staff will record action taken concerning the safety or conduct of children or vulnerable adults.

VOLUNTEER POLICY

The Paw Paw District Library Library recognizes the great contributions volunteers can make to the library and community. Volunteers help the library expand and enrich its services and provide a vital link to the community it serves.

Definition of a Volunteer

Volunteers are individuals fourteen (14) years of age or older who contribute time and talent to the library without compensation or benefit. Their work supports, but does not replace, the work of paid staff. All volunteers must be accepted by the library before performing assigned tasks.

Application and Selection

Potential volunteers will complete a volunteer application, liability waiver, and consent to a background check before beginning service. If selected, volunteers under eighteen (18) years of age must also complete a work permit. Volunteers are selected for service if their interests and qualifications match the library's current needs. Because opportunities are limited and the library cannot commit to providing a certain number of hours by a certain deadline, the library does not offer opportunities for court-ordered community service. Acceptance of an application is at the library's sole discretion. If selected, volunteers will be contacted for an interview. If not selected, an application will be kept on file for six months.

Volunteer Opportunities

Volunteers give support services to paid staff and provide assistance with special, unusual, or supplemental services and tasks that further the library's mission. Some examples of these tasks are listed below, however, not all opportunities are available at all times.

- Straighten shelves
- Dusting and cleaning
- Prepare materials for programs
- Work at special events
- Weeding grounds

Volunteering at the library

Volunteers are recognized by the public as representatives of the Paw Paw District Library and are expected to present a positive image and follow all library policies and procedures. Volunteers' dress should be appropriate for a business environment and the tasks assigned.

All work performed by volunteers is supervised by library staff. Volunteer schedules depend on the availability of work and staff to supervise. The library will provide training to prepare volunteers to perform their duties. Volunteers are expected to adhere to an agreed upon schedule, check in with the library supervisor at the beginning of their shift, and record their time worked.

Confidentiality

The Paw Paw District Library adheres to the Library Privacy Act, PA 455 of 1982. Volunteers will not work at the Circulation Desk or perform tasks involving patron records; however, they may witness protected activities while working in the library. All transactions, including information about material looked at, asked for, or checked out, and reference questions, are strictly confidential. Failure to maintain the confidentiality of patrons' use of the library will result in immediate termination of the volunteer.

Friends of the Library

The Friends of the Library also offers ways for community members to support the library. This policy does not apply to Friends' activities. The Friends of the Library is a separate organization with its own rules and policies. Individuals who wish to volunteer at a Friends' book sale or other Friends' activity should contact the Friends directly.

Termination

Nothing in this policy creates a contract between the volunteer and the Paw Paw District Library. Volunteers can be released from volunteer duties at any time at the discretion of the library.

Adopted August 21, 2023

VOLUNTEER WAIVER

I affirm that the statements made in this volunteer application are true and correct.

I offer my services to Paw Paw District Library without expectation of compensation. I understand I am not entitled to any of the benefits of employment, including worker's compensation.

I understand that not all volunteer tasks are available at all times. Library needs dictate the availability of opportunities.

I understand the library reserves the right to accept or reject any volunteer applications.

I agree to follow all directions, procedures, and policies of the Paw Paw District Library as I perform volunteer services for the library.

I assume all risk for my volunteer activities. I agree to release, indemnify and hold harmless the Paw Paw District Library against any and all liability, claims, suits, losses, cost, and legal fees caused by, arising from the services I provide to Paw Paw District Library. I understand and acknowledge that this Release discharges the library from any liability or claim that I may have with respect to bodily injury, personal injury, illness, death, or property damage that may result from the volunteer services I am providing.

Adopted August 21, 2023