

**LEIGHTON TOWNSHIP LIBRARY  
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# **LEIGHTON TOWNSHIP LIBRARY**

## **BY-LAWS**

## **POLICY**

## **RULES/REGULATIONS FOR CONDUCT**

### ***MISSION STATEMENT:***

*IT IS THE PURPOSE OF THE LEIGHTON TOWNSHIP LIBRARY TO PROVIDE SERVICE TO INDIVIDUALS AND GROUPS IN THE COMMUNITY, BY MAKING AVAILABLE RECREATIONAL, EDUCATIONAL, INFORMATIONAL AND CULTURAL MATERIALS.*

## **LEIGHTON TOWNSHIP LIBRARY BOARD OF TRUSTEES BY-LAWS**

(Revised 4/13/2004, Revised 10/22/18, Approved 11/19/18)

### **ARTICLE I - MEMBERSHIP**

The Library Board of the Leighton Township Library, henceforth the Board, shall consist of six Trustees elected for a four year term on a non-partisan ballot at the November general election in Leighton Township in accordance with the provisions of Michigan Act 164, Article 397.211.

- a. A Trustee vacancy during a non-election year shall be filled by a majority vote of the Board.

### **ARTICLE II - OFFICERS**

Section 1. The officers shall be a President, Vice President, Secretary and Treasurer elected by the Trustees at the November meeting of the Board.

Section 2. Officers elected at the November meeting shall take office in January and shall serve until their successors are duly elected.

- a. President – Presider of the meetings. Serves as second signatory for financial duties, and other duties.
- b. Vice President –Backs up President, assumes those duties in President’s absence.
- c. Treasurer – Main check signing duties, financial reporting, liaison for Accountant.
- d. Secretary – Records the minutes at all Board meetings.

### ARTICLE III - MEETINGS

(Revised 2/19/07, Approved 3/19/07, Revised 3/14/14, Approved 4/21/14, Revised 10/22/18,  
Approved 11/19/18)

Section 1. The regular meetings shall be held monthly (except for the months of July and December) at the Leighton Township Library meeting room, located at 4451 12<sup>th</sup> Street, Wayland, Michigan. Cancellations due to an emergency or weather incident may be made at the discretion of the Board President.

Section 2. The annual budget shall be adopted prior to March 31 each year. The annual report shall be presented after the audit has been completed.

Section 3. Special meetings may be called by the President, or at the request of four (4) members, for transaction of business as stated in the call for the meeting.

- a. The Director's annual evaluation by the Board will be held in September in a special session prior to the regular meeting.

Section 4. A quorum for the transactions of business shall consist of a simple majority of the entire elected board.

Section 5. Order of business for regular meetings shall be:

- Call to order
- Roll Call (secretary may simply record attendance)
- Approval of agenda
- Approval of minutes as read or corrected
- Treasurer's report
- Public comment
- Progress report of Director
- Committee reports
- Communications Old business
- New business
- Public comment
- Adjournment

Section 6. Situations not covered by these by-laws or the Board Policies shall be governed by Robert's Rules of Order; latest edition.

### ARTICLE IV - DIRECTOR AND STAFF

The Board shall hire a Director with appropriate professional and personal qualifications who shall be the administrative officer for the Board.

The Director shall be responsible to the Board for:

1. Carrying out its policies, maintaining library records and reports, and handling all correspondence.
2. Specifying duties of other employees, and recommending persons for appointments.
3. Supervision of staff and volunteers.
4. Care and maintenance of library equipment and property. Oversee library technology.
5. Selection, acquisition and organization of books and other library materials.
6. Library's public relations.
7. Keeping Trustees informed of matters relating to the Library or to themselves as Trustees.
8. Preparing a preliminary draft of budget and annual report for Board approval.
9. Assisting the Board in its decisions on policies, budget and goals, and the implementation of those goals.
10. Prepare agenda for board meetings with the President of the Board.

The Director shall interview and recommend to the Board candidates to fill staff positions.

#### ARTICLE V - COMMITTEES

In most matters, the Board shall act as a committee of the whole, but special committees may be appointed at the discretion of the Board President. The committee shall be considered discharged upon completion of its assignment and a final report to the Board.

#### ARTICLE VI - GENERAL

Section 1. An affirmative vote of a majority of all trustees present shall be necessary to approve any action by the Board.

Section 2. The by-laws may be amended by a majority vote of members present at an official meeting of the board, provided the amendment was available for discussion at the previous meeting.

## **DIRECTOR'S AUTHORIZED PURCHASING**

(Proposed 4-20-2009, Approved 5-18-2009, Updated 6-17-19)

The director shall be authorized to make purchases for all individual items where the cost is under or including \$500.00.

For purchases where the cost of the individual item is over \$500 but under \$5,000, the director shall obtain the approval of the Leighton Township Library Board.

For purchases where the cost of the individual item is over or including \$5,000, or for contracted services where the cost over or including \$5,000, the Director shall solicit competitive bids and submit the same to the Leighton Township Library Board. If deemed necessary by the board, request for bids will be posted at the Leighton Township Library, at the Leighton Township Hall, and in appropriate newspaper(s).

All bids may be rejected at the discretion of the Leighton Township Library Board. The board is not required to accept the lowest bid. Contracts for service may be renewed for an additional three years, without going through the bidding process, at the discretion of the Leighton Township Library Board, after which time the bid process will take place. Irregularities in the bid process may be waived if it is in the interest of the Leighton Township Library to do so. The Leighton Township Library reserves the right to cancel any contract if the board is dissatisfied for any reason.

## **CIRCULATION POLICY**

(Revised 5-21-2007 and Approved 6-18-2007) (Revised 7-20-2009 Approved 10-19-2009)  
( Revised 2-18-19 Approved 4-15-2019)

The Leighton Township Library is a member of the Lakeland Library Cooperative (LLC), which encompasses over 40 libraries in eight counties. Leighton Township Library abides by the loan rules and interlibrary borrowing agreements of the Cooperative.

A. Patrons are required to present a valid library card when checking out library materials. If a library card is forgotten, a borrower may provide photo identification. Staff will verify name, address, phone number and birth date against the patron record. Library materials checked out become the responsibility of the patron.

B. The materials must be returned in the same condition as when they were borrowed. Patrons will pay replacement costs assessed for lost, unreturned, or damaged items. If an item is lost or not returned, the patron will be charged the listed cost of the item, or a price determined by the librarian.

C. Patrons agree to return all borrowed items by the due date or pay overdue charges of the owning library. Our materials may be renewed, or automatically renewed, according to the rules of Lakeland Library Cooperative. Loan periods and overdue fines are determined by the owning Library of the materials. The patron will be advised of charges on their library account at checkout time. The money will remain at the library at which it is paid. The library shelves will be checked before billing a patron, and if the item is found on the library shelf, there will be no charge or fine.

D. The library will notify patrons by email or phone call regarding items that are overdue. Patrons with a fine balance over a predetermined amount, not paid within a certain amount of time, may be sent to a collection agency. A collection fee charge may be added to the account, and must be paid.

E. If a patron lends their library card to others, Leighton Township Library can gain access to that account. The owner of the library card used is still responsible for any items checked out on that card.

F. Fines over ten dollars will prohibit the borrowing privilege until the amount is paid down to less than ten dollars.

G. Leighton Township Library will make every effort to cooperate with schools in accommodating any special need they might have in relation to library usage.



## **MATERIAL SELECTION POLICY**

(Revised 6-8-2004, Approved 9-14-2004, Revised & Approved 4-17-23)

### **PURPOSE**

The purpose of Leighton Township Library's Material Selection Policy is to: 1) serve as a guide for staff in the process of selecting library materials and set broad guidelines in order to assemble, preserve, and promote the use of a wide range of communication media and 2) to inform the public about the principles upon which selections are made.

### **DEFINITIONS**

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

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

### **GOALS OF MATERIAL SELECTION**

1. To provide materials to aid patrons in both formal and self-guided education.
2. To maintain up-to-date information on both current and historical topics.
3. To provide materials for entertainment and recreation, including popular and contemporary works as well as those of lasting worth.
4. To encourage and enhance personal and intellectual growth.
5. To provide a variety of well-rounded sources that will provide many perspectives and a broad representation of facts on a topic.

### **RESPONSIBILITY FOR BOOK SELECTION**

The staff is involved in material selection, but the final responsibility for book selection lies with the director.

Basis for Selections will be made with the following criteria taken into consideration:

- Literary merit, awards, or reviews
- Local interest, or requests
- Quality and Suitability of format
- Diversity
- Demographics of the community

- Current demands of patrons
- Contemporary topics
- Literary or entertainment quality
- Author's significance as a writer
- Accuracy of information
- Budget constraints
- Timeliness and importance to the collection
- Availability from other sources

## **LIBRARY MATERIAL MAINTENANCE**

Leighton Township Library removes material from the collection based upon the following criteria:

- Obsolete or outdated
- Appearance, worn or dated
- Circulation statistics insufficient to warrant retention

Exceptions to this list may include items of significant historical value.

## **DONATIONS**

Donations of items, or gifts, will be reviewed according to the same criteria of this selection policy. The donor will be made aware, that if the item is not added to the collection, it will be placed in the book sale unless they specify that they would like it returned.

## **CHALLENGES TO MATERIALS**

The Library recognizes that many books are controversial in subject and that any given item may offend some patrons. Selections are made on the merits of the work in relation to building a collection with diverse views and serving the interests of the readers. Although we may have a varied collection of materials, the Library Board does not necessarily approve all ideas found therein. It is the responsibility of the parents or legal guardian to be responsible for their own children's reading material. It is not the role of the library staff to restrict access to items due to mature content or the possibility of those items being viewed by children.

If a Leighton Township Library patron disagrees with an item retained in the library collection, the patron may discuss their concerns with the Library Director. If they would like to formally object to the item, a "Request for Reconsideration of Library Materials" form must be completed and submitted in writing. The Director will present it to the Library Board at the next regular meeting. The item will be completely reviewed by the Director and members of the Library Board. The final decision rests with the Board and the decision will be communicated with the patron making the reconsideration request, in writing. The item will remain in circulation until the final decision is made.

## **LIBRARY BILL OF RIGHTS**

<https://www.ala.org/advocacy/intfreedom/librarybill>

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as **Interpretations of the Library Bill of Rights**. <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

**LEIGHTON TOWNSHIP LIBRARY**  
**Request for Reconsideration of Library Materials**  
Date \_\_\_\_\_

Submitted by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Organization representing: \_\_\_\_\_

Are you a Leighton Township Library cardholder?    Y    N

Title of Material: \_\_\_\_\_

Format:    \_\_\_\_ Book    \_\_\_\_ eBook    \_\_\_\_ DVD    \_\_\_\_ Audio Book    \_\_\_\_ Other

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

What concerns you in the work, or what do you object? Please be specific. Cite pages, scenes, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you read (see, listen to) the entire work?    Y    N

(For reconsideration, the entire work must be read or viewed to have the challenge be considered.)

For what age group is this work intended? \_\_\_\_\_

What do you believe is the intent of this work? \_\_\_\_\_

Have you read any reviews or ratings of this material?    Y    N

Sources: \_\_\_\_\_

In its place, what work would you recommend that would convey a perspective of a similar subject? \_\_\_\_\_

Signature \_\_\_\_\_

## **COPYRIGHT**

(Approved 6-25-2002)

U.S. copyright law (title 17, U.S. Code) prohibits the unauthorized reproduction and distribution of copyright materials, except as permitted by the principles of “fair use”. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility from such use.

## **ISSUING LIBRARY CARDS**

(Revised 5-21-2007, Approved 6-18, 2007)

Leighton Township Library will issue library cards to patrons determined by the patron’s home address. To receive a Leighton Township Library card, a person must reside within the legal boundaries of Leighton Township.

The signature of a parent or guardian or other adult is required for all children under 16 years of age. This person must be willing to be responsible for the return of, and for any loss or damage to, all materials borrowed with the child’s card.

Proper identification of all persons to whom a library card is issued as well as that of persons signing a child’s card will be required. Proper identification consists of a current driver’s license or state ID with current address, or one picture ID with at least two pieces of official mail (i.e. utility bills) address to their current address.

Library card numbers can be issued for immediate use online at <https://ilcoop.org/library-card-application/al-app/>. This is for first time registrations only. The proper identification will still be required when the patron comes to the library to check out physical materials or to receive a physical library card.

Borrowing privileges for any patron will be suspended if fines and/or bills on that patron’s card reach a level of \$10.00. Borrowing privileges will be reinstated when fines and bills are paid so the balance is under \$10.00. A patron who has had their library card suspended or revoked may submit a written request to have the Library Board review the decision at the next regular meeting.

## **NON-RESIDENT LIBRARY CARDS**

(Proposed 11-17-2008, Approved 1-19-2009)

(Proposed 9-20-2019, Approved 11-18-2019)

Leighton Township Library will issue non-resident cards to individuals who do not reside in Leighton Township and are within the Lakeland Library Cooperative geographical boundary, but do not qualify for any other member library card, for the fee of \$50.00 per year per household. This card will only be honored at the Leighton Township Library.

Non-resident cards are issued using the same rules and procedures used to determine identity and address information as the residents of Leighton Township. Non-resident cards are valid for the period of one year from the date issued. Access is provided to services, programs and materials within the Leighton Township Library, but does not include digital content. A limit of 25 items may be placed on hold by the non-resident patron on items owned by Leighton Township Library only.

## **BEHAVIOR**

(Revised 5-9-2011, Approved 6-13-2011, Revised 11-20-23)

### **ILLEGAL ACTIVITY**

Library visitors and patrons shall not engage in any illegal activity anywhere on the library premises, both in the building and on the grounds. Actions that violate local, state, or federal law will be prosecuted. Illegal activity may result in permanent suspension from the library as determined by the Library Board and Director.

### **DISRUPTIVE BEHAVIOR**

No disruptive behavior will be tolerated. Patrons must comply with library policies and refrain from interfering with the use of the library by other patrons. Staff time must not be monopolized. Staff must be able to perform job tasks for the benefit of all patrons. In cases of disruptive behavior, patron or visitor identification including: name, address, and phone number, may be requested to investigate policy violations. An incident form will be filled out and the case will be noted on the patron record.

### **SMOKING**

The Library is a designated "Smoke Free" environment. Patrons shall not possess or consume alcohol, tobacco, marijuana, or illegal drugs in the Library. For purposes of this policy, "tobacco" includes chewing tobacco and all forms of vaping; "marijuana" includes all forms of marijuana use, including but not limited to smoking, edibles, and vaping. "Drugs" includes but is not limited by, all illegal narcotics and substances, as described in MCL 333.7101 et seq of the Michigan Public Health Code, but do not include over the counter or prescription medication taken by the person the prescription designates.

## **CLOTHING AND HYGIENE**

Library visitors and patrons shall not enter the building without appropriate clothing-including a shirt and shoes. Swimwear is not appropriate. People whose bodily odor is offensive as to constitute a nuisance to others in the library, including staff and patrons, may be required to leave the building.

## **HARASSMENT**

Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner which disturbs or interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.

## **PHOTOGRAPHY AND FILMING**

Casual amateur photography and other forms of recording are permitted for patrons and visitors provided it does not interfere with the operations of the Library or individuals using the Library and does not capture any identifiable likenesses of individuals without their permission. Photographers are responsible for securing the necessary releases. Anyone photographing or recording within the library must respect other patrons and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct or cause a public disturbance.

No commercial, media photography or recording may occur in Library facilities without prior written permission. Permission may be revoked at any time if the photographer or person recording fails to comply with the terms of this policy or other rules and regulations of the Library.

Areas labeled "staff only" are not accessible by the public for any reason, including photography.

## **PETS AND ANIMALS**

(Created 5-9-2011, Approved 6-13-11)

Library visitors and patrons shall not bring pets or animals (with the exception of service dogs) into the library, unless they have received prior permission from the library director, for programming purposes.

## **ENFORCEMENT OF LIBRARY POLICY**

(Created 5-9-2011, Approved 6-13-11)

The Leighton Township Library Board authorizes the Library Director and Library Staff as well as law enforcement officers to enforce the library's published patron and user policies up to and including long term suspension of library privileges, permanent banning from the library, or prosecution.

## **SECURITY CAMERA POLICY**

(Proposed 2-20-23, Approved 4-17-23)

Leighton Township Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. In order to deter public endangerment, vandalism, and mischief in unsupervised areas, video surveillance cameras have been placed at selected locations. Library staff is unable to provide direct supervision over all areas within the library and library grounds. Video footage will be used for the identification of those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

Cameras are situated to monitor entrances/exits, children's playroom, areas prone to theft or vandalism, and areas of the building that are out of the line of vision of staff. Cameras shall not be placed in areas where patrons and/or staff have a reasonable expectation of privacy such as restrooms, nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

Visible signage will be posted at the library entrance at all times, informing the public that security cameras are in use.

Cameras will record activities in real time, 24 hours a day, and images will be saved to a memory card installed directly within the camera. Access to live feeds is available to staff in order to monitor current activity. Recorded data is considered confidential and secure and is only viewed to investigate problems. As new images are recorded, the oldest images will be automatically over written. Digital images will be maintained for a minimum of 8 days; longer if criminal activity or policy violation has occurred or is being investigated.

Because security cameras are not routinely monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. The library is not responsible for loss of property or personal injury. Confidentiality and privacy issues limit the general public from viewing security camera footage. The library disclaims any liability for use of video data in accordance with the terms of this policy, given that the library is a public facility, and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

## **SOCIAL MEDIA POLICY**

(Proposed 2/20/23)

The purpose of LTL social media is to deepen connections with the people of Leighton Township and the surrounding communities through sharing information and promoting library news, services, events and resources. Social media is also used occasionally to share news from other sources which meets the needs and interests of our community. All social media use should be done in a manner that ensures a high standard of



customer service and in accordance with our mission “to provide service to individuals and groups in the community by making available recreational, educational, informational and cultural materials.” Social media may include, but is not limited to, Facebook, Instagram, and YouTube. All library posts should be positive in tone and should reflect the values and viewpoint of the library rather than personal opinions. When possible, content should contain links directing users back to LTL’s website for in-depth information. Comments should be monitored frequently by staff. Responses should be as prompt as possible. Complaints or negative comments should not be deleted, but should be engaged like any other patron complaint, preferably by moving the discussion to a private venue.

The library is not responsible or liable for any content posted by anyone who is not a member of the library’s staff. Public posts/comments by third parties do not reflect the positions of the library or its employees. The library welcomes comments and messages from the community and recognizes and respects differences in opinion; however, all comments, posts, and messages are subject to review and the library reserves the right to remove anything it deems inappropriate or off-topic. This includes but is not limited to:

- Obscene comments or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information including phone numbers, addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Copyrighted, trademarked, or plagiarized material
- Posts in violation of laws or library policies
- Comments, links, or information unrelated to our purpose
- Duplicate posts by an individual user
- Spam or other commercial, political, or proselytizing messages

The library reserves the right to ban or block users who have posted in violation of this policy. Any threatening comments or messages may be forwarded to local authorities. 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.

Users should have no expectation of privacy in postings on library sponsored social media sites. By using such sites, users consent to the library’s right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. The library reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

## **COMPUTER USE**

(Revised 2-29-2007, Approved 3-19-2007, Revised 9-20-21, Approved 10-18-2021)

The Children's Internet Protection Act (CIPA) was enacted in 2000 by Congress. It was updated in 2011. Protection measures must block or filter internet access on public computers of pictures that are: a) obscene; (b) child pornography; or (c) harmful to minors (for those devices that are accessed by minors). These laws prohibit a minor under the age of 18 from accessing these types of materials on the Internet. Therefore, minors will be monitored in this library. Hotspots circulated by Leighton Township Library will also be filtered, especially those provided by an ECF Grant during the 2021-2022 year period. Those found to be in violation of this law, will be required to leave and will forfeit their right to use the Leighton Township Library computers or hotspots.

## **INTERNET USE POLICY AND GUIDELINES**

The Leighton Township Library is pleased to offer access to the wealth of information available on the Internet. The Internet offers unlimited global access to information; however, not all sources on the Internet provide information that is accurate, complete, current or legal. The Leighton Township Library is unable to control the content of the materials on the Internet which changes rapidly and unpredictably.

## **RESPONSIBILITIES OF USERS**

### **Staff Assistance**

Staff provides assistance as they are able. For more in-depth training, patrons are advised to use materials available online and for circulation and reference.

### **Supervising Monitors for Minors under the age of 18**

Parental supervision of children searching the Internet is advised. All Library staff has been instructed to monitor the screens as they pass through the area. If material is inappropriate for minors, users will be required to terminate their session immediately. The library will hold a zero tolerance for inappropriate materials.

### **Choosing and Evaluating Sources**

The Leighton Township Library has no control of the Internet and its resources and assumes no responsibility for the quality, accuracy or currency of any Internet resource. Neither the Leighton Township Library nor its directors or staff shall be liable for any damages (direct or consequential), including lost profits, for any information obtained or provided on the Internet. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information provided. The Internet may contain material of a controversial nature. While patrons are free to visit whatever Internet sites they wish, the library must also respect the rights of other patrons not to be inadvertently exposed to material and images they may find personally unsuitable. Viewing of certain materials in the public library may be considered improper in time, place or manner. The library reserves the right to end an Internet session at any time if it is creating a disturbance. In addition, the library complies with PA 212 in that there

will be zero tolerance for display of materials which are prohibited for minors. If such materials are displayed on screen, patrons will be required to end their Internet session.

### **Rules Governing Use**

Computer time is governed by a library software program and can be adjusted at the discretion of the library staff. Computers may not be available every hour that the library is open. The computers will be shut down 15 minutes before the library's closing time. Internet computers may only be used for legal and ethical purposes. Examples of unacceptable purposes include, but are not limited to, the following: harassment of other users, libeling or slandering other users, destruction of or damage to equipment, software or data belonging to the library or other users, disruption or unauthorized monitoring of electronic communications, unauthorized copying of copy right-protected material. Violations may result in loss of access.

### **Downloading**

Patrons may download to flash drives. The desktop computers do not allow downloads to be saved to the hard drive. The library is not responsible for any loss or damage to personal drives when downloading.

## **PATRON PRIVACY**

(Revised 8-20-2007, Approved 9-17-2007)

It is the policy of the Leighton Township Library to preserve the confidentiality and privacy of the circulation records to the fullest extent permitted by law. To that end, the circulation records of the library shall be released or disclosed only as provided for in this policy or as otherwise provided by law.

Library records or portions of a library record will only be released to the person liable for payment for or return of the materials identified in that library record unless ordered by a court to do so.

All staff and any volunteer with access to patron records will be required to read and sign a copy of this policy. Copies of the signed and dated policy will be retained by the Library Director.

## **DISPOSAL OF LIBRARY PROPERTY**

(Proposed 5-11-2004, Approved 9-14-2004)

(Revised 7-20-2009, Approved 10-19-2009)

All public property to be disposed of or sold must have the prior approval of the board. The director shall recommend to the board which property shall be disposed of or sold. The director shall recommend a reasonable sale price for an item if it is to be sold. Final approval and sale price shall be at the discretion of the library board.

### **Regulations:**

All books and magazines may be sold at the director's discretion at the library site as long as all proceeds revert to the library fund.

All furniture and other public library property may be sold or donated after board approval.

The board, upon recommendation of the director, will set the price for sale or donation of items.

## **Picture Hanging and Display Policy**

(11-21-22, Approved 2-20-23)

Leighton Township Library uses displays throughout the library to further its mission to provide service to individuals and groups in the community, by making available recreational, educational, informational and cultural materials. Priority for all displays is reserved for library use first, and then to individuals or groups who wish to exhibit their artwork or collections. This includes our picture hanging system, entryway display case, shelving units or other display areas within the library. Promotional, commercial, fundraising, religious or political proselytizing is not allowed. All items shall be appropriate for the viewing of minor children.

- Local exhibitors must submit a request to the Library Director to display their artwork in the library. Requests will generally be considered in the order in which they are received, with possible exceptions being made for vital timeliness of a particular display or exhibit.
- The library reserves the right to limit the size, the number of items, the schedule of any display, and the frequency with which any individual, artist, or organization may place a display in the library. It may be 30-60 days, for one or two times a year as an example.
- Prior to receiving approval for an art exhibit, the exhibitor(s) will be required to complete an "Exhibit Agreement and Release Form" and sign a disclaimer releasing the library from all responsibility for loss or damage to the items in their exhibit. Responsibility for any damage to library property caused by the installation, display, or dismantling and removal of an exhibit will rest with the exhibitor.
- The exhibitor(s) must meet with the Library Director to review their proposed display items prior to receiving approval. The library reserves the right to decide the appropriateness of the exhibit material to the public library setting.
- The individual requesting the display must agree to place the display no earlier than the date requested and must remove the display no later than the final date approved. Materials cannot be stored at the library beyond the dates approved in the original request unless special arrangements have been made in advance with the Library Director. All such requests must be agreed upon in writing.
- All exhibits for the hanging art system must be framed or mounted and have a convenient hanger. Corner pads should be used on the back of artwork to protect the walls from marks or other damage.
- No tape or other adhesives will be allowed on the walls, moldings, furnishings or display cases. Similarly, the use of nails, tacks, or staples will not be permitted.

- Exhibitors must provide some type of signage stating the sponsorship of the display or exhibit.
- If materials are for sale, the exhibitor may leave a business card for people who express an interest in the art. Under absolutely no circumstances may individual price cards be affixed to the wall adjacent to the artwork. The library does not and will not enter into sales negotiations or transactions, or take a percentage of any sales that may result from the exhibit.
- The library assumes no responsibility for theft, loss, damage or destruction of items on display. The exhibitor releases the Library, its Board and its employees from any liability for injury or damages, destruction, loss or theft of any item(s) that may occur during the display period or during installation or removal of the exhibit. The library does not provide any security or insurance for artwork exhibited. Exhibitor(s) may provide their own insurance coverage if desired.
- In the unlikely event that the library should require exhibit space for its own use during the agreed upon exhibit dates, the Library Director reserves the right to pre-empt such space without notice and cancel the use of the display areas.
- The library reserves the right to publicize the exhibit through social media or on the library's website.

## Exhibit Agreement and Release Form

(11/21/22)

Leighton Township Library thanks you for your willingness to temporarily lend items for exhibit within the library (please attach a list of all items to be displayed).

The library assumes no responsibility for theft, loss, damage or destruction of items on display. The exhibitor(s) releases the Library, its Board and its employees from any liability for injury or damages, destruction, loss or theft of any item(s) that may occur during the display period or during installation or removal of the exhibit. The library does not provide any security or insurance for items exhibited. Exhibitor(s) must provide their own insurance coverage if desired.

It is the responsibility of the lender to:

1. Insure the items (if desired).
2. Provide a list of the items.
3. Bring the exhibit items in on the agreed upon date.
4. Attach corner pads.
5. Set up their exhibit.
6. Pick up the items on the agreed upon date.

If any items are not collected by the pick-up date, a courtesy call will be made. However, if the lender should then fail to pick up the items, the library will not be responsible for returning or storing them.

Name of Lender: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of person who may pick up items other than the lender: \_\_\_\_\_

Phone number for this individual: \_\_\_\_\_

I, the undersigned, hereby lend the following items to Leighton Township Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library. I accept responsibility for any damage to library property caused by the installation, display, or dismantling and removal of the exhibit. I agree to abide by all rules and regulations set forth in the Library Picture Hanging and Display Policy.

Description of items loaned: \_\_\_\_\_

Please take a picture of the completed exhibit and email to [molas@llcoop.org](mailto:molas@llcoop.org).

Photo sent: \_\_\_\_\_yes \_\_\_\_\_no Item list attached: \_\_\_\_\_yes \_\_\_\_\_no

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date to bring the items: \_\_\_\_\_  
(Applicant initials) (Director Initials)

Date to pick up the items: \_\_\_\_\_  
(Applicant initials) (Director Initials)

APPROVAL GRANTED BY: \_\_\_\_\_

On: \_\_\_\_\_

#### **PICK UP**

Items have been picked up by: \_\_\_\_\_

On: \_\_\_\_\_

Items released by: \_\_\_\_\_  
(Library staff member overseeing removal of display)

On: \_\_\_\_\_



## **LIBRARY PROGRAMS**

(Proposed 4-16-2007, Approved 5-21-2007, Revised and Approved 9-18-2023)

A library program is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services as well as offering the community an informational, entertaining or cultural experience. The budget for library programs is established by the board in conjunction with the library director. The Leighton Township Library welcomes suggestions from the community in regard to program possibilities; however, all library programs are initiated by the Leighton Township Library and approved by the library director. Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select library-initiated programs.

Programs should enhance, support and fulfill the library's mission. Program selection and development are subject to the following guidelines:

- Availability of programming space and library staff
- Presentation quality and appropriateness for group presentation
- Presenter background/qualifications in content area
- Budget
- Relevance to community needs, interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs
- Story times will only be presented by qualified library staff.

All Library programs are open to the public, including non-residents and non-cardholders. A fee may be charged for certain types of Library programs and supplies. Registration may be required for planning purposes or when space is limited. Some programs are limited to age-specific audiences.

The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. The Library staff values inclusion and access for all participants and will strive to provide needed accommodations for our events. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. Sale of books/CDs/art work by authors/performers/artists is permitted as part of a library program when arranged for in advance.

Program participants should expect that photographs/video will be taken at events and used on the Library's social media sites and/or website.

## **INFESTED MATERIALS**

(Created 2-18-13, Approved 4-15-13)

Materials crawling with insects or other bugs will need to be immediately disposed of or quarantined. Bed bugs, cockroaches, and so forth are of particular concern. Infested items pose a health risk for staff and patrons. Items are not to be placed on our shelves or into circulation if visibly infested.

All returned items should be visually inspected. Bed bugs are the size of an apple seed and emit an unusual odor. Black smudges or soot may also be noted from bed bug waste.

Immediately place items in a Ziplock freezer bag or triple layer of plastic trash bags. Trash bags should be securely tied. Freezing the item for over a week will kill the pest. If the item is stained it will be disposed of by sealing it in a triple layer of plastic bags and then sealed in a box with packing tape and deposited in the dumpster. Mark stained items as WITHDRAWN. Items that have not been stained, and pests have been killed and removed, may go back on the shelf.

Non-AL materials: Alert the owning location of the situation. Items will not be placed in delivery. Encourage the owning location to allow you to dispose of the items. Items should be placed in a box and sealed with packing tape.

If the work area or book drop is contaminated contact a cleaning company or pest management treatment company.

## **LEIGHTON TOWNSHIP LIBRARY VOLUNTEER POLICY AND CODE OF CONDUCT REGULATIONS.**

### **VOLUNTEER POLICY**

It shall be the policy of the Leighton Township Library to encourage and use volunteers as part of their community service program.

### **DEFINITION OF A VOLUNTEER.**

A "Volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Leighton Township Library. Volunteers shall not be considered "employees" of the Leighton Township Library.

### **COMMUNITY SERVICE**

The Leighton Township Library may accept as volunteers those participating in student community activities, student intern-projects, corporate volunteer programs and other volunteer referral programs. Volunteers may need work samples and professional references. Volunteers may be subject to criminal record checks.

### **INSURANCE AND LIABILITY**

Approved volunteers in good standing may be protected under the "Directors and Officers" liability policy held by the Leighton Township Library. Such coverage may only exist while volunteering on behalf of the Leighton Township library under the direction of its staff. Volunteers hereby waive any claims against, indemnify, and hold harmless the LTL, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from Leighton Township Library's volunteer program.

### **VOLUNTEERS UNDER 18**

Volunteers under 18 years old must complete and sign a waiver of liability and code of conduct. The waiver and code of conduct must be co-signed by a parent or legal guardian in order to volunteer with the Leighton Township Library.

### **DISCRIMINATION**

The Leighton Township Library is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, gender, color, religion, sexual orientation, geography or age.

**SERVICE AT THE DISCRETION OF THE LIBRARY**

The Leighton Township Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library director. Leighton Township Library may at any time and for any reason, decide to terminate the volunteer's relationship with the library. The library director should communicate notice of such a decision to the volunteer, in writing, as soon as possible.

**REPRESENTING THE LEIGHTON TOWNSHIP LIBRARY**

Volunteers are not to contact organizations, individuals or other volunteers on behalf of the Leighton Township Library unless authorized to do so by the director. All such contacts shall follow accepted professional practice.

**CONFIDENTIALITY**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Failure to do so may result in disciplinary action up to and including discharge.

**COPYRIGHT/OWNERSHIP ISSUES**

Material produced by volunteers for the Leighton Township Library including newsletter articles, graphic materials, web page designs, narratives, research, compilations, instructional texts etc., becomes the property of Leighton Township Library upon submission and approval.

**ENDING YOUR VOLUNTEER ROLE**

You may cease volunteering with the Leighton Township Library upon the completion of any volunteer assignment, or when not currently engaged in an assignment. Notice is to be given to the Director.

**DISMISSAL OF A VOLUNTEER**

Volunteers who do not adhere to the policies, rules and procedures of the library or who fail to perform their duties satisfactorily are subject to dismissal. Volunteers will have the opportunity to discuss the reasons for their dismissal with the Director. Grounds for dismissal include but are not limited to: gross misconduct or insubordination; theft of property or misuse of Leighton Township Library materials; abuse or mistreatment of patrons, staff or other volunteers.

**THE LEIGHTON TOWNSHIP LIBRARY  
VOLUNTEER CODE OF CONDUCT  
AND CONFIDENTIALITY AGREEMENT**

As a volunteer, I agree to follow the Leighton Township Library Volunteer Code of Conduct. I will utilize safe, appropriate and responsible volunteer behavior by doing the following:

- Signing in and out of the library volunteer binder.
- Being patient and kind and modeling positive behaviors at all times.
- Using respectful, encouraging and appropriate language when speaking with staff and patrons.
- Being prompt, reliable and conscientious.
- Respecting the activities for which I am responsible, as outlined by the Leighton Township Library staff.
- Following established disciplinary policies and procedures consistently which means that patron rules apply to volunteers too!
- Turning off my cell phone or pager so that it is evident that I truly am present and working on my volunteer project for the library.
- Respecting the privacy of all patrons and staff members.
- Keeping observations, experiences and information confidential.
- Understanding that younger siblings/children MAY NOT be included when I am volunteering due to liability and so that I may devote quality time to the library without distraction to myself, library staff, or library patrons.

I hereby waive any claims against, indemnify, and hold harmless the Leighton Township Library, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from Leighton Township Library's volunteer program.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian signature:

\_\_\_\_\_

Date \_\_\_\_\_

# **STUDY ROOM USE POLICY**

(Created 8-22-2022, Approved 9-19-2022)

## **PURPOSE**

The Leighton Township Library has space available for small meetings and quiet study in two areas that seat four people or less. To ensure the rooms are available to all members of the community and to remain clean and functional, the Leighton Township Library Board has set the following rules for the use of the study rooms.

## **RULES OF USE**

1. The rooms are intended for quiet study and discussion.
2. An adult must be present at all times with those younger than twelve.
3. Noise must be kept to a low level and disruptive behavior is not allowed.
4. Users must adhere to all Library Policies. Future use may be denied for failing to abide by these policies.
5. Drinking beverages in a covered container is permitted.
6. Study rooms must be left in the original condition and free of trash.
7. Use of glue, paint, markers, glitter, and other craft supplies is prohibited.
8. Patrons are expected to vacate the room if a room reservation has been made and is posted.

## **RESERVATIONS AND AVAILABILITY**

1. Study rooms may be reserved in-person, or by phone for tutoring or other uses one month in advance of use, for up to three months.
2. Reservations may be made for up to 4 hours per day.
3. If the patron does not arrive within 30 minutes of the start time of the reservation, it will be considered a no-show, and others will be allowed use of the room.
4. An individual or group may have no more than one advance reservation per day.
5. Rooms close 15 minutes before the library closes.

## **CHARGES AND FEES**

1. The use of the study room is free of charge provided all policies are followed.
2. Any damages beyond normal wear and tear may be billed to the user. The individual or group may not be permitted to reserve the study room space until damage charges have been paid.

**LEIGHTON TOWNSHIP**  
**FACILITY RULES AND REGULATIONS**  
(Approved 12/2016, Revised & Approved 7/1/2021)

**AVAILABILITY:**

The large meeting rooms (capacity seating 125) in the Township Hall and/or Library are available for rent. All township and library functions have first priority over rentals. The rental must be scheduled in advance and is subject to the following fees, rules, and regulations. The scheduling will be done through the Library Director at 616-877-4143 and/or the Township at [clerk@leightontownship.org](mailto:clerk@leightontownship.org) 616-891-8238 ext. 114.

**FEES:**

Two checks are required:

Leighton Township Residents: Rent - \$75, Deposit - \$150

Non-Residents: Rent - \$150, Deposit - \$300

Both Facilities Resident: Rent - \$120, Deposit \$250

Both Facilities Non-Resident: Rent - \$250, Deposit \$500

AV equipment is available to residents for an additional \$25 rent and additional \$50 deposit.

AV equipment is available to non-residents for an additional \$25 rent and additional \$50 deposit.

The deposit will be returned if the conditions of this agreement are met.

**RULES AND REGULATIONS:**

1. No alcoholic beverages may be served or consumed on the property (inside or outside).
2. No red punch may be served in the building.
3. No food shall be prepared in the building. With the approval of the library board, grills or other food preparation equipment may be used outside of the building.
4. No smoking is allowed in the building.
5. No animals are allowed in the building without the approval of the Board.
6. Non-profit groups or organizations, as recognized by the Federal Government, may use the facility and may request a waiver of fees but must sign the rental agreement to secure the date and time. The space must be returned to its original condition.
7. The facilities may not be used for gambling.
8. Nails, tacks, tape, or other adhesives may not be used on the walls, windows, partition wall or ceiling of the building.
9. Anyone using the facilities is responsible for removing garbage from the facility. Tables and chairs must be returned to their original locations.
10. The building must be returned to its original condition by 10 PM of the day of use.
11. Anyone using the facilities will be billed for any cost for cleaning, repairs, garbage removal, or other expenses incurred by the owner related to the use of the building and grounds not covered by the deposit.
12. The partition wall is locked. Make no attempt to open it or place tables against it.
13. The Township/Library is not responsible for articles left on the premises.

**A SIGNED APPLICATION FORM AND PAID FEES ARE REQUIRED TO SECURE RENTAL.**



## LEIGHTON TOWNSHIP LIBRARY RENTAL AGREEMENT

Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Organization (if any)/Family: \_\_\_\_\_

Name and Address of Person Responsible (must sign this application):

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Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Residence Status (check one): Leighton Township Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

Describe intended use of the facility. Use will be limited to the uses described and approved.

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*I, the undersigned and above named, have received and understand the rules and regulations regarding the rental of the Leighton Township Library and accept full responsibility for the proper implementation of those rules and regulations during the rental period and use of the Leighton Township Library stated above. By my signature I accept liability for any cost incurred by the Township as a result of any violation of the rules and regulations during that rental period.*

### IDEMNIFICATION AGREEMENT

The lessee agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the lessor against any and all claims for injury to person or property (including claims of the employees of the lessee or any contractor, subcontractor, or invitee) arising out of the activities contracted by the lessee, its agents, members, or guests, or invitees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness (Library Staff Member): \_\_\_\_\_ Date: \_\_\_\_\_



## **LEIGHTON TOWNSHIP LIBRARY LENDING GUIDELINES, LIBRARY OF THINGS**



### **GUIDELINES FOR BORROWING AND USE**

- Must be a Lakeland Library Cooperative cardholder in good standing, over the age of 18.
- Library of Things items may only be checked out at one of the staff desks.
- Items **MUST** be returned to the Leighton Township Library at a staffed desk not in the drop-box. Items returned in LTL drop boxes are subject to a \$10 fine. Items returned at other libraries are subject to a \$20 fine.

### **CHECKOUT LIMITS**

- Items may be borrowed for one or three weeks, depending on the item.
- Items designated as “in-house” can only be used at the Leighton Township Library.
- Items may not be renewed.

### **FINES AND LIABILITY**

- It is the borrower’s responsibility to protect the item against loss or damage. If an item is more than 30 days overdue, it is considered lost or converted to the borrower’s own use and they will receive a bill to cover the replacement cost. If a billed item is returned in good condition before a replacement has been purchased, the replacement fee will be removed from their record.
- The Borrower is solely responsible for the item and will be billed for the repair or replacement cost associated with damage or loss of an item and/or components and accessories. Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provides that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor.
- Items must be returned in the case or bag in which they were checked out, must be clean and in the same condition as at check out.
- The library has one week to inspect and check-in an item and assess any necessary fines for loss or damage.
- A list of replacement costs of items and associated components/accessories is maintained by the library and is available for viewing upon request.
- The Leighton Township Library is not responsible for any injury, loss, or damage that may occur from use.

### **CARE AND OPERATION**

- The item may only be used and operated in compliance with Leighton Township Library policies and manufacturer’s guidelines.
- Borrower shall not make any modifications or alterations to the item.

## LEIGHTON TOWNSHIP LIBRARY HOTSPOT ACCEPTABLE USE POLICY

Use of a Leighton Township Library hotspot constitutes agreement with the following:

- I will comply with all state and federal laws and the Leighton Township Library Internet Acceptable Use Policy. I understand that open, unsecured wireless network “Hotspots” are freely and easily accessible with little regard to who is using the network at any time. Due to this inherent insecurity, I will not hold the Leighton Township Library responsible for data loss, breach of confidential information, or interception of any confidential information that may be the result of malicious activity by another wireless user, web site or software on any given wireless user’s PC. Wireless hotspot users are cautioned against using online banking, auctions, email and any other type of Internet-based activity that exposes clear text user names and passwords.
- I understand and acknowledge that the Internet contains images and content that may be offensive or harmful to me or to others. I release the Leighton Township Library from all liabilities associated with the viewing of, use of or exposure to any information, picture, graphical representation or illustration I may encounter while using this wireless connection, regardless of whether the information appears on or is delivered through the station I operate or any other wireless user operates.
- I will not violate any state or federal statute including those regarding obscenity, pornography and the delivery of any such material to minors.
- I understand that I create, store and use the personal data (including all files, folders and media) on my PC or other internet enabled device at my own risk and that the Leighton Township Library is not responsible for the loss of any personal data (including all files, folders and media).
- I understand and accept that my failure to comply with this Leighton Township Library Hotspot Policy may result in suspension of Internet privileges or other appropriate legal action.
- I understand that if I lose or damage the device, the replacement cost will be \$110.00. I understand that the device must be returned to the front desk of the Leighton Township Library. I understand that service to the device will be turned off should the item become overdue. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.

This project was funded (in part) with a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the Library of Michigan.

## **LEIGHTON TOWNSHIP LIBRARY WI-FI HOTSPOTS**



### **CHECKOUT**

Patron must be a Leighton Township Library cardholder in good standing, over the age of 18.

Limited to 1 per household for a period of 7 days and may not be checked out again by patrons of the same household for 48 hours.

Hotspot must be returned only to the front desk of Leighton Township Library. It may not be placed in the drop box or returned to any other library.

There is a filter on the device that will prevent the device from being used to access inappropriate sites. However, there is no guarantee that this filter will block everything on the internet. Additionally, there is no guarantee that this device cannot be detected and used by outside parties.

As a courtesy, staff may make an effort to contact patrons by phone when items are overdue. Service will be turned off 2 days after due date.

### **LATE RETURNS/VIOLATIONS OF POLICY**

1st offense—Warning

2nd offense—2 weeks without being able to check out a hotspot

3rd offense—1 month without being able to check out a hotspot

4th offense and beyond—3 months without being able to check out a hotspot.

### **USAGE NOTES**

Passwords are on stickers on the unit and must be typed in exactly as written.

The hotspot will work anywhere that is covered on the Sprint network.

The device should never be left plugged in for extended periods of time.

No more than 10 devices can be connected simultaneously.

### **STAFF PROCEDURES**

Holds may be placed by staff but devices will remain on the hold shelf no more than 2 business days.

On a case-by-case basis, staff may adjust due dates for patrons leaving town on vacation for more than the 7 day checkout period.

During non-high-demand times, if more than 2 hotspots are on shelf, patrons may check out a hotspot without waiting the 48 hours typically required before another checkout.

## **FREEDOM OF INFORMATION ACT**

(Approved 6/15/15, Fees Updated 3/29/23)

The following policy is to comply with the Michigan Freedom of Information Act, 1976 PA 442, MCL 15.231 et seq (FOIA).

I. The Freedom of Information Act (FOIA) mandates disclosure of certain public records. To fulfill this mandate, these policies have been set in place for providing FOIA requests to the Leighton Township Library, and Leighton Township Library Board. All persons are entitled to full and complete information regarding official acts of those who act as public employees- except those persons incarcerated in state or local correctional facilities.

II. The Library Director will serve as the FOIA Coordinator.

III. FOIA Requests must be in writing, and may be submitted in person or via mail, facsimile or electronic mail. Oral requests shall not be honored. A form is available for use, but is not required. Requests received by e-mail, fax, or other electronic means shall be deemed received by the FOIA Coordinator one business day after the date the electronic transmission is made and shall be handled in the same manner as a written request. Any employee who receives a written request for a document must immediately deliver the request to the FOIA Coordinator. Any written request for a document shall be considered a FOIA request, regardless of whether the word FOIA is used.

IV. Requests shall sufficiently describe the record to enable the FOIA Coordinator to identify and locate the record. The FOIA Coordinator shall maintain a log of all written requests received showing the nature and the date of the request, determination of disposition, date of disposition, and manner of final response to the request.

V. The FOIA Coordinator shall respond to the request no more than five business days, excluding holidays, after the request has been made. A single extension of not more than ten business days may be issued. One of the following responses will be provided:

1. *Grant the request.* A copy of the request for a public record along with all requested documents shall be sent to the person who requested the records. The Library will require payment be made for the allowable fees associated with the request before the record is made available.
2. *Deny the request.* The FOIA Coordinator shall sign and state the reasons for denial, including an explanation of the requesting person's right to seek a non-mandatory appeal from the decision to the Leighton Township Library Board or a judicial review of the decision with the Allegan County Circuit Court. Failure to timely respond to the request constitutes denial.

3. *Grant the request in part and issue a written notice denying in part the request.* Material which is partially exempt and partially subject to disclosure shall be separated or deleted, and the non-exempt material offered for inspection.
4. *Issue a written notice indicating that the public record requested is available at no charge on the Library's website.*

#### VI. Schedule of Fees.

1. Duplication costs. Cost per letter/legal size paper, single- or double sided will be \$0.15 cents for each page. Cost per computer disk/drive will be actual cost times the number of disks/drives provided.
2. Delivery costs. First class postage will be used, unless the requester requires expedited shipping or insurance. Cost per fax will be \$5.00 per fax.
3. Labor Costs. Searching, reviewing, and deleting exempt information, charged at 15 minute increments if less than one hour, is currently \$15.50 per hour. Cost to copy, fax, and scan, make digital copies, and package and prepare to mail, will be charged at the current minimum wage for the state of Michigan, being \$10.10 per hour charged at 15 minute increments, rounded down.
4. Fee Reductions. The Library will waive the first \$20.00 of the processing fee for a request if you submit an affidavit stating that you are:
  - Indigent and receiving specific public assistance; or
  - A non-profit organization designated by the State of Michigan to carry out certain activities and your request satisfies the criteria.

VII. Record Retention. The FOIA Coordinator will maintain all FOIA requests on file for no less than one year.

VIII. Exemptions. Records specifically described in Section 13 of the FOIA Act. The following are most relevant, but not all inclusive.

- Information of a personal nature, if disclosure would constitute an invasion of an individual's privacy.
- Records or information specially exempted from disclosure by statute.
- A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids, or until the deadline for bids has passed.
- Appraisals for real property to be acquired by the public body until either an agreement has been entered into, or three years have elapsed, unless litigation has not yet terminated.

- Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts, including protected health information.
- Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than factual materials and are preliminary to a final agency determination of policy or action. Instances where this exemption shall not apply are specifically described in P.A. 442 Section 13 (m).
- Records of a public body's security measures, including plans, passwords, keys.
- Information or records that would disclose the social security number of an individual.
- Information or records subject to the attorney-client privilege, the physician patient privilege, or the psychologist-patient privilege.

IX. Appeals. Within ten (10) days after receiving a written appeal, the Leighton Township Library Board shall:

1. Reverse the denial;
2. Issue a written notice upholding the appeal;
3. Reverse the denial in part and issue a written notice upholding the denial in part.

The ten (10) day time period shall begin on the date of the next regularly scheduled Leighton Township Library Board Meeting following the receipt of the request. Decision of the Library Board may be appealed to Allegan County Circuit Court within 180 days.

X. A copy of this policy shall be available at the LEIGHTON TOWNSHIP LIBRARY AND ON THE LIBRARY WEBSITE. [www.leightonlibrary.org](http://www.leightonlibrary.org)

The effective date of this policy is June 15, 2015 as approved by the Leighton Township Library Board.

## LEIGHTON TOWNSHIP LIBRARY – FOIA REQUEST FORM

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

Information requested (be as specific as you can):

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FOR OFFICE USE:

Date received \_\_\_\_\_

Date \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_ Extended \_\_\_\_\_

Total cost \_\_\_\_\_ Paid \_\_\_\_\_

## FREEDOM OF INFORMATION ACT WORKSHEET

Date: \_\_\_\_\_

Date the request was received: \_\_\_\_\_ Date of response: \_\_\_\_\_

Requested by: \_\_\_\_\_

Record(s) requested: \_\_\_\_\_

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### I. Duplication Costs:

Cost per Letter/Legal size paper \$0.15 cents X number of copies \_\_\_\_\_ = \$ \_\_\_\_\_

Cost per computer disk/drive \_\_\_\_\_ X number of disk/drives \_\_\_\_\_ = \$ \_\_\_\_\_

### II. Mailing Costs:

Cost of Envelope or Package \_\_\_\_\_ X number of packages \_\_\_\_\_ = \$ \_\_\_\_\_

Postage cost \_\_\_\_\_ \$ \_\_\_\_\_

\*First class postage rate used, unless Requester requires expedited shipping or insurance.

Cost per fax \_\_\_\_\_ X number of faxes \_\_\_\_\_ = \$ \_\_\_\_\_

### III. Labor Costs:

Searching, reviewing, deleting exempt information

Hourly rate \$ \_\_\_\_\_ X number of hours \_\_\_\_\_ = \$ \_\_\_\_\_

Copying, faxing, scanning, making digital copy

Hourly rate \$ \_\_\_\_\_ X number of hours \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Charges: \$ \_\_\_\_\_**